

Town of Bladensburg

Community Grant Program

Fiscal Year 2025 (FY25) Grant Application & Guidelines



A. Program Overview

The Town Council of Bladensburg awards **annual community grants** to organizations that serve the residents of **Bladensburg and Port Towns**. The Council prioritizes programs that support **operational expenses** and **small capital projects**. For **FY25**, the Town has allocated **\$12,000** for the Community Grant Program, offering up to **six (6) grants** of **\$2,000 each**.

B. Eligibility Criteria

Subject to funding availability, the Town will consider **operational and/or capital grant** applications from **nonprofit organizations** that meet at least one of the following criteria:

1. Provide **services that sustain and empower** youth, families, and individuals, promoting self-sufficiency and an improved quality of life.
2. Implement **programs that preserve and enhance** the community's character.
3. Offer **initiatives that contribute to a vibrant economy** within the Town.
4. Develop **programs integral to community revitalization, economic development, and environmental sustainability**.

C. Grant Review Process

A **Grant Review Committee** will be convened to evaluate applications. The Committee will include designated **Town staff members**, including the **Treasurer, Town Clerk, and up to two additional staff members**.

D. Application Qualification Requirements

Applicants must meet the following requirements:

1. Demonstrate **administrative and financial capacity** to successfully implement the proposed project and maintain **good standing with the Maryland Department of Taxation**.
2. Clearly show alignment with **one or more** of the eligibility criteria outlined in **Section B**.
3. Provide **evidence that the project will offer significant public benefit** relative to its cost.
4. Demonstrate the ability to **leverage additional funding** or resources.

E. Grant Committee Recommendations

The **Grant Review Committee** will present its recommendations to the **Mayor and Town Council** for consideration during the **May or June 2025 Council Meeting**.

Application Guidelines & Submission Instructions

Application Deadline:

All applications must be submitted by **Wednesday, April 30, 2025, at 3:30 PM.**

Late applications will not be considered. Faxed applications will not be accepted. No extensions will be granted.

Submission Information:

Grant applications will be available at Town Hall and can also be downloaded from the Town's website. Applicants are asked to submit their completed applications via **email** to:

✉ **clerk@bladensburgmd.gov**

For questions or in person inquiries contact:

📍 **Town of Bladensburg**

Attn: **Regine Watson, Town Clerk**

4229 Edmonston Road, Bladensburg, MD 20710

Application Requirements:

- All sections of the application must be **fully completed**.
- Responses should be **concise yet comprehensive**.
- **Incomplete applications** will be returned and will not be considered for funding.

Reporting Requirements:

Grant recipients must submit a **final report** by June 1, 2026 (maximum **five pages**) to the **Town Clerk**, detailing:

- How the funds were used.
- Project outcomes and achievements.
- Event highlights, including **photos** if applicable.

Funding Limitations:

Due to **limited funding**, each applicant may request up to **\$2,000** based on the **final FY25 approved budget**.

For further inquiries, please contact the **Town Clerk's Office** at **clerk@bladensburgmd.gov** or call **Town Hall**.

DOCUMENT LISTING

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

- ☐ **FY 2025 | Community Grant Application**
- ☐ **Supplemental Material** (Optional)
- ☐ **Federal Tax-exempt IRS determination letter** or **Letter of Fiscal Sponsorship** |Copy of most recent IRS determination letter under Section 501 (c) (3) indicating evidence of tax-exempt status.
- ☐ **Good Standing Status** – Include the most recent copy of the organization's general entity information showing that it is currently in good standing with the State Department of Assessment & Taxation (SDAT)
- ☐ **Articles of Incorporation** – Include a copy of Articles of Incorporation.
- ☐ **Organizations' Bylaws** –include a copy of your organization's bylaws.
- ☐ **Listing of Board of Directors** - including addresses, phone numbers and terms.
- ☐ **Organization Mission Statement** – **Include the organization's** Mission Statement.
- ☐ **Copy of the last audit or financial statements**—If audited financials are not available, please provide a copy of the organization's most recent IRS 990 tax return.
- ☐ **Organization budget for the current year** – Please include income, expenses, and debts.
- ☐ **Form-W9**- Signed request for Taxpayer's Identification Number and Certification.
- ☐ **Insurance Requirement**- Proof of Insurance, if applicable.
- ☐ **Letter(s) of Support** – Include at least one (1) Letter of Support from a community group (preferably based in the Town of Bladensburg). Other support letter examples include 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, don't hesitate to contact Regine Watson at 410-927-7048 or by email at clerk@bladensburgmd.gov.

FY 2025 | Community Grant Application
Deadline April 30, 2025
3:30 P.M.



Organization Name: _____

Executive Director/Officer _____

Fiscal Sponsor Name: _____

Mailing Address _____

Phone Number _____ Email _____

Federal ID# _____

Incorporation Date _____ 501 (c) (3) Registration Date _____

Project Title _____

Project Location _____

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 Organizations Director sign.

Signature of Chief Executive Officer

Date

Print Name _____ Title _____

Address _____

Phone _____ Email _____

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

RESIDENCE OF CLIENTS SERVED (*Preference will be given to agencies serving Bladensburg residents*)

Town of Bladensburg _____
Prince Georges County _____
Port Towns (Edmonston, Cottage City, Colmar Manor) _____

EXECUTIVE SUMMARY - Provide a brief summary of your project and organization. Please be sure to 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.

PROGRAM INFORMATION - Describe the overall or general purpose of your agency and how it serves the residents of Bladensburg.

PERFORMANCE HISTORY (Prior Grant Award Applicants Only) - If you received Town Grants last year, please evaluate the progress you have made in implementing the project. Please discuss factors that may have hindered your progress

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

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

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.

COMMUNITY INVOLVEMENT AND IMPACT - Please provide activities and events that your organization has held within the Town of Bladensburg and the Port Towns. Tell us about the impact of your community activities.

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

SUPPLEMENTAL MATERIALS: Please attach any materials that will provide more context for your activities and events in the Town of Bladensburg and the Port Towns. *Examples include event flyers, social media posts, links to media articles, and other information on your organization.*

PROJECT BUDGET

Please see the template budget chart for this project, which includes all budget items and the total budget for each item.

Note the funding cap of this grant is \$2000.00.

Budget Category	Description	Requested Amount (\$)
Personnel	(Stipends for project staff, if applicable)	
Supplies & Materials	(List project-related items such as tools, equipment, or materials)	
Contractual Services	(Payments for external services such as consultants or instructors)	
Event Expenses	(Venue rental, permits, marketing, refreshments, etc.)	
Printing & Outreach	(Flyers, posters, online ads, or other marketing materials)	
Transportation	(Mileage reimbursement or rental costs, if applicable)	
Other Costs	(Miscellaneous expenses essential to the project)	
Total Requested	(Must not exceed \$2,000)	\$_____

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

Information about business entities can be found at the Maryland State Department of Assessments and Taxation (SDAT) website.

Go to www.dat.state.md.us. From the center of the home page, select “Business Data Search”. From the menu in the second block, select “Business Entity Information”. Under “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 the 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 check and make sure you have attached the required documents before submitting your grant application.

- ☐ **ATTACHMENT- A** – Federal Tax-Exempt IRS Determination Letter or Fiscal Sponsor Information. (The organization's Name must match the SDAT Records)
- ☐ **ATTACHMENT- B** - Good Standing Status with the State of Maryland (Organization’s Full Legal Name must match the SDAT records)
- ☐ **ATTACHMENT- C** - Articles of Incorporation (Organization’s Full Legal Name must match the SDAT records)
- ☐ **ATTACHMENT- D** - Organizations By-Laws (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 (Organizations Full Legal Name must match SDAT records)
- ☐ **ATTACHMENT-J** – Insurance requirements/proof of insurance
- ☐ **ATTACHMENT K** – Letter(s) of Support