



# FREDERICK

## MARYLAND

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### COMMUNITY PROMOTION GRANT APPLICATION

Refer to the Community Promotion Grant Policy for eligibility, instructions, and deadlines.

Applications must be received by 5 PM on Tuesday, January 19, 2023.

### APPLICANT ORGANIZATION (As registered with the Maryland Secretary of State's Office)

1. Organization: \_\_\_\_\_
2. Organization Address: \_\_\_\_\_
3. Website: \_\_\_\_\_
4. Registered Agent: \_\_\_\_\_
5. Registered Agent Address: \_\_\_\_\_
6. Complete Contact Info: \_\_\_\_\_  
    Email: \_\_\_\_\_  
    Phone #: \_\_\_\_\_  
    Emergency Contact #: \_\_\_\_\_
7. Organization's Tax ID #: \_\_\_\_\_

1. Did a representative from your organization attend a Community Promotion Grant Info Session?



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### Y Yes | Y No

Please provide contact information for the representative who reviewed the Community Promotion Grant Info Session:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

2. Have you applied for and/or received any funding from any City department in the past (3) years?

Y Yes

Y No

Date(s): \_\_\_\_\_

Amount(s) requested: \_\_\_\_\_

Amount(s) received: \_\_\_\_\_

Describe specifically how the funds were used:

3. Amount requested for the upcoming Fiscal Year

This request is for (check one):    Y One-Time/Capital            Y Program/Operating Expense

4. Please describe the proposed use of the requested funding, goods or products intended to be purchased, services or programs to be offered, equal opportunity for participation, benefit to the residents of the City, and estimated number of City residents benefited.

Michael C. O'Connor  
Mayor



Gayon M. Sampson, MPA  
Chief of Staff, Office of the Mayor

Lauren Paulet  
Community Engagement Specialist

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5. Please describe other funding sources being pursued to match or supplement any potential City contribution.
  
  
  
  
  
  
  
  
  
  
6. Please describe your client base and/or the recipients of the service to be provided (include geographic and demographic information as available).
  
  
  
  
  
  
  
  
  
  
7. What percentage of your clients/recipients are residents of the City and how is this quantified?



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8. What are the goals of the program or service to be provided?

9. Please describe the metrics that will be used to assess the success of this grant in helping your organization achieve its stated goal.



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### **SUPPORTING DOCUMENTS TO BE SUBMITTED WITH APPLICATION:**

In addition to this completed, signed grant application, please attach the following items to your application packet:

- ✓ Detailed Budget related to this request
- ✓ Latest Annual Report
- ✓ Most recent Financial Statement (Audited or Reviewed) and/or most recent 990 Tax Return
- ✓ IRS Corporate Determination letter
- ✓ Supporting documents such as brochures, flyers, newspaper articles, sponsorship letters, etc. describing your organization's activities.

**Review of the Community Promotion Grant Presentation is REQUIRED by a representative of your organization to qualify for a Community Promotion Grant.**

The FY 2024 Community Promotion Grant Presentation is available on the City website.

Application and all supporting documents must be received by 5:00 PM on January 19, 2023.

Please submit this application to:

The City of Frederick  
Office of The Mayor  
Attn: Gayon Sampson  
101 North Court Street  
Frederick, MD 217 01

