



Community Spruce Up Grant 2022

SUMMARY

The Greater Baybrook Alliance Community Spruce-Up Grant program is providing grants to groups, individuals, and associations in the neighborhoods of Brooklyn, Curtis Bay, and Brooklyn Park in the amount of \$5,000 to \$25,000. The grant program funds meaningful, long-lasting, neighborhood- driven public space improvements that 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 and commercial corridors.

This program is made possible thanks to the generous support of the Baltimore Regional Neighborhoods Initiative of the State of Maryland’s Department of Housing and Community Development (MD DHCD).

TIMELINE

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| Public workshop | Monday, October 3rd |
| Letter of Intent due by 5pm | Friday, October 14th |
| Notification of invitation to apply to eligible applicants | Monday, October 31st |
| Full applications due by noon | Friday, December 9th |
| <i>Applications reviewed by review team and funders</i> | |
| Awards announcement! | Monday, February 3rd, 2023 |
| Signed grant agreements due , project period begins | Monday, March 3rd |
| Required Grant Manager- Kick Off Meeting | March- TBD |
| Quarter 1 report due | Monday June 12 th , 2023 |
| Quarter 2 report due | Monday September 11th |
| <i>Project period ends, all funding must be spent</i> | Friday December 1 st , 2023 |
| Final report due | Monday, December 11th, 2023 |

These projects are intended to provide matching funds or resources to complete projects ranging from \$10k to \$100k or more. The project should connect to neighborhood priorities outlined in the Greater Baybrook Vision and Action Plan, create a sense of community, improve personal safety and streetscape appeal, stimulate the marketability of housing, boost retail districts, and/or enhance the quality of the environment around schools, while simultaneously functioning as a catalyst for additional revitalization actions.

ELIGIBLE APPLICANTS:

Individuals, non-profits, community groups and organizations within the GBA catchment area, or partnering with an area community group that submitted a Letter of Intent by the September 11th 2020 deadline and was invited to submit the complete application.

The applicant must have proof of support from the Community Association in the project area, and from the property owner. For assistance contacting community groups and city or county agencies, please reach out to Sarah Hope, GBA Program Manager at Sarah@greaterbaybrookalliance.org

The applicant must have a 501(c)3 designation, or use a 501(c)3 fiscal agent. In the event no fiscal agent is feasible, GBA may be able to serve as a fiscal agent.

EXAMPLES OF POTENTIAL SPRUCE UP PROJECTS:

- Creating and installing gateways and signage
- Sidewalk and Streetscaping, including pedestrian lighting along key corridors
- Facilitating public open space improvements- either in parks or vacant lots.
- Contracting public art projects.
- Activating and improving unfriendly public spaces like bus stops and schoolyards.

FINANCIAL GUIDELINES:

Capital projects are projects that involve large scale permanent construction including:

- Materials like paint, benches, and trees
- Construction Documents needed to build a permanent object or feature
- Construction and installation by a licensed contractor
- Permit fees for installation if required

Spruce up funds cannot support operating costs, such as:

- Staff time
- Consultants, planning exercises, or concept level designs
- Youth or Community Stipends
- Permits or food for events
- Maintenance outside a contractor's warranty

Funds cannot be used on any political campaign on behalf of or in opposition to any candidate for public office or the lobbying of governmental action, for religious purposes, or any capacity that excludes any persons.

The size of the grant typically ranges from \$5,000 to \$25,000 and is paid in reimbursements to the awardee, with evidence of invoices and receipts and completion of the request for payments form on a quarterly basis. Expenses outlined in the application budget are the only expenses that will be reimbursed. A budget form will be provided in the application. In some situations GBA may be able to pay a contractor directly on an agreed upon payment schedule. Please note, check processing can take up to 45 days.

Matching funds and in-kind donations (including volunteer time) can be used for any type of expense, as designated by the donor. Proposals that include committed matching funds will receive priority in the grant review process, but there is no specific minimum or maximum requirement.

LETTER OF INTENT- Due Friday October 14, 2022, 5pm

Please submit a one-page (maximum) letter that includes the following information:

- Applicant background
- Amount of funding being requested
- Project idea and connection to community conditions
- What you hope to achieve with your project
- Potential partners
- Other funding being pursued or in hand.
- Brief description of the applicant's connection to the project and experience/ ability to execute the project
- Estimated project timeline
- Copy of a 501(c)3 designation letter from the primary organization or fiscal sponsor

APPLICATION PROCESS

Applicants will be invited to submit a full application based on the strength of your Letter of Intent; **eligible applicants will receive a template to work from**. Applications must include:

- A project description
- Description of the community need the project is aiming to address
- Evidence of support for the project from impacted stakeholders (such as neighborhood associations, schools, churches, or local businesses); evidence could include letters of support or petitions
- Project scope of work including a specific description of what the end result of the project will be.
- Description of applicant's connection to the project and ability to execute the project
- Project budget with uses and funding sources, including proof of outside funding commitments, if applicable (form provided)
- Detailed timeline
- Pictures of existing conditions
- Conceptual drawings or renderings of final project, if applicable
- Evidence of site control/access and permits to implement the project

The applications will be reviewed by a committee of stakeholders including community residents and professional designers, public artists, and landscape architects. Once the grant review committee has made its final decisions, we will notify all applicants and publicly announce those projects that were awarded funding and the funding amounts. In some cases, we will award less money than was requested where we identify opportunities for savings or specific challenges with implementation.

PROGRAM GOALS:

1. Provide mid- to large-scale leveraged grants for residents, community groups, and organizations in the Baybrook area to develop and implement quality of life capital improvement projects.
2. Facilitate and support the community engagement, quality of life and capital investment goals of the GBA Vision and Action Plan.
3. Support the engagement of diverse groups of community residents, business owners, artists, community groups, and stakeholders in the strategies of physical and social planning as community engagement and revitalization tools.
4. Contribute to the momentum of critical mass building in Baybrook through high-impact, visible quality of life improvement projects.

All questions and Letters of Intent should be sent to Sarah Hope at Sarah@greaterbaybrookalliance.org