

**Southwest Partnership
Small Neighborhood Grants
Application Overview**

The Southwest Partnership provides small (up to \$5,000) grants to neighborhood associations and block groups in the Southwest Partnership area for projects that:

- Reduce and prevent blight
- Increase vibrancy and positive use of streets and public spaces
- Increase the quality of life for area residents
- Increase community engagement and participation in community projects

Application Deadlines

Grants open September 24 2021

Grants close November 5 2021

Awards Announced November 22 2021

Projects will be scored using the attached rubric by members of our Vibrant and Walkable Streets Committee.

Eligible Applicants

Neighborhood associations, schools, non-profits, block groups, and other community groups in the Southwest Partnership area are eligible to apply.

The Southwest Partnership area is the neighborhoods of Barre Circle, Franklin Square, Hollins Roundhouse, Mount Clare, Pigtown, Poppleton, and Union Square. Block groups and other community groups are highly encouraged to receive the approval of their neighborhood association for their project, and required to inform the neighborhood association about the project before applying.

Individual applicants are not eligible--community members interested in applying for a project independently should contact Southwest Partnership staff for support in organizing a group of neighbors to support the project.

Organizations with operating budgets over \$500,000 are not eligible to apply (this does not apply to schools).

Eligible Projects

Eligible projects must:

- Occur in streets or public spaces
- Improve the vibrancy of the area, increase quality of life for current residents, and/or decrease blight
- Have a maintenance plan
- Take place in the Southwest Partnership area

- Advance the goals and vision of the Southwest Partnership
- Have permission from the property owner for the project to occur
- Be able to be completed if Small Neighborhood Grants funding is received

Application Requirements

The application must include:

- A clear, itemized budget that allows reviewers to understand what money will be spent on. A budget template is provided in the application
- A maintenance plan that details how the project will be maintained after it is completed.
- A clear, reasonable timeline that shows the project can be completed within a year of award
- Evidence that the appropriate neighborhood association was contacted about the project
- Evidence of site control
 - Permission from a private property owner if the property where the project takes place is privately owned
 - Evidence that contact has been made with the appropriate city or state agency if the property where the project will take place is on public property
- All required questions in the application answered
- The names and contact information of **two** project leads who will be responsible for ensuring the project is completed

Strong Projects Will Demonstrate

- That the project needs this funding to take place and there aren't easily accessible other sources of money available (based on budget and application questions)
- That with this funding the project will be able to take place within a year (based on the budget and the timeline)
- That this project will make a positive impact on the SWP neighborhoods and increase the vibrancy of our streets and public spaces (based on application questions)
- That the project will be well maintained after it is completed (based on maintenance plan)
- That the project was planned with the input and engagement of the community (based on application questions)
- That the project will increase community engagement (based on application questions)

Awardees are responsible for all required permitting, keeping community members informed about the project, completing the project within a year, and working with Southwest Partnership staff to ensure that all reporting requirements are met.

Contact: For more information, please visit our website, swpbal.org/grants, call 774-757-7582 or email Elizabeth at grants@swpbal.org or elizabeth@swpbal.org

Frequently Asked Questions

What types of projects can we apply for?

This grant will provide money for capital projects: projects that will lead to long-term, visible changes in the community.

Examples of capital projects include:

- Painting murals or installing public art
- Buying and installing furniture for streets or parks
- Community landscaping projects
- Fixing up buildings in the neighborhood
- Installing neighborhood signs
- Installing lights, trash cans, etc

Examples of projects that are not eligible are:

- Community events like block parties
- Stipends for community volunteers
- Community clean ups and other projects that don't lead to long term changes

Please contact us at elizabeth@swpbal.org or 774-757582 if you have questions about a specific project.

Where can my project go?

All projects must be in public space--parks, streets, on the exterior walls of buildings, vacant lots etc

Who can apply?

Any group of community members! Churches, non-profit organizations, neighborhood associations, informal block groups, two or more committed volunteers, schools.

Individuals, or individual businesses, are not eligible

How much funding is available?

We have less funding available to award than in previous grant rounds. We expect to make approximately 3-4 awards this round.

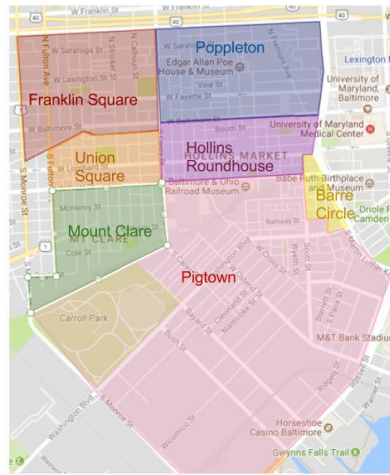
Does my neighborhood association need to support the project?

Not necessarily, but contacting the appropriate neighborhood association is required.

If the neighborhood association goes on the record as opposing the project the project will not be funded.

What's the appropriate neighborhood association?

The association for the neighborhood where the project will take place. If you're not sure which neighborhood that is please contact us. A map is below:



What kind of plans, sketches, or photos do I need?

Plans, sketches, and photos are not required but are strongly encouraged as they will give reviewers a better picture of your project and the impact it will have on the community.

Plans, sketches, and photos should be clear enough that we will be able to see what the project will look like when it is completed--sketches, photo examples, architectural drawings, etc. The plans do not have to be detailed or professional, but they should provide a sense of the completed project.

What will give me the best chance of getting funding?

Start by looking at the rubric, and thinking about the best way to show that your project meets the goals of the grant program and the vision of the Southwest Partnership. The more points you get from the rubric, the more likely your project is to be funded.

When planning your project it's important to think about everything--but the following things can help boost your score:

- Demonstrated need: have you tried to get money for a project like this (or this project) or in your neighborhood before but there wasn't any available, or the money that was available wasn't easy for a community group to apply for? Is your project or neighborhood under-resourced and hasn't had access to a lot of money? Let us know! This grant program is designed to bring resources into neighborhoods that need it for projects that need it.
- Community engagement: one of the major goals of the grant program is to increase the number of community members working on and leading projects to make their neighborhoods better places to live and visit. Projects that have the opportunity to have

a lot of different community members involved in doing them, or that have had a lot of different community members involved in planning them, will score higher.

- Feasibility: is your project ready to go? Do you know what permits you'll need and how to get them? Do you have permission from a private property owner? Have you already adopted the lot where the project will take place? Once you're awarded the grant will you have enough money to complete it? All projects must be completed within a year of receiving funding and our priority is to fund projects that will make an immediate positive impact on the community.
- Equity: is your project in a neighborhood that hasn't received as many neighborhood grant awards in the past or has limited access to other funding? The three priority neighborhoods for this round, based on the number and amount of past awards are Poppleton, Mount Clare, and Barre Circle.
- Alignment: does your project align with one or more of the Vibrant Streets Committee's priorities for 2021? These priorities are: improving the existing tree canopy in the SWP area, improving the condition of streets and sidewalks, streetscaping improvements along W Baltimore St, increasing pedestrian safety through traffic calming and pedestrian lights, increasing the amount of neighborhood and wayfinding signage in the area, and improving conditions for safely biking in the neighborhoods.

How is funding awarded?

Members of the Southwest Partnership Vibrant and Walkable Streets Committee who have volunteered as grant reviewers and who have not applied for grants this round will meet after the applications are due to review and score all the eligible applications. They will use the rubric to give each application points and the more points a project has the better chance it has to be funded.

We will fully fund the highest ranking projects, in order, until all the available funding has been awarded.

Who can I ask if I have more questions?

Elizabeth Weber

774-757-7582

elizabeth@swpbal.org

Resources

Please review the following resources that will help you have a stronger application and plan a stronger project.

Neighborhood Association Contact Information and Meeting Information

You are *required* to at least contact the neighborhood association for the neighborhood where the project will take place. Projects that are actively opposed by the relevant neighborhood association *will not* be funded.

If you have any questions about the neighborhood that your project is in please contact Elizabeth Weber at grants@swpbal.org or 774-757-7582.

Neighborhood Association Contact Information

Barre Circle President: Rich Shores SWP Rep: Bill Marker Email: barrecirclepresident@gmail.com	Franklin Square President and SWP Rep: Edith Gilliard Canty Email: egilliard1@verizon.net , franklinsquare@gmail.com	Hollins Roundhouse President: JR Lee SWP Rep: Jane Buccheri Email: board@hollinsroundhouse.org
Mount Clare President: Kintira Barbour SWP Rep: Jose Resendiz Email: mountclarecommunitycouncil@gmail.com	Pigtown President and SWP Rep: Kelleigh Eastman Email: kelleigh@citizensofpigtown.org , board@citizensofpigtown.org	Poppleton President: Paulette Carroll Email: paulettesnewterraces2020@gmail.com President: Sonia Eaddy Email: soniaeaddy@gmail.com
Union Square President: Bif Browning SWP Rep: David McGill Email: president@unionsquareassociation.org		

Site Control

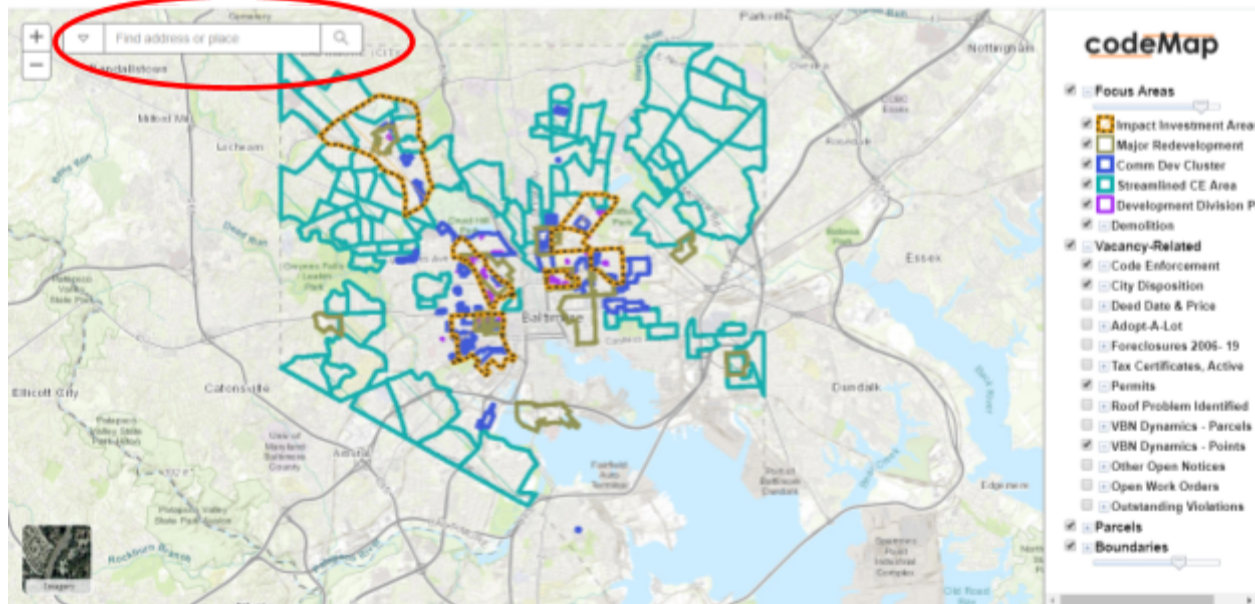
The Small Neighborhood Grant program is funded by the State of Maryland Department of Housing and Community Development. Because of this, we can only fund projects that have site control which means permission from the property owner to do the project on their property.

A great website to check who owns or controls a property is Baltimore City's Code Map, which can be accessed here: <http://cels.baltimorehousing.org/codemap/codeMapExternal.html>

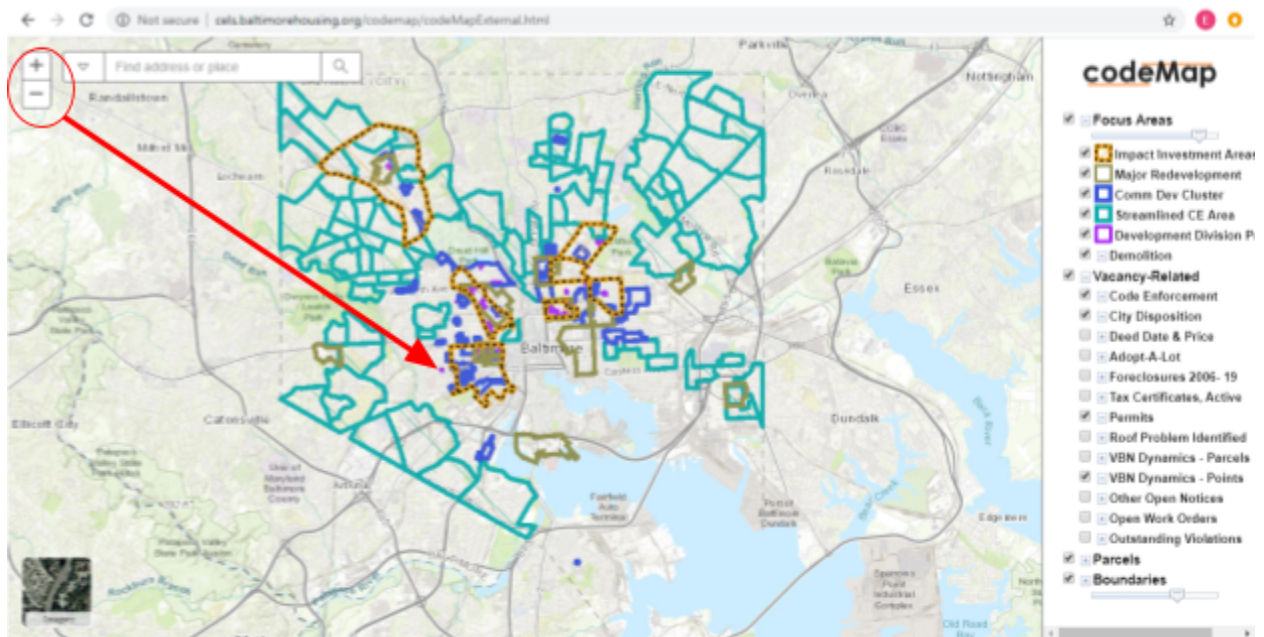
A (brief) guide to using Code Map is below:

To use code map:

- Enter the address of the property in the search bar in the top left corner



- If you do not know the exact address of the property scroll closer on the map by selecting the + button, or double clicking.



- Once you've identified the property on the map, click on the property to bring up ownership information.



- To find the contact information of the property owner click on the SDAT link for the property. This will bring up the property owner's official address, although not necessarily the best way to reach them.

If you'd like more training or information on using code map please contact Elizabeth at elizabeth@swpbal.org

If a property is privately owned:

- You will need written permission from the property owner to be awarded funding
 - A sample permission form is included in the application
- Privately owned property will have an individual's or organization's name listed as the owner
- You need permission even if the property is vacant or if your neighborhood association or community group has gone through the nuisance abatement process on the property
 - These rules are stricter than many other grant programs or nuisance abatement because the money for the grants come from the state.

If a property is publicly owned:

- The owner will be listed as
 - The Mayor and City Council of Baltimore City or Mayor and City Council
- Under an owner there will be a section for Responsible Agency. This will tell you which city department is responsible for the property, and who you need to get in touch with to get permission for the project.



- The 'Responsible Agency' is the department/agency who manages the property, and who will be responsible for issuing the permit or right of entry. The usual ones and links to their approval processes are:
 - DHCD/NPA/HCD: Housing and Community Development
 - You are most likely to get permission for a project that is on a vacant lot in the [Adopt a Lot program](#)
 - If you have adopted a lot you don't need to get a separate permit or permission. The Adopt a Lot Certificate serves as site control. For more about the Adopt a Lot program: <https://dhcd.baltimorecity.gov/nd/adopt-lot-program>
 - If a property is not in the Adopt a Lot program please contact Elizabeth at elizabeth@swpbal.org or 774-747-7582 and we can figure out the best person at DHCD to talk to
 - Rec and Parks: <https://bcrp.baltimorecity.gov/community-engagement>. Find and contact the appropriate community engagement contact for your project, and reach out to let them know you are applying for a grant for a project that will take place in a park. Let them know you will eventually need to complete a Right of Entry application
 - It will be easier if you are working with a neighborhood association or dedicated Friends of group, if one exists for the park you are interested in working in.
 - Education: The first step should be to contact the Community School Coordinator at the school where you would like to do the project. The contact information for the Coordinators of the schools in the SWP area is below:

<u>Charles Carroll Barrister</u> Brenda Rodriguez brenda@swpbal.org	<u>Excel Academy</u> Brittany Coverdale bcoverdale@bcps.k12.md.us
<u>Franklin Square Elementary/Middle</u> Amanda Talbot amanda_talbot@bshsi.org	<u>James McHenry Elementary/Middle</u> Heidi Stevens stevens@thejmschool.org
<u>George Washington</u> Seema Shah-Nelson seema.shah-nelson@ssw.umaryland.edu	<u>Southwest Baltimore Charter School</u> Shareen Aarons SAAarons@bcps.k12.md.us
<u>Steuart Hill Academic Academy</u> Mark Byrd mark@swpbal.org	<u>Vivien T Thomas Medical Arts Academy</u> Kenah Lyons kenah@swpbal.org

- Department of Transportation/DOT: You will need DOT permission for projects in the public right of way (streets, sidewalks, on lightpoles). Start by contacting Nikia Mack, the Community Liaison Coordinator at nikia.mack@baltimorecity.gov
- We know that the city permitting process can be long, and because the city generally gives permission for projects to occur we will fund projects as long as the permitting/communication process has been started.