



FREDERICK

MAYOR'S OFFICE

COMMUNITY PROMOTION GRANT APPLICATION

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

Applications will be accepted upon completion of the mandatory Community Promotion Grant Orientation and must be received by 3 PM on December 31.

Applications will be available online immediately following the mandatory Community Promotion Grant Orientation (Date: to be announced by City's Communications Department via social media platforms)

To receive the announcement via email, please email: dkellizy@cityoffrederickmd.gov

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 the required Community Promotion Grant Orientation on October 24, 2019 at 11:00 AM?



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Yes | No

Please provide contact information for the representative who attended the **Community Promotion Grant Workshop:**

Name: _____ Phone: _____

Email: _____

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

Yes 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): One-Time/C apital 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



Marc DeOcampo
Chief Administrative Officer

Gayon Sampson
Executive Assistant to the Mayor

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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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ITEMS TO BE SUBMITTED WITH APPLICATION:

In addition to this completed, signed grant application, please attach the following items to your application packet if applicable (initial next to each indicating attachment of the document or corresponding written explanation if not available):

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

Attendance at the Community Promotion Grant Workshop is REQUIRED by a representative of your organization to qualify for a Community Promotion Grant.

The FY 2021 Community Promotion Grant Workshop will be held:

October 24, 2019 at 11:00 AM | City Hall - 101 N. Court Street, Frederick, MD 21701

You may be asked to return for additional interviews and/or presentations after the closing date.

Application and all supporting documents must be received by 3:00 PM on Tuesday, December 31, 2019.

Please submit this application to:

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

