



NEIGHBORHOOD

EVENT

GRANTS

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BALTIMORE
OFFICE OF PROMOTION & THE ARTS

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?

Each year, the MECU Neighborhood Event Grants program awards cash grants to Baltimore neighborhood associations and community-based non-profit organizations for the purpose of producing a special event. Thanks to the support of MECU, Baltimore's credit union, eligible groups can receive up to **\$1,000** to produce an event for the community and residents they serve such as art workshops, back-to-school rallies, block parties, book drives, food drives, health fairs and neighborhood clean-ups. Grants are awarded on a competitive basis. Proposed events must be publicly accessible at no cost to the public.

Some core goals of the MECU Neighborhood Event Grants program include:

- **Strengthening Communities** with impactful events
- **Increase Community Involvement** over a common goal that unifies all ages
- Instill **Community Pride** around unique community qualities
- **Bringing Organizations Together** to build relationships and share resources
- **Create Access To Resources** that would not normally be available
- New ways to celebrate and supports **Arts In The Community**
- **Highlight Service** with community and environmental value

Eligible Organizations

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.
 - If this is not the case, the organization 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.
3. The organization must have a bank account in the organization's name.
4. The proposed event must fall between April 1st and December 31st and take place in Baltimore City. An organization can only apply to produce one event however it may be a series (i.e. Friday Night Movie Series in the month of August).
5. The proposed event must be accessible, free and open to the public.
6. The total budget for the proposed event cannot exceed \$5000.
7. The organization must agree to send a representative to the Mandatory Workshop, if selected as a grant award recipient. (Exact date and location determined yearly)

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.

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 and cannot exceed \$5000 in total.
 - **Fiscal Agent Letter of Proof (if applies)**
If using a Fiscal Agent as the 501(c)(3) organization, a letter of proof is required with accurate contact information. Remember to upload the Fiscal Agent's tax exemptions documentation and financial statement.

Grants are awarded on a competitive basis on the following:

1. **Clarity:** Are the event objectives described clearly? Is the budget and personnel adequate to accomplish the event objectives?
2. **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? How does the organization intend to raise funds to cover the difference? Can the event still take place if not awarded a grant?
*Keep in mind the maximum that a recipient may be granted is \$1000.
3. **Value:** How does the event benefit the community? Can this event be duplicated in the future without significant financial assistance?
4. **Community:** How does the event help to make Baltimore a vibrant, safer, stronger, and healthier city? Is the applicant partnering with other organizations/ businesses?
5. **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 will not be awarded 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.
5. Complete the online Final Report Form by December 31st.

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, 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.

Final Report (Due by December 31st)

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 suggest 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.

Deadline information and exact dates for the current year will be posted online once available at 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.