



Northwest Baltimore Partnership

NWBP SPRUCE-UP PROGRAM 2022/2023 OVERVIEW

Intent to Apply Form Released:	Tuesday, June 14, 2022
Intent to Apply Form Deadline:	Monday, July 25, 2022 at 5:00 PM
Information Sessions:	Tuesday, June 28, 2022 at 9:30 AM Thursday, June 30, 2022 at 5:00 PM <i>Zoom information for the Information Sessions is below.</i>

SPRUCE-UP PROGRAM OVERVIEW

The Northwest Baltimore Partnership (NWBP) Spruce-Up Program provides grants of \$7,500 to \$20,000 to community associations, civic groups, merchants associations and other community-based organizations in the NWBP catchment area (see map below) for community-driven, capital improvement projects such as neighborhood beautification, safety improvements, and placemaking projects. This program is made possible by a generous grant from the Maryland Department of Housing and Community Development's Baltimore Regional Neighborhood Initiative.

Spruce-Up Project examples include:

- Lighting and other projects to improve public safety
- Neighborhood beautification and vacant lot projects to improve neighborhood cleanliness and the environment
- Placemaking projects to improve pedestrian safety
- Public space and park improvements to increase community cohesion
- Streetscaping and other projects to improve the overall attractiveness of the area

Through the Spruce-Up Program, NWBP helps neighborhood leaders and other partners identify opportunities for community enhancement, assess project feasibility, and facilitate collaboration between public and private partners.

The Spruce-Up Program is a competitive application process, with local stakeholders playing a central role in the project solicitation and evaluation process. There will be substantial opportunity for community engagement.

Alignment with Community Plans

Projects must be aligned with one or more of the focus areas in NWBP's Neighborhood Revitalization Plan: Housing, Economy, Transportation, Environment, Quality of Life, and Community Engagement. Projects must also be aligned with any relevant neighborhood plans such as the Northwest Community Planning Forum's Strategic Neighborhood Action Plan, Northwest Gateways Sustainable Community Area Plan, Park Heights Master Plan, or the Pikesville Revitalization Action Plan. View these plans at: www.northwestbaltimore.org/plans

Eligible Applicants

- Community associations, nonprofits, civic groups, merchants' associations, and other community-based organizations in the NWBP catchment area (see map below) are eligible for funding.
- Applicants must have 501(c)(3) status or a fiscal agent.
- Faith-based institutions may apply as long as the project meets the non-sectarian certification criteria below.

The following projects/programs are not eligible for funding.

- Programs contrary to policies of the Northwest Baltimore Partnership or any of the parties contributing to the NWBP Spruce-Up Program
- 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
- Uses that in any capacity exclude any persons

Maryland Department of Housing and Community Development Information on Non-Sectarian Certifications

Non-Sectarian Certifications

- (a) Other than as disclosed to the Department in writing, Grantee certifies that no part of the Grant funds, no part of the Project, and no part of the Property, shall be used for the furtherance of sectarian religious instruction, or in connection with the design, acquisition, or construction of any building used or to be used as a place of sectarian religious worship or instruction, or in connection with any program or department of divinity for any religious denomination, including (but not limited to) religious services, religious instruction, or other activities that have an explicitly religious content.
- (b) Grantee certifies that it will provide services of the Project to clients on a nondiscriminatory basis, including (but not limited to) the provision of services without regard to the creed, religion, or religious affiliation of the clients.

APPLICATION GUIDELINES

- **Award Amount:** Grant awards will range from \$7,500 to \$20,000. NWBP has a total of \$50,000 to award. The NWBP Grant Review Committee reserves the right to fund all, a portion, or none of the project request.
- **Total Project Cost:** It is anticipated that total project costs (including the funds awarded via this process) shall be between \$7,500 and \$100,000.
- **Grant Disbursement:** Each applicant will receive 25% of the awarded funds after the grant agreement has been executed. The remaining 75% will be distributed in installments of 25% after submitting proof of payment for the spent funds. Applicants can make a formal request to develop a different disbursement schedule; however, they must demonstrate a strong need.
- **Project Completion Deadline:** The project must be completed and \$100,000 of the awarded funds must be spent within twelve (12) months of executing the grant agreement. Unless otherwise previously agreed to in writing, if these requirements are not met, 100% of the awarded funds shall be returned to the NWBP Spruce-Up Program upon request.
- **Matching Funds:** Matching funds are not required but are encouraged. Projects with high levels of matching funds will be more competitive than projects with low or no matching funds. In-kind donations are required, but there is not a minimum level of in-kind donations required. Examples of in-kind donation include volunteer time and pro-bono project management.
- **Administrative Expenses:** Up to 10% of awarded funds may be allocated to administrative and operational expenses (including project planning activities) directly associated with the undertaking and completion of any funded project.
- **Allowable Expenses:** The grantee agrees to use funding from the Spruce-Up Program to satisfy allowable costs only for the activities specified in the project proposal and that are consistent with this agreement and any applicable policies of the Northwest Baltimore Partnership. 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 expiration date of this agreement without the prior written consent of the NWBP.
- **Proof of Payment:** Grantee must keep and submit proof of funds spent, i.e., receipts, invoices, bank statements, and other proofs of payment.

COMMUNITY ENGAGEMENT

- Applicants must build authentic community engagement into their projects. Community stakeholders, including but not limited to residents, community associations, nonprofits, civic groups, merchants' associations and/or other organizations must be involved in project planning, implementation, and other project activities.
- Projects must obtain a letter of support from a host community association. Additional letters of support are encouraged but not required.

APPLICATION PROCESS

The NWBP Spruce-Up Program has a competitive application process. All applicants are required to submit the Intent to Apply Form. NWBP will review the forms and invite selected applicants to submit a full application.

The full application will include a project description, community needs and support, scope of work, organizational capacity, project budget, timeline, pictures of existing conditions, renderings of the final project, letters of support, and matching grant award letters (where applicable).

A Spruce-Up Grant Review Committee, comprised of five or more NWBP Steering Committee members and Partners Committee members will review the Intent to Apply forms and full applications, and make recommendations to the NWBP Steering Committee.

TIMELINE

Tuesday, June 14, 2022	Intent to Apply Form Released
Tuesday, June 28, 2022, at 9:30 AM Thursday, June 30, 2022 at 5:00 PM	Information Sessions
Monday, July 25, 2022 at 5:00pm	Intent to Apply Due
Tuesday August 16, 2022	Selected applicants invited to submit application
Tuesday, September 13, 2022 at 5:00pm	Applications Due
Monday, October 3, 2022	Applicants Notified of Funding Decision
Monday, October 28, 2022	Grant Contracts Executed
Friday, October 28, 2022	Project Implementation Begins
Tuesday, May 2, 2023 at 5:00pm	6-Month Reports Due
Monday, November 6, 2023 at 5:00pm	Final Reports Due

Questions? Contact Larry Schugam at lschugam@chaibaltimore.org or 410-500-5306.

Please e-mail the Intent to Apply form to lschugam@chaibaltimore.org by

Monday, July 25, 2022 at 5:00 PM.

NWBP SPRUCE-UP PROGRAM INFORMATION SESSIONS

NWBP will hold information sessions on Tuesday, June 28, 2022 at 9:30 AM and Thursday, June 30, 2022 at 5:00 PM. The Zoom information is below. Registration is encouraged, but not required. Please e-mail Larry Schugam at lschugam@chaibaltimore.org to register.

Spruce-Up Program Information Session I

June 28, 2022 09:30 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://jcfb.zoom.us/j/99564583970>

Meeting ID: 995 6458 3970

One tap mobile

+13017158592,,99564583970# US (Washington DC)

+13126266799,,99564583970# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

Meeting ID: 995 6458 3970

Find your local number: <https://jcfb.zoom.us/u/ayYJfGV7I>

Spruce-Up Program Information Session II

June 30, 2022 05:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://jcfb.zoom.us/j/93502573510>

Meeting ID: 935 0257 3510

One tap mobile

+13017158592,,93502573510# US (Washington DC)

+13126266799,,93502573510# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

Meeting ID: 935 0257 3510

Find your local number: <https://jcfb.zoom.us/u/agx6kcUex>

NORTHWEST BALTIMORE PARTNERSHIP CATCHMENT AREA

