



Dundalk Renaissance Neighborhood Spruce Up Grant Application

Deadline to submit by midnight, Friday, April 12, 2019

Electronic submissions are preferred. Please submit your application electronically in a single PDF, besides jpeg attachments, to Tasha Gresham-James at tasha@dundalkusa.org. If you wish to submit your application in person, please plan to deliver it to the DRC office; 11 Center Place, Suite 201, during business hours.

Summary

Dundalk Renaissance's Neighborhood Spruce-Up Grant funds meaningful, long-lasting, neighborhood driven public space improvements in Dundalk (on both City and County). These projects aim to raise the quality of life, facilitate grassroots engagement and ownership of neighborhood spaces, improve personal safety and streetscape appeal, and/or enhance the quality of the environment around schools. The size of the grant awards typically ranges from \$5,000 to \$10,000. Typically, expenses can only be reimbursed after they are spent.

APPLICATION INFORMATION

Name of the person completing application: _____

Phone number: _____ **E-mail address:** _____

Name of person to be contacted for award notification: _____

(if different from above)

Phone number: _____ **E-mail address:** _____

Complete either the left or right column below, depending on fiscal sponsorship status.

Name of organization applying (if applicable)

Name of fiscal sponsor (if applicable)

Organization's street address

Fiscal sponsor's street address

Organization's FIN (if applicable)

Fiscal sponsor's Federal Identification Number

Name of Project _____

Total Project Cost \$ _____

Funding Requested \$ _____

Project Description

List the goals and objectives of the project and anticipated outcomes.

(Response limited to two paragraphs)

Community Need and Support

Describe the community opportunity and/or problem that the project will address.

Describe the population in need of the project.

Explain how many people will be reached/impacted with the implementation of the project and to what degree will residents be involved or engaged.

(Response limited to one page)

Project Scope

Describe how this project will be implemented.

Describe how this project will be sustained after its implementation; including ongoing maintenance needs and who will complete them.

(Response limited to one page)

Capacity

Describe the applicant's connection to the project.

Please include people or other stakeholders who will play a role and note their experience/background.

Explain who will oversee this project and be the point of contact for the DRC program staff.

(Response limited to three paragraphs)

Marketing Plan

Describe how you plan to promote the project publicly (such as social media posts, flyers/posters, community newsletters, events, etc.)

(Response limited to two paragraphs)

Project Budget

<i>Project Costs</i>					
<i>Item</i>	<i>Estimated cost</i>	<i>Amount re- requested from Spruce - Up</i>	<i>Amount of match/in- kind</i>	<i>Match/in-kind source</i>	<i>Match/in- kind status (requested or committed)</i>
	\$	\$	\$		
	\$	\$	\$		
	\$	\$	\$		
	\$	\$	\$		
	\$	\$	\$		
Total	\$	\$	\$		

(Please add additional rows as needed)

Additional Documents/Attachments

Overhead map location of project site showing the location relative to the neighborhood boundaries (an image of the Google Map will work).

Photos of existing conditions of project location(s) (either compiled in the application pages or attached as jpegs).

Estimates for contracted work, such as lighting installation or sign fabrication (if applicable).

Letters of support from impacted stakeholders, such as schools, churches other community organizations, and/or local businesses (if applicable).

Letter of outside funding commitment (if applicable).

If this application includes partner organizations, please provide a copy of a Memorandum of Understanding (MOU) or a letter describing the roles and responsibilities for each organization that is signed by all parties.

Supplemental or more detailed budget (if applicable).

Proof of permits, approvals, and/or site control (if applicable).

I submit that the information provided in this application is accurate and that all funding will be used for the project described in this application.

I understand that I may be required to submit additional documentation or make project alterations if requested; I will need to respond no later than one week after the request.

I understand that any images I submit as part of my application may be used for promotional purposes by Dundalk Renaissance (DRC) or the State of Maryland.

Finally, I understand that if not all of the funds are not used for the project within one year, and no extension has been requested, these funds must be returned to Maryland Department of Housing and Community Development.

Signature of Applicant

Date

Name of Applicant (*Printed*)

Thank you!

Please submit questions and applications to:

Tasha Gresham-James, Housing Initiatives Manager, Dundalk Renaissance

11 Center Place, Suite 201, Dundalk, MD 21222

(410) 282-0261 option 3 tasha@dundalkusa.org