



FREDERICK
MARYLAND

Community Promotion Grant

Fiscal Year 2023

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Background



Community Promotion Grant Policy

- The Board of Aldermen adopted the Community Promotion Grant Policy (Resolution 17-18) on October 19, 2017.
- The purpose of the Policy is to formalize the process for application and distribution of City funds to nonprofit organizations.
- All prospective applicants must review this presentation.
- Eligible organizations may be awarded funds from \$500-\$20,000.

Focus Areas

- The Community Promotion Grant program awards funding to nonprofit charitable or civic organizations ***to supplement existing funds that either create or enhance services that positively impact the greatest number of City residents.***
- Priority will be given to programs supporting one or more of the following focus areas:
 - Promotions and Arts
 - Senior Support/Aging in Place
 - Youth Development Needs

Eligibility



Requirements

- All prospective applicant **must review** this presentation.
- Only **nonprofit organizations** shall be **eligible** to apply for a Community Promotion Grant.
 - 501(c)(3),(c)(4),or (c)(6) of the Internal Revenue Code of 1954.
- A complete Community Promotion Grant Application is required.
 - An incomplete application **will not** be accepted.
- The City operates on an annual Fiscal Schedule beginning on July 1 and ending on June 30.

Required Documents

Any nonprofit organizations that desires financial assistance from the City shall attach with the Community Promotion Grant Application:

- IRS determination letter
- Copy of an annual report of its business affairs and transactions
- Copies of the audited financial statement of the previous year .
- The most recent 990 tax return.
- A detailed description of the program and how it serves the residents of the City.
- How the grant funding will benefit the residents of the City.

Application Evaluation



- Applications are reviewed for a number of considerations which will determine the merits of the applicants and application.
 - These include, but are not limited to:
 - Review of the amount requested
 - Assessment of the applicant's ability to monitor and account for the awarding of funds
 - Determination of the applicant's eligibility and compliance with Policy requirements
- The City will prioritize programs supporting the four focus areas:
 - Promotions and Arts
 - Youth Development Needs
 - Senior Support/ Aging in Place

Important Dates



- **January 17, 2022:** Deadline to submit grant
- **January 31, 2023:** Deadline to submit Interim Report
- **July 31, 2023:** Deadline to submit Final Report

Additional Information



Monitoring and Reporting

- Organizations receiving funds are responsible for managing the day-to-day operations of grant supported activities using their established controls and policies.
- The City requires the receiving organization to submit two financial reports and two program assessment reports.
 - Reports will be due on January 31, 2023 and July 31, 2023

Contact Information

- Please submit application to:

The City of Frederick
Office of the Mayor
Attn: Gayon Sampson
101 North Court Street
Frederick, MD 21701

- If you have any additional questions, please feel free to email me at Gsampson@cityoffrederickmd.gov



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