



Northwest Baltimore Partnership (NWBP) Spruce-Up Program Application 2025

GENERAL INFORMATION

- A. **Organization Name:** _____
- B. **Project Name:** _____
- C. **Amount of Request:** _____
- D. **Total Project Budget:** _____
- E. **Contact Name:** _____
- F. **Organization Address:** _____
- G. **E-mail:** _____
- H. **Phone:** _____
- I. **Project Address:** _____
- J. **Neighborhood:** _____
- K. **Community Association Sponsoring the Project:**

A support letter from the community association for the neighborhood where the project is located must be attached.

- L. **Does your organization have 501(c)(3) status?** _____

Federal Identification Number: _____

If not, do you have a fiscal agent? _____

Fiscal Agent Name: _____

Address: _____

Fiscal Agent's Federal Identification Number: _____

Nonprofit 501(c)(3) status or a fiscal agent are not required.

M. Person to be contacted for award notification (if different from above):

Project Description

A. Please provide a summary of your project in one to two sentences.

B. Briefly describe the project, including its goals, activities, and expected outcomes.

C. Who are the current or potential partners? Describe how the partners will be engaged in the project and their experience with this type of project.

D. Who will lead the project implementation? Describe their experience leading this type of project.

E. Who will be responsible for submitting the six-month progress report, final report and for communicating with NWBP each month for project and financial updates (i.e., requesting disbursement and providing proof of payments).

F. Describe your organization's experience implementing similar projects, if applicable:

G. Who owns the property where the project will be located?

H. If your organization does not own the property, do you have permission to implement the project in this location.

Yes or No?

I. Describe and attach any permits, approvals, written permission from owner, leases or other materials documenting that you have permission to implement the project.

If you do not have permission yet, please indicate the steps you are taking to secure permission, the process for securing permission, and how long you anticipate this will take.

K. Describe how and specifically where in the plan your project aligns with the NWBP Strategic Neighborhood Revitalization Plan at: <https://www.northwestbaltimore.org/nwplan>

K. Describe how you plan to maintain your project after its implementation. Please include the people and/or organization responsible for maintenance. If additional funding is needed to maintain the project, indicate how and how you will secure the funding.

L. Describe any funds that have already been spent on this project and what they were spent on. *(Organizations cannot be reimbursed for funds spent on a project prior to the grant award.)*

M. If you are not awarded the full amount of funding requested, will you consider modifying the budget and scope to complete the project?

COMMUNITY NEED AND SUPPORT

A. Describe the community need that this project addresses.

B. How have you engaged and/or plan to engage the community in the project? How was public input gathered? (E.g., community meetings, surveys, focus groups, etc.)

C. How did the organization decide to pursue this project?

D. What is the extent of public support for or in opposition to the proposed project?

E. Who will benefit from this project? Estimate the number of people the project will reach and how they will be impacted.

PROJECT BUDGET

Please fill out the budget template below with as much detail as possible and attach quotes, estimates or other documentation for costs of services, materials, and/or equipment included in the project budget. (See sample budget below).

Income

Item	Description	Is Funding Secured, Expected, or Requested?	Amount
TOTAL			

Expenses

If you need more lines for expenses, please attached a separate document.

Item	Description	Amount
TOTAL		

SAMPLE BUDGET

Income

Type of Funding	Description	Is Funding Secured, Expected, or Requested?	Amount
Spruce Up Grant	Amount requested for Spruce Grant	NA	\$8,000
Foundation	John Doe Foundation	Secured	\$2,000
Corporate Sponsorship	Jane Doe Corporation	Requested	\$2,000
In-Kind	Value of Volunteer hours (20 volunteer hours x \$30/hour)	NA	\$600
TOTAL			\$12,600

Expenses

Item	Description	Amount
Artist Fees	Mural Design and Installation	\$6,000
Lift rental	Lift rental for mural installation	\$1,200
Bench	Metal outdoor bench	\$1,300
Trash Cans	5 metal outdoor trash cans (\$700/can x 5 cans)	\$3,500
In-kind Support	Volunteers to implement project (20 volunteer hours x \$30/hour)	\$600
TOTAL		\$12,600
BALANCE		\$0

DETAILED TIMELINE

Describe all steps/activities for 12-month project completion in the chart below. If applicable, include the status of permits or approvals and the estimated time to secure them.

Dates	Description of Activities

SAMPLE TIMELINE

Dates	Description of Activities
8/1/25 - 8/31/25	Designer collaborates with community to design sign
9/1/25	Organization solicits bids from sign companies

10/15/25	Organization selects sign company
10/16/25	Organization submits application to DOT's Community-Led Placemaking Program for permit
12/1/25	Permit approved (estimated turnaround time)
1/15/26	MOU between City and Organization executed
1/16/26	Organization orders sign
2/16/26	Sign Installed
February 2026	6-month report due
August 2026	12-month/final report due

ATTACHMENTS: Required unless otherwise noted

1. Letter of support from Host Community Association where project will be located. *If there is no community association for the neighborhood where the project will be located, other evidence of community support will be accepted.*
2. Additional letters of support (Optional)
3. Proof of permits, approvals, written permission from owner, leases or other materials documenting that you have permission to implement the project.
4. Quotes, estimate or other documentation for costs of services, materials, and/or equipment included in the project budget.
5. Photo of project location.
6. Project rendering (Optional)
7. Grant award letters or commitment letters for other project funding. (If applicable)
8. If this request includes partner organizations, please provide a copy of a Memorandum of Understanding or a letter describing the roles and responsibilities for each organization that is signed by all parties.

I, _____, SUBMIT THAT THE INFORMATION PROVIDED IN THIS APPLICATION IS ACCURATE AND THAT ALL FUNDING WILL BE USED FOR THE PROGRAM DESCRIBED IN THIS APPLICATION. I UNDERSTAND THAT I MAY BE REQUIRED TO SUBMIT ADDITIONAL DOCUMENTATION OR MAKE PROJECT/PROGRAM ALTERATIONS IF REQUESTED AND THAT I WILL NEED TO RESPOND TO THIS REQUEST NO LATER THAN A WEEK AFTER THE REQUEST. I ACKNOWLEDGE THAT IF THE GRANT IS AWARDED, A SIX-MONTH REPORT AND A FINAL 12-MONTH REPORT ARE REQUIRED AND THAT THESE REPORTS MUST INCLUDE PROJECT OUTCOMES AND EXPENDITURES. FINALLY, I UNDERSTAND THAT IF THE FUNDS ARE NOT EXPENDED ON THE PROJECT WITHIN ONE YEAR (12 MONTHS) OF EXECUTION OF THE GRANT AGREEMENT, AND NO EXTENSION IS REQUESTED, THESE FUNDS MUST BE RETURNED TO NWBP.

Applicant Name: _____

Applicant Signature

Date

Please submit questions and applications to:

Larry Schugam
lschugam@chaibaltimore.org

Application Deadline:
Thursday, June 12, 2025 at 5:00 PM