



**Redevelopment  
Authority**  
of Prince George's County



**REDEVELOPMENT AUTHORITY OF PRINCE GEORGE'S COUNTY**

**COMMUNITY IMPACT GRANT**

**NOTIFICATION OF FUNDING AVAILABILITY**

**FISCAL YEAR 2024**

**ISSUE DATE: April 15, 2024**

**PRE-APPLICATION MEETING: April 24, 2024**

**APPLICATION DEADLINE: May 29, 2024,**

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## **SECTION I: INTRODUCTION**

The Redevelopment Authority of Prince George's County ("RDA") is soliciting proposals from community-based 501 (c) (3) organizations for the Community Impact Grant (CIG) Program Fiscal Year (FY) 2024 Funding Round. The RDA has two hundred thousand dollars (\$200,000) available for county-wide projects.

### **1.1 Eligibility**

Any civic/neighborhood association or community-based organization that is an incorporated 501C3, located within Prince George's County, in good standing with the State of Maryland, can apply for funding. **Prince George's County government and affiliated entities are not eligible to apply.**

### **Additional Requirements**

Previously funded applicants can reapply two years from the date of their most recently approved application. The grant cannot be used for projects funded in the past through the CIG. All prior CIG funds must be expended before submitting a new application.

Community based organizations located within municipalities must provide written approval of the project by the town leadership (example: Mayor or Council) where the project is located, along with their application.

### **1.2 Grant Category and Uses**

The CIG Program provides grants to community-based organizations located in Prince George's County to implement small innovative capital projects that revitalize and enhance communities and quality of life. **Grants can not be used for operating or program costs, salaries, stipends or personnel expenses.**

Eligible project activities include:

#### **Neighborhood Beautification**

- Streetscape, street furniture, pedestrian enhancements and recreational improvements
- Signage, banners and way-finding systems
- Commercial façade improvements
- Internal and/or external improvements to commercial buildings used by the public
- Permanent public art installations

**Environment, Natural Resources and Sustainability**

- Restoration of parks, streams and open space
- Urban agriculture and replenishment of tree canopy
- Green roofs, low impact development and storm water management
- Preservations of historic landmarks, structures and sites

**1.3 Grant Amount and Terms**

The individual grant amount is up to \$50,000 for eligible CIG projects.

CIG grants are disbursed on a reimbursable basis. Grant performance period is one year from the date of execution of a CIG Grant Agreement. All applicants shall have expended all previously awarded CIG funds and completed prior CIG project before applying for additional CIG funding.

The Grant is not final until the following conditions are met:

1) the CIG Grant Agreement is fully signed by the RDA and the Grantee; and 2) the Grantee provides the RDA with the certificate of insurance that evidences the required insurance coverage set forth in Article 15 of the CIG Grant Agreement. In the event the Grantee fails to meet any of the foregoing conditions within the requested timeframe, and in the RDA's sole discretion, the RDA may cancel the grant and reallocate the grant amount based on the RDA's best interest.

**SECTION 2- EVALUATION CRITERIA**

The following criteria will be used to evaluate and rank applications:

<b>Criteria</b>	<b>Points</b>
<b>Leverage of additional funds in-kind contributions:</b> The higher the demonstrated leverage of additional resources, both cash and in-kind, the more points awarded for this category	<b>10</b>
<b>Physical impact and enhancement of a community:</b> The greater the demonstrated physical impact and enhancement, the more points awarded for this category.	<b>30</b>
<b>Applicant’s track record of completed projects:</b> Applicants with an appreciable track record of completing projects will be awarded more points for this category.	<b>20</b>
<b>Demonstrated community and/or municipal support:</b> Applicants will score more points for the greater amount of community support they can demonstrate through letters, petitions, resolutions and other means of documented public support.	<b>20</b>
<b>Readiness and likelihood of the project to be implemented:</b> Projects that can demonstrate more readiness through plans, bids, permits or some other documentation will score higher in this category.	<b>20</b>
<b>Minimum Points to Qualify - 75</b>	<b>100</b>

**SECTION 3 – APPLICATION PROCEDURES**

Applicants must complete and submit one original and three copies of the Community Impact Grant Program Application attached as **Exhibit A** along with required supporting documentation. Hard Copy or email applications will be accepted. If submitting the application via email, please forward a complete application and attachments in a single email. Hard copies delivered via mail must include one (1) original and three (3) copies. All applications submitted by mail must be post marked by the due date.

The entire application along with required attachments **MUST** be received on or before **Wednesday, May 29, 2024, by 12:00pm EST** (Application submission deadline).

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### **3.1 Evaluation and Selection Committee**

A Proposal Analysis Group (PAG) will evaluate all completed applications received by the closing deadline in accordance with the criteria outlined in Section 2 above. Incomplete applications or failure to submit required supporting documentation or attachments will disqualify an applicant. Redevelopment Authority staff will provide recommendations to the Office of the County Executive for final approval.

### **3.2 Other Application Procedures and Requirements**

The RDA may conduct a site visit or request additional information to complete the application process. Applicants recommended for approval may be required to make a formal project presentation. Upon approval, applicants will enter into a CIG Grant Agreement with the RDA. The RDA reserves the right to waive a requirement and/or minor irregularities when it is in the RDA's best interest to do so. Applications will not be opened publicly.

## **SECTION 4 - QUESTIONS**

Questions should be submitted via email to Andrea Anderson by **COB April 24, 2024**. After such time, no additional questions will be responded to. Responses to all questions received will be posted on the RDA's web site: [www.princegeorgescountymd.gov/departments-offices/redevelopment-authority/grants/community-impact-grants](http://www.princegeorgescountymd.gov/departments-offices/redevelopment-authority/grants/community-impact-grants)

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**EXHIBIT A: APPLICATION**

**Community Impact Grant Program Application**

Prince George's County Redevelopment Authority

**Cover Page (maximum of one page)**

**Please include the following items on the cover page:**

- Date
- Name of Organization
- Contact Person
- Address of Applicant
- Telephone
- Fax
- Contact Email Address
- Project Title
- Project Category
- Start and completion dates
- Total project budget (Sample template is attached)
- Amount of Community Impact Grand funding requested
- Matching funds (cash)
- Matching funds (in-kind)
- Name and signature of President, Board Chair, or person legally authorized to execute a grant agreement.

**Project Location**

Project address: \_\_\_\_\_:

Municipality if applicable

**Project Description**

Background (maximum of one page)

- What are your organization's vision and long-term goals of the project?
- What are your organizations current activities and recent accomplishment?
- What is the need or problem that project will address?

Project Activities (maximum of three pages)

- What other partners are involved and what specific contributions will they make?
- What are the activities the grant would help implement? This section should explain who will do what, when and how.
- What is the overall anticipated impact on the community? Who will benefit and how many people or households will be impacted by the project?

**Grant Categories**

Please check all that apply.

**Neighborhood Beautification**

- Streetscape, street furniture, pedestrian enhancements and recreational improvements
- Signage: Banners and way-finding systems
- Commercial façade improvements
- Internal and/or external improvements to commercial buildings used by the public
- Permanent public art installations

**Environment, Natural Resources and Sustainability**

- Restoration of Parks, streams and open space
- Urban agriculture and replenishment of the tree canopy
- Green roofs, low impact development and storm water management
- Preservation of historic landmarks, structures and sites

**Project Budget**

- Provide an itemized budget of the project. Identify how the **Community Impact Grant (CIG)** funds will be used.

ITEM	CIG FUNDS	CASH	IN-KIND	TOTAL
1.				
2.				

- The Community Impact Grant requires a match from Non-Prince George's County resources. Please list the sources of all matching funds and in-kind contributions. Indicate which funds is currently in-hand, pledged or pending. If matching funds have not been secured, what are the plans to secure these resources?
- If applicable, how does your organization intend to support this project in the future, or provide ongoing maintenance?

Source (cash or in-kind)	AMOUNT	SECURED	PLEDGED	PENDING
1.				
2.				

**Project Readiness**

1. Do you have plans or architectural drawings for this project? Yes  No
2. Do you have a permit for this project? Yes  No  N/A   
 (If answer is N/A, please provide letter from Department of Inspections and Permits certifying that a permit is not required)
3. Have you secured matching funding?? Yes  No   
 (If yes, please provide approved budget, grant agreement, etc.)

**Supporting documentation (no maximum)**

- A map of the proposed project area and the neighborhood it will impact.
- Provide evidence of community support, such as letter of support from target population benefiting from the project. If the affected project is within a municipality, written approval from the Town/City Council must be included in the proposal.
- If the project area is owned or managed by a local State or Federal government agency, approval from the respectively entity to conduct the project must be included with a project timeline.
- If the proposed project is located on private property, provide letter of agreement or contract between applicant and private property owner authorizing the use of their property for the project to include timeline for use.
- Pictures, renderings, plans, permits, bids (if applicable) and other supportive documentation.
- Most recent audited financial statement or IRS 990 Form
- Most recent annual budget of your organization.
- A list of the organizations Board of Directors/Commissioners (if applicable)
- Certificate of Good Standing from the State of Maryland.