

**CITY OF NEW CARROLLTON  
COUNCILMEMBER YOUTH ACTIVITIES  
GRANT**

FISCAL YEAR 2017  
(July 1, 2016 to June 30, 2017)

Purpose and Eligibility

The City of New Carrollton believes that supporting community activities enhances the community as a whole. In support of that belief, the City Council established a Youth Activities Grant for Fiscal Year 2017 (FY 2017). The grant provides reimbursement of eligible expenses to organizations who wish to hold programs (educational/sports). These programs must be open to residents within the corporate boundaries of the City of New Carrollton and promote enhanced community engagement. The maximum Youth Activities Grant award per organization for Fiscal Year 2017 will be \$2,500. Fiscal Year 2017 commences July 1, 2016 and concludes on June 30, 2017. All grant funds must be expended in FY 2017.

Organizations Ineligible for this Grant Program

- Any organization receiving another direct or beneficial grant from the City of New Carrollton during this fiscal year.
- Any for-profit business or organization

Restrictions

- City funds may not be used for the purchase of alcoholic beverages.
- Cost of City permits are not covered by grant funds.
- All applicable laws and regulations will apply to events funded by City grants, including but not limited to:
  - Prince George's County Health Department food service rules and regulations.
  - City noise ordinance limits
  - Fire Prevention Code regulations (e.g., building occupancy capacity, open flame prohibitions/rules, fireworks prohibitions)
- If feasible, purchases should be made from businesses located within City limits.

Location

All events/projects must take place within the corporate boundaries of the City of New Carrollton. The preferred locations of community events include neighborhood parks (permits may be required from Maryland-National Capital Park and Planning Commission), public or private parking lots (with owner's written permission), or public or private open space (with owner's permission).

Applications

- All applications must be submitted on the prescribed form; all sections of the application must be completed. If sections or questions are not applicable, please indicate so with N/A.
- Requested information may be provided as separate attachments as long as they reference the appropriate section of the application.

- Project/event goals and objectives must be defined in the application.
- Budget must include both a narrative of need/justification and a breakdown of expenses.
- If this event existed previously, provide history of prior effectiveness
- Applicant must submit non-profit certification with application.

Grant Application and Award Schedule

- Grant Application availability posted November 1, 2016
- Grant Applications due December 31, 2016
- Presentations to Council January 17, 2017
- Award of Grants February 1, 2017
- Disbursement of Funds February 15, 2017

Application Submittal, Review and Approval

All grant applications must be submitted to the City Clerk by December 31, 2016. To expedite processing, a signed hold harmless agreement and/or insurance Certificate of Liability naming the City as additionally insured, should be submitted along with your application. Questions on application submittal should be directed to the attention of the City Clerk, at 301-459-6100, or by email to [city@newcarrolltonmd.gov](mailto:city@newcarrolltonmd.gov). Applications will be reviewed by the City staff and if necessary, a submission amendment may be required. Upon City staff preliminary approval, City staff will provide a recommendation to the City Council along with a completed application. The Applicant will present their proposal before the City Council at the next scheduled Council Workshop (tentatively scheduled for Jan. 17, 2017).

Final Review and Grant Close-out

At the completion of the funded project/event a final review of the grant will be conducted by the City of New Carrollton. The Applicant must submit the following to the City by July 31, 2017:

- Project narrative recapping the project success, issues and outcomes. Including, but not limited to: number of attendees, number of partner firms/agencies, key outcomes, next steps (if any).
- All grant funds expended (only those dated between the award date and June 30, 2017) documented with dated receipts/invoices
- All grant funds expended correlated to the approved project/event as presented in the original application

*Note that funds that were not expended as approved, or that violate any of the tenets above, will be repaid to the City by the Applicant.*

Acknowledgement

I acknowledge that I have read and understand the submittal requirements, guidelines and final review process described above.

Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**CITY OF NEW CARROLLTON:  
APPLICATION FOR  
COUNCILMEMBER YOUTH ACTIVITES GRANT  
FISCAL YEAR 2017  
(July 1, 2016 to June 30, 2017)**

(A) Application Date: \_\_\_\_\_

(B) Requested Amount: \_\_\_\_\_ *(Limited to \$2,500.00)*

(C) Applicant Submitted By: \_\_\_\_\_

**APPLICANT**

(D) Name of organization (this should be the proper and legal name as stated on your seal or charter): \_\_\_\_\_  
\_\_\_\_\_

(E) Address/Telephone Number/Website Address (if any): \_\_\_\_\_  
\_\_\_\_\_

(F) Nature of organization (e.g., private non-profit human services, promotional, advocacy): \_\_\_\_\_  
\_\_\_\_\_

(G) Mission/Purpose of the organization [one-paragraph history, mission and goals]: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(H) Organization Leadership and Staff Roster. Please attach a roster of the organization’s officers and members of the board of directors (or comparable governing body) and of staff members.

(I) Federal Tax I.D. #: \_\_\_\_\_ Tax Exempt: Yes \_\_\_ No \_\_\_

(J) Date incorporated: \_\_\_\_\_ Incorporated as a non-profit: Yes \_\_\_ No \_\_\_\_\_

(K) State Tax I.D. #: D-\_\_\_\_\_ (number from Maryland Department of Assessments and Taxation)

**Please attach a current copy of each of the following: the official incorporation documents (if applicable), a copy of the State Tax I.D., and the IRS notification of tax-exempt status under Section 501(c)(3) of the U.S. Code (or related section) along with a completed, signed and dated IRS Form W-9.**

(K) Director of Organization: \_\_\_\_\_  
Name Title

Daytime Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_  
Name Title

Daytime Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

(L) Proposed Use of Requested Grant Funds: Describe the intended use of the grant funds. Either after the questions below or on a separate page, provide sufficient details so that the Councilmember can readily associate the fund use(s) described here with the budget document provided by the grant applicant.

1. Who is the target population (i.e., who will benefit)? \_\_\_\_\_  
\_\_\_\_\_

2. What type(s) of service(s) and/or program(s) will be provided? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Where will the service(s) be provided and/or the program(s) be conducted in New Carrollton? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Proposed schedule for the project? \_\_\_\_\_  
\_\_\_\_\_

5. How will the grant funds be spent (describe briefly and attach a proposed project budget)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. What matching funds or in-kind contributions will the applicant bring to the project? \_\_\_\_\_  
\_\_\_\_\_

(M) Certification

I hereby approve the submission and contents of this application and agree that any grant awarded pursuant to this application will be subject to review by the City and will be administered in conformity with the purposes stated. I further agree that all financial records must be open and available to City officials upon request. Further, I hereby attest that the Applicant is in good financial standing with all public and private creditors and with no liens or judgements outstanding.

Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_