



Community Spruce Up Grant Application: 2023 Cycle

DEADLINE FOR FULL SUBMISSION: DECEMBER 18th, 2023, 5PM

SUBMIT ONE ELECTRONIC APPLICATION (IN PDF) INCLUDING ALL ATTACHMENTS TO:
CHRISTINA@GREATERBAYBROOKALLIANCE.ORG

OVERVIEW/ GUIDELINES

Greater Baybrook Alliance's Community Spruce-Up Grant program provides \$3,000 to \$25,000 grants to groups, individuals, and associations in the neighborhoods of Brooklyn, Curtis Bay, and Brooklyn Park. Spruce Up grants are intended to provide matching resources to stimulate, leverage, and provide auxiliary support for neighborhood-driven, quality of life, public space capital improvement projects

Spruce Up projects are important for connecting and advancing the ongoing work by community and nonprofit organizations, private investors, government agencies, the Anne Arundel County/Baltimore City Police Department, Anne Arundel County/Baltimore City Public Schools, foundations and anchor institutions. The projects should also tie into GBA's focus on building capacity within our communities.

The GBA Community Spruce-Up Grant program is a competitive application process. The projects considered for funding will be rooted in advancing, connecting, and leveraging neighborhood plans, the strategies of the anchor institutions, and the economic development goals within the Baybrook area. With local stakeholders playing a central role in the project solicitation and evaluation process, there will be substantial opportunity for community engagement. These projects should serve to raise the quality of life, facilitate grassroots engagement and ownership, improve personal safety and streetscape appeal, stimulate the marketability of housing, boost retail districts, and enhance the quality of the environment around schools, while simultaneously functioning as a catalyst for additional revitalization actions.

The Spruce Up Grant Program supports capital public realm projects that are connected to community plans and the Greater Baybrook Alliance's Vision and Action Plan. Eligible projects must identify funding sources and the associated level of commitment for 100% of the required project funding. As a prerequisite for any funding from the GBA Community Spruce-Up Grant program, proof of local community support will be required, along with proof of site control, necessary zoning, code, regulatory, and permit approval(s), and the financial, technical, and logistical capacity to undertake and complete the project within one year.

FINANCIAL

1. The size of grant awards range from \$3,000 to \$25,000. The Grant Review Committee reserves the right to fund all, a portion, or none of the project request.

2. It is anticipated that total project cost (including the funds awarded via this process) shall be between approximately \$15,000 and \$100,000; larger projects are allowable. Matching funds and in-kind donations are strongly recommended elements of a successful grant proposal, but there is no specific minimum or maximum matching amount that is required, though the greater the cash leverage, the more competitive the project will be.

3. By default, a Spruce Up Grant is reimbursable; all grantees should be able to pay for all approved, budgeted expenses directly and request reimbursement from GBA. Reimbursement requests must include fully executed copies of contracts and invoices, as well as proof of payment. Receipts and canceled checks are preferred, redacted bank statements may also be accepted.

If a Spruce Up Grant awardee is unable to implement a reimbursable grant, GBA may be able to provide advanced payment or pay for expenses on behalf of the grantee. GBA's Spruce Up Grant Administrators will work with awardees to determine the financial structure most appropriate for the project, the grantee, and GBA.

4. 100% of the awarded funds must be expended within twelve (12) months of executing the agreement associated with the award, and the associated project must be completed within twelve (12) months of the executing of the agreement associated with the award. Unless otherwise previously agreed to in writing, if the requirements are not realized, 100% of the awarded funds shall be returned to the GBA Community Spruce-Up Grant fund upon request.

5. The grantee agrees to use the grant to satisfy allowable costs only for the activities specified in the grant proposal and that are consistent with this agreement and any applicable policies of the Greater Baybrook Alliance. The grantee shall use the grant solely in accordance with the budget set forth in the funding request. The grantee may not incur any costs specified in the proposal before the effective date or after the completion date of this agreement without the prior written consent of the Greater Baybrook Alliance.

6. Grantee must keep and submit proof of funds spent, i.e. receipt, invoices, bank statements and other proofs of payment.

COMMUNITY ENGAGEMENT

Projects must include direct and substantial planning, development, and other forms of engagement by community residents, groups, or organizations within the GBA catchment area, though others may also participate, particularly parties with relevant skills and resources. Projects must obtain a letter of support from a host community association.

ADMINISTRATIVE

- All permits, approvals, fees, and other requirements and/or limitations required for project completion must be identified and their associated status clearly stated.
 - The applicant must hold a 501(c) (3) tax code designation or use a 501(c)(3) as a fiscal agent.
 - Organizations requesting funds shall have or adopt policies and shall operate without discrimination on the basis of age, race, religion, gender, sexual orientation, ethnic origin, economic status or disability.
 - The administrators of funded projects will use a best effort to employ persons and make purchases of goods and services from within the Greater Baybrook area.
 - Funds will not be awarded to/for the following:
 - Programs contrary to policies of the Greater Baybrook Alliance or any of the parties contributing to the fund.
 - Any political campaign directly, on behalf of, or in opposition to any candidate for public office, legislation, policy and/or the lobbying of governmental action.
 - Religious purposes, or on locations where religious services are held.
 - Uses that in any capacity exclude any persons.
 - The grantee agrees to notify the Greater Baybrook Alliance in a timely manner about any difficulties in carrying out activities or complying with the purpose of the grant.
 - The grantee acknowledges and agrees that it is expressly prohibited from using the name, trade names, marks or logos of the Greater Baybrook Alliance and/or the MD Department of Housing and Community Development without first obtaining the prior written approval of the noted agency, the approval/denial is up to the sole and absolute discretion of each agency.
 - The Greater Baybrook Alliance reserves the right to discontinue or reclaim grant payments in the event that:
 - The grantee fails to utilize funds for purposes consistent with section 501(c) (3) of the internal revenue code.
 - The grantee, or the fiscal agent presented in the grant application, ceases to be a 501(c)(3) tax-exempt corporation.
 - The grantee organization ceases operation.
 - The grantee becomes subject of any bankruptcy or insolvency proceeding or otherwise becomes unable to complete the project.
 - The grantee does not use the funds in accordance with this agreement or as presented in the funding request included in the grant agreement.
 - There is a violation of any law or regulation applicable to the grant.
- This contract may also be terminated, in whole or in part, prior to the completion of work when both parties agree that continuation is not feasible or would not produce beneficial results commensurate with the further expenditure of funds. The parties must agree on the termination conditions, including the effective date and the portion to be terminated.

○ To the extent permitted by law, the grantee and its affiliates agree to indemnify, hold harmless and defend the Greater Baybrook Alliance and/or the MD Department of Housing and Community Development, its employees, officers, trustees and other affiliates from and against all claims and liability on account of any injuries, damages, omissions, commissions, actions, causes of actions, claims, suits, judgments and damages, including court costs and attorney's fees, arising as a result of or in connection with (1) services performed or not performed by grantee under this agreement or for the subject project, (2) any negligent or intentional act by grantee, (3) the funding granted or not granted by the Greater Baybrook Alliance under this and any affiliated agreements.

PROCESS

The GBA Community Spruce-Up Grant program is a competitive process. The application will require a project description, community needs and support, project scope, organizational capacity, project budget with uses and sources, detailed timeline, pictures of existing conditions, renderings of final project, letters of support, and letters of outside funding commitments.

A Grant Review Committee will provide comments on the grant application structure, review and evaluate submissions, recommend grant awards, receive update reports from the Greater Baybrook Alliance on awardees, and offer insights to enhance the program's performance.

Grant awardees are expected to submit a six-month progress report and a final twelve-month project report. The reports will require information on funding expenditures, description of the process, tasks completed, stakeholders/partners engaged, impact on the community, challenges, successes, timeline, before and after pictures, deadline(s) and other elements missed, among other potential requested information.

To facilitate optimal outcomes, ensure accountability, and support the creation of future grant funds, GBA has created this detailed timeline (provided under the section TIMELINE below). Greater Baybrook Alliance, based on the needs of the community and/or program, may propose changes to the timeline. All changes must be submitted in writing to, and approved by the Grant Review Committee through Greater Baybrook Alliance.

TIMELINE

- Notification of invitation to apply to eligible applicants Monday, November 20, 2023
- Full applications due by 5PM Monday, December 18, 2023
- Applications reviewed by review team and funders January 2-31, 2024
- Awards announcement! Friday, February 2, 2024
- Signed grant agreements due, project period begins Friday, February 9, 2024
- Quarter 1 report due Monday, July 17, 2024
- Quarter 2 report due Monday, December 16, 2024
- Project period ends, all funding must be spent Monday, January 13, 2025
- Final report due Monday, February 10, 2025