



**Town of Bladensburg
COMMUNITY GRANT PROGRAM
Fiscal Year 2024 (FY24) Grant Application and Guidelines**

- A. For the purpose of this section, an “operating grant” shall provide support for the day-to-day costs of running the non-profit organization. A “capital grant” shall provide funds to nonprofit organizations to purchase equipment and related supplies or to make capital improvements (renovations, remodeling, etc.).
- B. Subject to the availability of funds, the Town will consider funding an operating and/or capital grant to a non-profit organization with an application submission that meets one of the following criteria:
1. Provides services that sustain and empower youth, families, and individuals to move towards an improved quality of life and self-sufficiency.
 2. Provides programs that preserve and enhance a community’s character;
 3. Provides programs that contribute to a vibrant economy; or
 4. Promotes programs that are integral to community revitalization, economic development, and environmental sustainability.
- C. A committee shall be convened to review and evaluate applications submitted to the Town of Bladensburg.
1. The Committee shall consist of the Mayor’s designated staff person, the Treasurer, the Town Administrator, and up to two at-large staff persons.
 2. The Grant committee will make recommendations that will be approved at the July 15, 2024, Mayor and Council Work Session and Meeting.
 3. Committee recommendations to the Mayor and Council will have the following order of preference:
 - a. Organizations directly serving Town residents.
 - b. Organizations directly serving Port Towns residents.
 - c. Organizations indirectly serving Town and Port Town residents.
- D. Application qualification criteria:
1. Applicant shall have the administrative and financial capacity to carry out the project successfully and shall be in good standing with the Maryland Department of Taxation;
 2. The project shall help meet the criteria outlined in paragraph B of this section;
 3. The applicant shall demonstrate that the proposed activity shall provide maximum public benefit in relation to cost and
 4. The applicant shall demonstrate the ability to leverage additional funds.

Guidelines and Instructions

Applications must be received by **July 3, 2024, at 3:00 PM**. Applications received after this date and time will not be considered, and extensions will not be permitted.

Please submit online or by email to jamaya@bladensburgmd.gov.

Grant applications will be available for download on the Town's website at www.bladensburgmd.gov.

Please complete all forms and answer all questions in the application. The application form does not limit the number of words in each section. However, please answer the questions concisely in the space provided.

Incomplete applications will be returned to the applicant without further consideration.

Limited funding available, maximum grant funding available per requesting applicant will be up to \$2,000 based on the final FY24 approved budget.

REQUIRED DOCUMENTS

The following documents are required and must be included in all applications:

1. **Federal Tax-exempt IRS determination letter:** Copy of most recent IRS determination letter under Section 501 (c) (3) indicating evidence of tax-exempt status.
2. **Good Standing Status:** Include the most recent copy (2017) of the organization's general entity information showing that it is currently in good standing with the State Department of Assessment & Taxation (SDAT)
3. **Articles of Incorporation:** Include a copy of the Articles of Incorporation.
4. **Organizations' Bylaws:** Please include a copy of your organizational bylaws.
5. **Board of Directors:** Please list all board members and terms.
6. **Mission Statement** – Include the organization's Mission Statement.
7. **Copy of the last audit or financial statements**—If audited financials are unavailable, please provide a copy of the organization's most recent IRS 990 tax return.
8. **Organization budget for the current year:** Provide a copy of the most recent budget, including income, expenses, and debts.
9. **Form-W9:** Signed request for Taxpayer's Identification Number and Certification.
10. **Insurance Requirement:** Proof of Insurance.
11. **Letter of Support:** Include at least one (1) Letter of Support with an original signature from a community group, PTA/PTO, or church located within the radius as evidence of community need.

If this request includes partner organizations, please provide a copy of a Memorandum of Understanding, support letters, or a description of each organization's roles and responsibilities that is signed by all parties. If you have any questions or concerns, please get in touch with Jessica Amaya at 410-927-7048 or by email at jamaya@bladensburgmd.gov.



Community Grant Application
Deadline July 3, 2024
3:00 P.M.

Organization Name: We Lead By Example, Inc.

Executive Director/Officer Adrian H. Seemangal, President

Address 5404 Spring Road, Bladensburg MD 20710

Phone Number: 301-699-9035 Email: tkdrambblers@yahoo.com; tkdmccutch@yahoo.com

Federal ID# 45-3760188

Incorporation Date 11/7/2011 501 (c) (3) Registration Date 11/7/2011

Project Title Safety and Self-Defense Classes and Workshops

Project Location (s) Bladensburg Community Center and other Port Towns locales

Amount Requested \$ 2,000.00

RESIDENCE OF CLIENTS SERVED (Preference will be given to agencies serving Bladensburg residents – Check all that apply)

- Town of Bladensburg
- Prince George’s County
- Port Towns (Edmonston, Cottage City, Colmar Manor)

EXECUTIVE SUMMARY - Provide a brief summary of your project. Please include the following items: the purpose of the project, the number of people living in the Town of Bladensburg to be served, and how the Town grant funds will be used.

We Lead By Example, Inc. is a nonprofit organization set up to promote successful and meaningful futures for children, youth, and adults through teaching them about safety and practical methods of self-defense. Our organization annually serves 400 or more youth and adults in the Town of Bladensburg through our combined tae kwon do and safety classes, workshops, and participation in community events (e.g., annual Walk and Rally for Bullying Prevention and Child Safety, Cinco de Mayo, Port Towns Day) throughout the year. The intended use of the amount awarded would help our organization pay for program advertisement, specifically our website (www.rambblers-tkd.org) and potentially the production of instructional videos, to promote our programs addressing bullying prevention, child molestation and sexual abuse/child snatching prevention, domestic violence prevention, and other safety programs for people of all ages. Our safety and self-defense programs provide essential safety information and training for the benefit of the residents of Bladensburg. Our seminars, workshops, and other events often take place at the Bladensburg Community Center or at other venues in the Port Towns.

PROGRAM INFORMATION - Describe the overall or general purpose of your agency

We Lead By Example, Inc. is a multi-generational organization committed to empowering youth and adults with skills that develop confident, successful leaders by promoting personal safety and security as well as to build high moral standards that reflect acceptance and respect for all cultures. We advocate a sense of personal, family, and social responsibility. Our organization promotes successful and meaningful futures for children, youth, and adults through the teaching of both the physical and spiritual aspects of martial arts and practical methods of self-defense. We strive to inculcate moral strength and integrity through the cultivation of leadership skills, including the development of a positive sense of self-worth and confidence to face life ' s challenges. We promote a strong academic foundation and work ethic, which assist with the development of career goals. It should be noted that our website provides extensive information about scholarships and educational resources and other opportunities in the furtherance of the latter.

COMMUNITY NEED/POPULATION BEING SERVED: Describe the issue or community that need to be addressed. Provide the demographic data and geographic information used to determine the extent of the problem or the need not being addressed.

According to local and national reporting, assaults, bullying, child and adult sexual abuse, child and adult abduction, domestic violence, stalking and rape, and elder abuse are trending upward in our country. Police vigilance is of utmost importance; however, officers understandably are rarely onsite when an assault or another kind of dangerous situation occurs. Therefore, individuals need to know how to defend themselves, how not to be abducted, and how to quickly escape so that they can seek assistance and call the police. Through teaching martial arts skills, whether basic or advanced and whether in ongoing courses or at targeted seminars and workshops, we teach safety and self-defense skills and provide potential life-saving training as a service in support of law enforcement efforts. The youth and adults of Bladensburg and its surrounding communities need consistent and comprehensive safety and self-defense programs to make them street- and scam-smart. Our programs help address the use of violence associated with physical and psychological assaults and crimes.

Our positive programs tackle underlying issues of systemic racism and pervasive social anger by empowering individuals to be personally accountable, confident, and successful leaders through their positive and inclusive actions. Our year-round programs promote personal, family, and social responsibility and a respect for all cultures, which leads to a better community as we face current and future challenges.

PROJECT DESCRIPTION- Please provide a detailed description of the program you are proposing. Please include the group of people you plan to serve, the number of expected participants, the activities or services you will provide, and the location of the program/project.

We Lead By Example, Inc., plans to offer and teach safety and self-defense courses to and serve at least 500 individuals a year, from ages three through senior citizens, through ongoing classes, seminars, workshops, and health fairs and other demonstrations at Bladensburg Community Center, in Bladensburg's and other area schools, and at Port Towns events. This year, we hope to hold our Eighth Annual Walk and Rally for Bullying Prevention and Child Safety in October and other workshops at the Bladensburg Community Center. Programmatic costs associated with these events include advertisement, equipment, and associated costs (e.g., speakers, refreshments).

We have discussed producing videos to push out our programs to our current students and a wider audience. We are doing our best to be proactive and creative in our plans to accommodate unknown future developments.

METHODOLOGY- Describe the methodology (or approach) for the proposed program/project, e.g., the procedures, tasks, techniques, or tools you will use to develop the program.

Our curriculum confronts self-defense and addresses bullying, child sexual abuse, domestic violence, and basic safety and situational awareness, taking it a step further to a new level of effectiveness by teaching the basics of tae kwon do and muay thai kickboxing. It can be adapted to older youth, teens, and adults because people of all ages can be bullied in different ways and sexually harassed or abused and can experience domestic violence. The curriculum is entertaining and interactive, suitable for the attention spans of young children, and promotes their experiential learning for maximum effect and better retention. Children become intimately engaged in the learning process.

Lessons about bullying and other concerns and their consequences and about safety and situational awareness flow naturally because students are involved in the discussion, their ideas and feelings are incorporated, and it is real and memorable because they directly interact. Props—a school front, houses, a school bus, a car—are used to enhance the realism.

Adults of any age also learn and retain more through understandable and realistic scenarios and interactivity.

FUNDING SOURCES - What efforts have you made to obtain funding from other sources, including fundraising, dues, and any requests for other county/state programs?

We are focusing on different kinds of grant and fundraising opportunities for our niche nonprofit, including direct donations from individuals and established databases, for program sustainability. The nonprofit receives the allotted percentage payment for class fees collected by M-NCPPC for tae kwon do and muay thai kickboxing instruction. It is used for class-associated expenses. We have established an ongoing GoFundMe campaign to garner donations for student scholarships.

ORGANIZATION CAPABILITIES - Describe the organization's ability to implement the program/project

We Lead By Example, Inc., implements program/projects through a comprehensive marketing approach and our well-established brand. We work with activist organizations in Prince George's County and statewide and successfully network with elected and other public officials who have a strong interest in public safety and have been supportive of our efforts in that capacity.

IMPACT - Describe the Town funds' impact on your program/project.

The proposed funds would help We Lead By Example, Inc., maintain and capacity-build our program by expanding our reach and impact, particularly in marketing and program advertisement associated with our website. A portion would go toward our scholarship program for our students, who can apply for monetary awards to help them for school-related and other worthwhile endeavors.

Obtaining a printout of Good Standing Status
From the Maryland Department of Assessments and Taxation

The Maryland State Department of Assessments and Taxation (SDAT) website provides information about business entities.

Go to <https://egov.maryland.gov/BusinessExpress/EntitySearch>. Under “Business Name Search”, enter the name or part of the name of the entity. There should be no spaces between words, and you should not include the words “the” or “and”. Also, do not include any “tail” such as “Inc.” or “LLC”. If you only search part of the name, follow the part with “%” for a wildcard search. It will give you the entity’s name, status with the SDAT, and whether the entity is in good standing with SDAT.

A printout of entity details from the Maryland Department of Assessments and Taxation webpage indicating the organization's good standing is acceptable. Please note that if the entity is listed as “forfeited” or not in good standing with SDAT, it cannot enter into a contract with the Town of Bladensburg until the forfeiture or lack of good standing is resolved.

Attachments to be included with the Grant Application
Identify each document alphabetically

DOCUMENT CHECKLIST

Please ensure you have attached the required documents before submitting your grant application.

- ATTACHMENT- A** – Federal Tax-Exempt IRS Determination Letter.
(The organization's Name must match the SDAT Records)
- ATTACHMENT- B** - Good Standing Status with the State of Maryland
(The organization's Full Legal Name must match the SDAT records)
- ATTACHMENT- C** - Articles of Incorporation
(The organization's Full Legal Name must match the SDAT records)
- ATTACHMENT- D** - Organizations By-Laws
(The organization's Full Legal Name must match the SDAT records)
- ATTACHMENT- E** – Board of Directors with names, addresses, and terms of office
- ATTACHMENT- F** - Organization Mission Statement
- ATTACHMENT-G** - Financial Statements
- ATTACHMENT - H** – Copy of budget for the current year
- ATTACHMENT-I** - Signed For W-9 Request for Taxpayer-Identification Number & Certification (The Organization’s Full Legal Name must match SDAT records)
- ATTACHMENT-J** – Insurance requirements/proof of insurance
- ATTACHMENT K** – Letter(s) of Support

CERTIFICATION

"I certify that I have reviewed this application and that, to the best of my knowledge, all statements and figures contained herein are true, accurate, and complete. If your organization does not have a Board of Directors, please indicate "NA" on the signature line and have the organization director sign.

Signature of Chief Executive Officer _____
Date
Print Name Adrian H. Seemangal Title President
Address 5404 Spring Road, Bladensburg, MD 20710
Phone 301-699-9035 Email tkdramblers@yahoo.com

Provide the following information about your clients based on your most recent data. Information current as of (date) _____