



City of Laurel, Maryland

Youth Services Commission

Funding Application

GENERAL CRITERIA

Eligibility-Any organization with a 501(c)(3) in good standing which maintains a positive attitude of integrity or honor standard to promote a positive experience for the youth.

- Applicants must be U.S. citizens at the time of application.
- Applications must be submitted by the organization and signed by the authorized representative of the applicant.
- Must serve the Greater Laurel, MD communities with at least 10% of the participants living in the City of Laurel (see city map for more detail or call the Laurel Municipal Building for address verification).
- Should be aligned with our funding priorities and Mission Statement of community development, education, arts and workforce development, sports and critical needs.

Amounts – The amount you ask for is based on your specific need and the supporting documentation. There is no minimum application amount that will be considered; however, the maximum amount is up to \$5K for a one-time occurrence. The Commission reserves the right to award any or all of the available funds.

PROCEDURES

Applications- Requests for funding under this program are to be submitted on application forms approved by the Laurel Youth Services Commission and must be submitted to the Department of Parks and Recreation for distribution to the Commission for consideration. Applications for funding will be accepted twice per year between January and February and those awards are made by April 15th and will be accepted between September and October and those awards are made by December 15th. Applicants may be required to submit to a face-to-face meeting to answer any questions ahead of the award dates.

Document Submission requirements:

- I. Provide financial statements for the last 2 years of the 501(c)(3). Audited statements receive first consideration, reviewed statements received second consideration and complete positive or compilation statements are third.
- II. Prior Approval – All funding requests must be submitted to and approved by the Commission before the youth group makes the purchase. Organizations are required to provide cost estimates and written proof of the expenditures.
- III. Insurance – All groups must provide evidence of insurance to include D&O and liability coverage.
- IV. Bylaws
- V. Board List
- VI. List of participants and their verified addresses.

Disbursements – All funds disbursed by the Commission will be in the form of payment to the requesting agency; the City will not issue checks directly to a vendor. If the expenditure exceeds either the amount applied for or the amount approved by the Commission, the Commission is under no obligation to fund the additional expense. All purchases under this program must be completed and all required documentation for reimbursement must be submitted to the Department of Parks and Recreation within 60 calendar days from the notice of award.

- The Commission does not fund projects retro-actively.
- Projects are to be implemented before completion of the next funding session. Any organization that has been previously awarded a grant is not eligible to submit a new application as long as previously awarded funds remain unspent.
- Documentation (receipts, invoices, etc.) supporting the expense in which funds were requested must be submitted to the commission 60 calendar days after the funds are spent.
- No organization can submit a grant for more than \$5K in one twelve month cycle.

Note: Failure to submit required back up documentation or misuse of funds could result in referral of your organization to the City Attorney.

Generally the Laurel Youth Commission will not fund the following:

- Individuals, including those seeking scholarships or fellowship assistance
- Academic or scientific research
- Debt retirement
- Direct lobbying expenses to influence legislation or elections
- Expenses, including travel expenses to attend conferences, workshops, events or symposia, unless part of a broader capacity building request that improves the organization's ability to deliver services
- Endowments
- Development of production of books, films, videos, or television programs
- Memorial campaigns
- Private or parochial education (preK-12 schools)
- Replacement of lost/expired government funding
- Programs addressing specific disease or health conditions
- One-time fundraising events or fundraising campaigns
- Political, labor, fraternal organizations, or civic clubs
- Organizations that discriminate on the basis of race, religion, national origin, sexual orientation, age or disability
- The Youth Services Commission does not support requests for: Endowments, the same project less than one year apart, private education and religious organizations unless those programs serve a broad community need, retroactive funding or fundraising events.

Funding Criteria and Schedule and Attachment Information

Successful projects consist of good planning and cooperation among the applying parties. The ability to demonstrate community need, that the project will fill that need, and that it will be completed in a timely manner on budget are key elements of a strong application. Each application will be evaluated on its' own merits.

Funding Criteria

- Requests up to \$5,000.00 for one time occurrences, such as equipment to support key programs.
- No retroactive funding.
- Projects are expected to be implemented within 2 months of the funding award. If awarded, projects should be complete within 6 months of the award notification. Projects must be implemented by the next session of the application process.
- New submission by a previous grantee: any organization that has previously been awarded a grant is not eligible to submit a new application as long as previously awarded funds remain unspent. In addition, all final grant reports must be submitted 30 days prior to the grant deadline to which the organization is applying.
- Nonprofit organizations may submit one funding request per calendar year. Exceptions to this rule will be made in very rare circumstances and must be approved in advance by the Commission.

Schedule

Please submit the signed original and seven (7) double-sided copies of all application materials to the City of Laurel Youth Services Commission by the schedule below. Please send the completed package to the address list below. Late applications will not be accepted.

Action	Funding Period	Funding Period
Applications Accepted	January – February	September - October
Applications Reviewed	March	November
Funding Awarded	April 1 – April 15	December 1 – December 15

Documents to be Included:

- Application
- Current list of Board of Directors of Organization
- Current or most recent By-laws of Organization
- Mission Statement / Purpose of Organization
- Proof of Insurance of Organization
- Copy of current year's operating budget for organization
- Last two (2) years financial statements (if organization has been formed less time, what records are available)
- List and proof of residency for recipients of funding request.
- Proof of expenditures

Please respond to each aspect of each question. Excessive use of appended materials is neither encouraged nor to your advantage.

City of Laurel Youth Services Commission
 Laurel Municipal Center, Office of Parks and Recreation
 8103 Sandy Spring Road, Laurel, MD 20707 P. 301-725-5300

Title of Proposed Project or Requested Item(s): *Be concise, e.g., Oak Tree Park Basketball Court, Youth Baseball hats*

Applicant Information

1. Name and Address of Organization (as it appears on your IRS Tax Determination Letter):

Legal Name:

Address:

Address:

City:

State:

Zip:

2. **Applicants TIN:** ___ - _____

3. Organizations Contact (Executive Director / President / CEO):

Name:

Title:

Mailing Address (if different from above):

City:

State:

Zip:

Telephone #

E-Mail address:

4. Information for Applicant Organization:

How long has the organization been formed: _____ Are you a 501 (c) 3? Yes No

Information on the recipients that will be served by your funding request:

Number of total recipients: _____

Percentage whose **verified addresses** are in the City of Laurel: _____%

What is your source of verification? _____

Has the organization ever been involved in a lawsuit or legal action? Yes No

Is the applicant delinquent on any government debt? Yes No

Is the applicant delinquent on any other financial obligations? Yes No

If so what were the circumstances and when did this occur? _____

Does your organization fundraise? Yes No

If so how? _____

Is the organization financially stable? Yes No

Does your organization undergo annual financial review? Yes No

Is it a Compilation Review Audit (Please circle the most recent)

Please tell us any other information you feel the commission should know about the organization.

5. Request Information:

Describe Proposed Project or Requested Item(s):

Amount of Funding Requested: _____

Source of funding request information (*ex. estimate / RFP /previous expenditure*):

Is there an additional source of funding to complete the Proposed Project or Requested Item(s)? Yes No

If so, from whom and how much?

Timeline of Proposed Project or receipt of Requested Item(s)

Describe the impact this will have on the recipients if funded.

Please provide any other information you feel the commission needs to know to better understand your request.

Authorized Representative Information

I certify, to the best of my knowledge that the information contained in this application and attached are true and correct. This application has been duly authorized by the governing body of the applicant and the applicant will comply with the included perimeters if financial assistance is awarded.

I also understand that we must submit written proof after the funds are awarded of the final cost, outcome and provide any other information to ensure the application information was fully met. I confirm that I am authorized to execute this application on behalf of the applicant organization.

Authorized Representative: (*Please type or print name clearly*)

Title:

Tel #:

Fax #:

Email:

Signature of Authorized Representative

Date