

Notice of Funding Availability

Community Partners for Outreach

Region Plans 5, 6, and 8



Region Plan Community Outreach

Call for Applications Fiscal Year 2025

The Anne Arundel County Office of Planning and Zoning (OPZ) will award a maximum of \$30,000 in grants to nonprofit organizations to support community outreach in support of land use plans for Regions 5, 6, and 8 in Anne Arundel County, Maryland. The grant award period is from October 1, 2024, through September 30, 2025.

Eligibility

To apply for Notice of Funds Available, an organization must:

- Be actively conducting work in Regions 5, 6 and/or 8 in Anne Arundel County.
- Have a current 501(c) 3 status.
- Be in good standing with the Maryland Department of Assessments and Taxation (www.dat.state.md.us).

General Information

OPZ announces the Fiscal Year 2025 Notice of Funds Available. The purpose of these grants are to engage community members in the development of land use plans for Regions 5, 6, and 8 in Anne Arundel County, Maryland. The community input gathered through the outreach efforts will inform the content of the Region Plans.

Selected community organizations and businesses will receive mini-grants to:

1. Design and implement outreach activities in Regions 5, 6, and/or 8 with a focus on engaging communities of color that have historically been under-represented in land use planning in the County.
2. Summarize learnings from the outreach activities.
3. Attend and participate in meetings with County staff and a Stakeholder Advisory Committee to share findings.
4. Create partnerships and long-term capacity building within the community.

Grant awards per community organization may range from \$5,000 to \$15,000.

To apply, an organization must submit an application using the attached forms. The applicant must follow the format described below and provide a description of the proposed services or activities.

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Grant Requirements

The organization must:

- Designate one person to be a liaison with OPZ. The liaison will provide information on grant reporting, evaluate the service or activity, and network with other groups that receive grants.
- Provide qualitative and quantitative data and other documentation of the outreach activities conducted through the grant.
- Agree to attend regularly scheduled meetings and conference calls, which may include presentations by the organization.
- Submit a proposed budget for the project.
- Submit financial reports and invoices. Proof of payment for all expenditures funded by the Agreement should be submitted with reports.
- Provide monthly status updates of activities conducted under the agreement, including dates, attendance numbers, and demographics of participants, and a final summary report.
- Comply with all terms and conditions of any awarded grant agreement.

Timeline

Grant funds will be awarded for the time period October 1, 2024, through September 30, 2025. Grant funds cannot be used to supplant money the organization has allocated to other projects.

Review Process

A panel of reviewers will conduct the application review process using the following rating criteria:

- Qualifications of proposed staff, consultants, or volunteers
- Qualifications of the organization
- Previous experience serving residents in the Regions 5, 6, and/or 8 in Anne Arundel County, especially communities of color
- Quality of the proposed concepts for community outreach activities in Regions 5, 6, and/or 8 in Anne Arundel County
- Budget

Grant Awards

Grantor reserves the right to request applicants to alter budget prior to entering grant agreement. Grant award is contingent on funding availability.

Application Deadline

All applications must be emailed to Michael Stringer at lrp-opz@aacounty.org.

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Applications received after 4:00 p.m., Friday, September 13, 2024, will not be considered for review.

Required Pre-Application Meeting

A required pre-application video call will be scheduled in partnership with the applicant. Please notify OPZ of your intent to apply in order to schedule a video call.

Proposal Timeline

Steps to Completion

Completion Date

Advertise Notice of Funds Available

August 12, 2024

Notify OPZ of Intent to Apply

September 2, 2024

Pre-Application Video Call

To be Scheduled by Sept 6, 2024

Application Submission Deadline

Friday, Sept 13, 2024

Selection Committee Review

September 23, 2024

Letters of Award Emailed

September 27, 2024

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Application Contents

Applications must be typed in English and single-spaced on 8.5" x 11" paper. Applications must not exceed 5 pages, excluding appendices. Applications must follow the format below.

I. Cover Page (See outline below)

II. Summary Page

The summary provides a brief overview of the entire grant. The summary should not exceed one-half page in length and should include:

- Name of applicant organization
- Type of organization
- Project description and the role of the grantee
- Location(s) for program (including whether you propose to focus on Region 5, 6, and/or 8)

III. Narrative

The grant application must address the following questions:

- What is the organization's connection to and experience with Anne Arundel County residents in Region 5, 6, and/or 8?
- Describe the organization's current programs in Regions 5, 6, and/or 8 in Anne Arundel County. How many people does each program serve? What is each program's target population? What is your experience engaging with communities of color and limited English proficiency?
- Does your organization have experience with issues such as housing, transportation, environmental conservation, or restoration?
- What experience does your organization have in community engagement, including design and implementation of activities to get community feedback on key issues?
- Describe how you will use current or new staff or volunteers to complete this project. Include position descriptions, and identify the main point of contact and the average number of hours per month each position will dedicate to this project.

IV. Budget

The budget request form must be filled out completely (see attached). For each category, list the dollar amount to be used. Also, include a budget narrative page to explain how funds will be used. Explanation of the project should include how the project will be funded. Identify all available resources, including in-kind contributions, other sources of support, and volunteer labor hours. Funding requests should be within the range of \$5,000 and \$15,000.

V. Appendices

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The appendices should include:

- Proof of nonprofit status (if applicable)
- Resumes for key staff, volunteers, and consultants
- Letters of support (if applicable)
- Proof of good standing with the Maryland Department of Assessments and Taxation

All materials submitted under the grant application become the property of the Office of Planning and Zoning.

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**FY 2025 Region Plan Community Outreach
Application Cover Page Contents**

Project Title:

Organization:

Contact Person (1):

Contact Person (2):

Address:

City, State, ZIP:

Phone Number:

Email Address:

Signature of Authorized Individual:

Is Your Organization Community-Based? Yes No

Does Your Organization Have Nonprofit Status? Yes No

Date of Nonprofit Status:

Date of Application for Nonprofit Status:

Federal Tax Identification Number:

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**FY 2025 Region Plan Community Outreach
 Program Budget Form**

Organization:

Contact Person:

| Line Item: | Budget: |
|----------------------------|----------------|
| Personnel | |
| Contractual | |
| Travel/Mileage | |
| Healthy Food and Beverages | |
| Printing | |
| Other Supplies | |
| Indirect Costs | |
| | |
| Total | |