



HCPI Community Spruce-Up Grant Program

Information Sheet

January 2014

SUMMARY

Through the generous support of Johns Hopkins University, Maryland Department of Housing and Community Development's Baltimore Regional Neighborhoods Initiative and the Robert W. Deustch Foundation, the five-year HCPI Community Spruce-Up Grant Program is providing grants to groups, individuals and associations within the HCPI catchment area in the amount of \$10,000 to \$25,000. It is the goal of this grant program to provide matching resources to stimulate, leverage and provide auxiliary support for new neighborhood-driven, quality of life capital improvement projects that require \$10,000 to \$25,000 for their successful completion and range in cost from \$15,000 to \$50,000.

GOALS

1. Provide mid- to large-scale leveraged grants for residents, community groups, and organizations in the HCPI catchment area to develop and implement new quality of life improvement projects.
2. Facilitate and support the community engagement, quality of life and capital investment goals of the HCPI agenda.
3. Support the engagement of community residents, business owners, artists, community groups, and other stakeholders in the strategies of physical and social planning as community engagement and revitalization tools. In addition, engagement by parties investing within the HCPI area (e.g., developers, builders, financial institutions, larger employers) will also be sought in terms of supporting the funded projects with cash and in-kind contributions, as well as recognizing the value that such projects bring to their respective interests.
4. Assist with the realization of the master and vision plans of communities in the HCPI catchment area.
5. Contribute to the momentum of critical mass building in Central Baltimore through high-impact, visible quality of life improvement projects.

KEY GUIDELINES

- ✓ The size of grant awards range from \$10,000 to \$25,000 to support capital projects.
- ✓ Total project cost (including the funds awarded via this process) shall be between \$15,000 to \$50,000.
- ✓ 50% of awarded project grant funds will be disbursed at time of award. The final 50% grant award will be distributed at completion of each applicant's 6-month progress report.
- ✓ Matching funds are required, but there is no set minimum or maximum matching amount that is required.
- ✓ Projects must include direct and substantial planning, development, and other forms of engagement by community residents, groups, or organizations within the HCPI catchment area.
- ✓ Attend the pre-bid meeting the week of February 3, 2014
- ✓ Projects must obtain a Letter of Support from the host Community Association.

- ✓ Up to ten percent (10%) of the awarded funds may be allocated to administrative and operational expenses.
- ✓ 100% of the awarded funds must be expended within twelve (12) months of executing the agreement associated with the award.
- ✓ The applicant must hold a 501(c) (3) tax code designation, or use a 501(c)(3) as a fiscal agent.

PROCESS

The HCPI Community Spruce-Up Grant Program is structured as a competitive process. CBP will make the application available to HCPI residents, community groups, business interests directly vested within the HCPI agenda, and nonprofit and other organizations serving the HCPI area. The application will require a project description, community needs statement, letter of support from the host community association, project scope, organizational capacity, project budget with uses and funding sources, detailed timeline, pictures of existing conditions, renderings of final project, letters of support, evidence of site control/access, permits, fees and any other associated requirements, and letters of outside funding commitments.

Following a Grant Review Committee evaluation, the Central Baltimore Partnership will release the application for the inaugural round of the grant program. Grant awardees are expected to submit monthly project status updates, a six-month progress report and a final twelve-month project report. The reports will require information on funding expenditures, description of the process, tasks completed, stakeholders/partners engaged, impact on the community, challenges, successes, timeline, before and after pictures, among other potential requested information.

TIMELINE

- December 17, 2013: Publically announce HCPI Community Spruce-Up Grant program at CBP General Partnership Meeting
- Wednesday, January 29, 2014: Application released
- Wednesday, February 5, 2014: MANDATORY pre-application meeting
- Friday, March 14, 2014: Application deadline
- Week of April 21, 2014: Announce grant award recipients
- Week of May 5, 2014: Host project management workshop for grant recipients
- September 2014: Six month progress report due for grant recipients; host six-month project management workshop
- December 2014: Begin Round 2 Grant release process
- April 2015: Round 1 Final Project Reports due

PLEASE ADDRESS QUESTIONS TO:

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