



Grants for Baltimore City Neighborhood Events

Thank you for taking an interest in the MECU Neighborhood Event Grants program. The following information will help you prepare for the application process.

What is the MECU Neighborhood Event Grants?

Baltimore Office of Promotion & the Arts is pleased to announce the 2019 cycle for the MECU Neighborhood Event Grants program, which awards cash grants to Baltimore City non-profit neighborhood associations and community-based organizations for the purpose of producing a free to the public special event. Thanks to the support of MECU, Baltimore’s credit union, eligible groups can receive up to **\$5,000** to produce an event for the community and residents they already serve. Grants are awarded on a competitive basis with award amounts determined by a committee. Eligible events must focus on at least one of the following areas:

- **Educational** – Enhancing educational programs and learning opportunities for grades K-12 students
- **Arts and Culture** – Infusing appreciation and enrichment of the arts in our communities
- **Community Development** – Promoting stronger communities through entrepreneurship, neighborhood revitalization, job training and essential community service

TIMELINE

August 14, 2018	Grant Info Session (War Memorial Building @ 6p)
August 15, 2018	Grant Online Info Session (Facebook Live @ 12p)
August 16, 2018	Applications Open (access at www.promotionandarts.org)
October 7, 2018	Application Deadline (midnight)
November 30, 2018	Notifications are Announced (via email)
January 26, 2019	Mandatory Workshop for 2019 Grant Recipients (location TBD, 10am-12pm)
December 31, 2019	2019 Final Reports Due

Eligibility

For the MECU Neighborhood Event Grants program, organizations are eligible based on the following criteria:

1. The organization must be designated by the IRS as a non-profit 501(c)(3) organization.
 - Not sure if the applying organization is a 501(c)(3)? Check at:
<https://www.irs.gov/charities-non-profits/tax-exempt-organization-search>
 - Organization that do not qualify as a 501(c)(3), may apply with a fiscal agent that is a 501(c)(3) non-profit. It is the organization's responsibility in securing a fiscal agent if needed.
2. The organization must be based in Baltimore City with at least 4 members (staff or registered volunteers).
3. The organization must have a bank account in its name.
4. The organization must be able to provide a bank statement or 990 tax form that proves cash flow.
5. The proposed event must fall between April 1, 2019 and December 31, 2019, and take place in Baltimore City.
 - An organization can only apply to produce one event or a series of events, for example a Summer Job Fair Series taking place the 1st Saturday of June, July, and August.
6. The proposed event must be accessible, free and open to the public.
7. The total project budget for the proposed event cannot exceed \$5,000.
8. The organization must agree to send a representative to the Mandatory Workshop, if selected as a grant award recipient.

Things to Be Aware Of Before Completing the Application:

- The applicant is the organization that is planning/executing the event
- Individuals not associated with an organization are not eligible
- If you obtain an fiscal sponsor, it is your responsibility to submit the correct documentation
- Sub-groups that fall under a parent organization may apply as the sub-group or parent organization, but not both

Application Procedure

When completing the MECU Neighborhood Event Grant application, accurate information and attention to detail is key. First time applicants are encouraged to apply.

Applications that are incomplete or do not meet requirements will not be considered.

1. Complete the online application
2. Include required documentation:
 - **Tax Exemption Documentation**
A copy of the organizations IRS 501(c)(3) tax-exempt status letter, or Fiscal Agent's if it applies.
 - **Financial Statement**
A copy of the organizations 990 tax form or bank statement, or Fiscal Agent's if it applies.
 - **Project Budget**
A copy of the event budget, remember the event budget should be realistic with researched estimates and cannot exceed \$5,000 in total.
 - **Fiscal Agent Letter of Proof (if applies)**
If using a Fiscal Agent for 501(c)(3) support, a letter of proof is required with accurate contact information. Remember to upload the Fiscal Agent's tax exemption documentation and financial statement.

Grants are awarded on a competitive basis on the following:

1. **Clarity:** Are the event objectives described clearly with clear connection to one of the three focus areas (education, arts and culture, and/or community development)?
2. **Engagement:** Does the organization have an existing relationship within the community where the proposed event will take place?
3. **Budget:** Is the entire event budget under \$5000? Is the budget proposed accurate and detailed with realistic estimates? Did the organization use the budget template provided? What is the organizations plan to raise additional funds, if necessary?
4. **Community Value:** How does the event help to make Baltimore a vibrant, safer, stronger, and healthier city? Is the applicant partnering with other organizations/ businesses?

Additional: **Organization Standing:** If the organization is a past MECU Neighborhood Event Grants award recipient, was their Final Report Form accurately completed on time.

Responsibilities of Grant Recipients

Organizations that complete an application for the MECU Neighborhood Event Grants program agree to the following responsibilities if selected as a recipient:

1. Accept no sponsor representing a financial business for the event (i.e. other credit unions, banks, etc.)
2. Send a representative to the Mandatory Grant Recipient Workshop. If someone is not able to represent your organization, you forfeit your grant.
3. Credit all promotional material with the MECU and BOPA logos and/or the following text: "Special thanks to MECU, Baltimore's Credit Union and the Baltimore Office of Promotion & the Arts for helping to make this event possible."
4. Display the MECU Neighborhood Event Grant Banner at your event, provided by the Baltimore Office of Promotion & the Arts.
5. Complete the online Final Report Form by December 31, 2019.

The Granting Process



Eligible applications for the MECU Neighborhood Event Grants program are reviewed by a Selection Committee composed of community and city partners with backgrounds in Baltimore City community initiatives, city neighborhoods, special events logistics, and grant writing.

Notifications letters are emailed to the organization's point of contact with either granted or not granted status, along with the next steps. **All decisions are final; there is no appeal process.**

Mandatory Grant Recipient Workshop

Each organization is responsible for sending a representative to the Mandatory Grant Recipient Workshop. Attendees will hear from several speakers on topics to enhance their event including the city permit process, fundraising, how to utilize social media, and organizing the event logistics.

Attendees also receive a MECU Neighborhood Event Grants banner, which must be displayed during the event.

2019 MECU Neighborhood Event Grants

Final Report (Due by December 31, 2019)

The Final Report is an online form that recaps the event, goals, and budget. Grant recipients must complete the online form by December 31st to be considered eligible for future MECU Neighborhood Event Grants awards.

1. Complete the online Final Report Form. Link will be emailed to grant recipients.

2. Include required documentation:
 - Updated event budget with itemized expenditures and accompanying receipts. Receipts may be uploaded as one document or individually.

 - Six photographs, including one of the MECU Neighborhood Event Banner displayed in the background during the event.

It is highly suggested that grant recipients look over the Final Report form before December 31st, in case any questions arise.

Contact

Again thank you for taking an interest in the MECU Neighborhood Event Grants program.

For additional information, please contact Symone Audain, Special Events Coordinator at saudain@promotionandarts.org or (410) 752-8632.

To apply, visit www.promotionandarts.org

The MECU Neighborhood Event Grants program is supported by MECU: Baltimore's Credit Union and administered by the Baltimore Office of Promotion & The Arts. Additional support is provided by the Baltimore City Department of Community Development.