



Northwest Baltimore Partnership (NWBP) Spruce Up Grant Program

APPLICATION INSTRUCTIONS

The Northwest Baltimore Partnership (NWBP) invites community associations, civic groups, merchants associations and other community-based organizations serving Northwest Baltimore to apply for **Spruce Up Program grants from \$7,500 - \$20,000.**

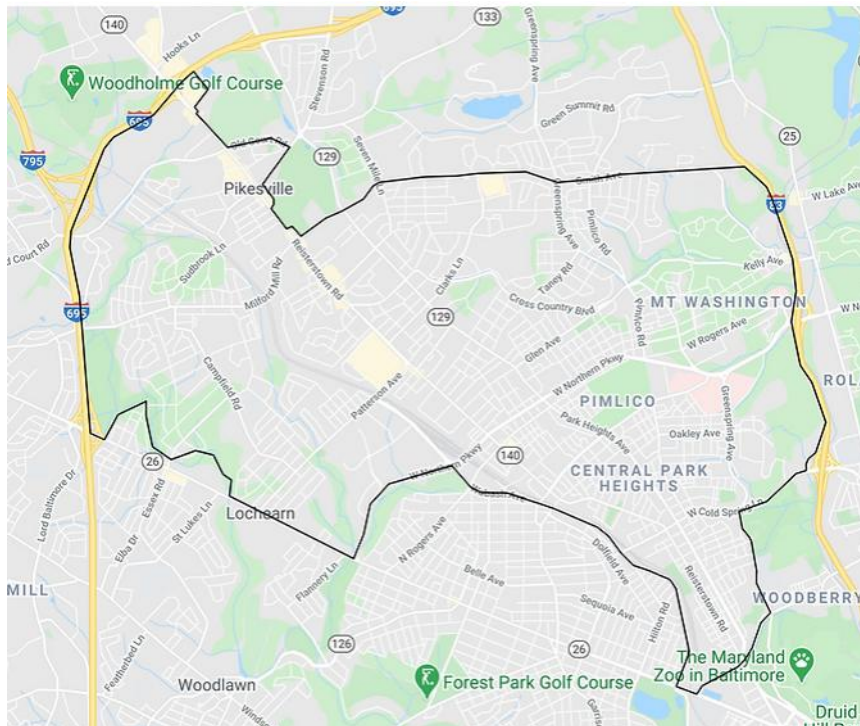
Spruce Up grants are intended for community-driven, capital improvement projects such as neighborhood beautification, safety improvements, and placemaking projects in the **NWBP catchment area** (see map below).

Application Release Date: April 22, 2025

Application deadline: Completed applications must be e-mailed to Larry Schugam at Ischugam@chaibaltimore.org by **June 12, 2025, at 5:00 PM.**

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

NWBP CATCHMENT AREA



APPLICATION PROCESS

The NWBP Spruce-Up Program is a competitive application process. A Spruce-Up Grant Review Committee, comprised of community stakeholders, reviews applications and makes recommendations to the NWBP Steering Committee. The Steering Committee is responsible for making the final decisions about project awards.

TENTATIVE GRANT TIMELINE

April 2025	Application Released
May 2025	Information Sessions
Thursday, June 12, 2026, at 5:00 PM	Application Deadline
Late June/Early July 2025	Award Notifications
July/August 2025	Grant Agreements Executed
August 2025	Project Implementation Begins
<i>The first grant report will be due 6 months from the date the grant agreement is executed. The final grant report will be due 12 months from the date the grant agreement is executed.</i>	

GRANT MANAGEMENT AND FUNDING

Comprehensive Housing Assistance, Inc. (CHAI), which serves as the fiscal agent for NWBP, serves as the fiscal agent and manager of the grant program (including fund administration, monitoring of grants, and overseeing the community engagement component).

- **Award Amount:** Grant awards will range from \$7,500 to \$20,000. The Grant Review Committee reserves the right to fund all, a portion, or none of the project request.
- **Disbursement of Funds:** Each grantee will receive 25% of the funds awarded after the grant agreement is executed. The remaining 75% will be distributed in installments of 25% after the grantee submits proof of payment (receipts, invoice, etc.) for the funds spent. A grantee can submit a formal request to NWBP to develop a different disbursement schedule, however, there must be a strong need.
- **Time Limit to Spend Funds:** One hundred percent (100%) of the funds awarded must be expended and the project must be completed within twelve (12) months from the date the grant agreement is executed. Unless otherwise previously agreed to in writing, if these requirements are not realized, 100% of the awarded funds must be returned to the NWBP Spruce-Up Program upon request.

- **Matching Funds:** Matching funds are not required but are encouraged.
- **Administrative Funding:** Up to 10% of the funds awarded may be allocated to administrative and operational expenses (including project planning activities) directly associated with the implementation of the project.
- **Allowable Expenditures:** Awarded funds can only be used for allowable expenses that are included in the project proposal and budget. Expenditures must adhere to the grant agreement and any applicable policies of NWBP. The grantee may not incur any costs specified in the proposal before the grant agreement is executed without the prior written consent of NWBP.
- **Proof of payment:** The grantee must keep and submit all documentation of funds spent (e.g., receipts, invoices, bank statements and other proofs of payment).
- **Grant Reporting:** Grantees are required to submit a six-month progress report and a final twelve-month project report.

ADMINISTRATIVE REQUIREMENTS

- Applicants requesting funds must have or adopt policies that prohibit discrimination based on age, race, religion, gender, sexual orientation, ethnic origin, economic status, or disability.
- Grantees will make their best effort to employ people and purchases goods and services from within Northwest Baltimore City and/or County.
- The grantee agrees to notify NWBP 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 Northwest Baltimore Partnership and/or the MD Department of Housing and Community Development without first obtaining the prior written approval of the noted agency. Approval/denial is up to the sole and absolute discretion of each agency.

Northwest Baltimore Partnership reserves the right to discontinue and/or reclaim grant payments in the event that:

- The grantee organization ceases operation.
- The grantee becomes the 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 the grant 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.

The grant agreement 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 Northwest Baltimore Partnership and Maryland 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 NWBP under this and any affiliated agreements.

INFORMATION SESSIONS

NWBP will hold two information sessions:

- Monday, May 5, 2025, 5:30 PM – 6:30 PM
- Wednesday, May 7, 2025, 12:00 PM – 1:00 PM

The Zoom information is below. Please e-mail lschugam@chaibaltimore.org to register.
Registration is encouraged but not required.

Spruce Up Grant Information Session I

Time: May 5, 2025 05:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://jcfb.zoom.us/j/98921803996>

Meeting ID: 989 2180 3996

One tap mobile

+13017158592,,98921803996# US (Washington DC)

+16469313860,,98921803996# US

Spruce Up Grant Information Session II

Time: May 7, 2025 12:00 PM Eastern Time

Join Zoom Meeting

<https://jcfb.zoom.us/j/97376389206>

Meeting ID: 973 7638 9206

One tap mobile

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+16469313860,,97376389206# US