Completing the Online Neighborly Application for City Grants

BALTIMORE CITY
DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT

Online Application Portal
Community Catalyst Grants

For a more in-depth walkthrough of completing the CCG applications, please view this
Application Tutorial Video

Navigate to https://portal.neighborlysoftware.com/baltimoremd/Participant#

- Navigate to **https://portal.neighborlysoftware.com/baltimoremd/Participant#** to begin your application.

- If you do not yet have a Neighborly account, please "register," then verify your e-mail address to log in.

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- From your participant home page, scroll down to the list of possible applications you may submit. Locate "**CCG – Capital**" or "**CCG – Operating"** and then select "**Start Application**."
- You may apply for Operating funding, Capital funding, or both
    - If applying for Operating OR Capital, be sure to complete the underline correct application
    - If applying for BOTH, be sure to complete BOTH applications in full

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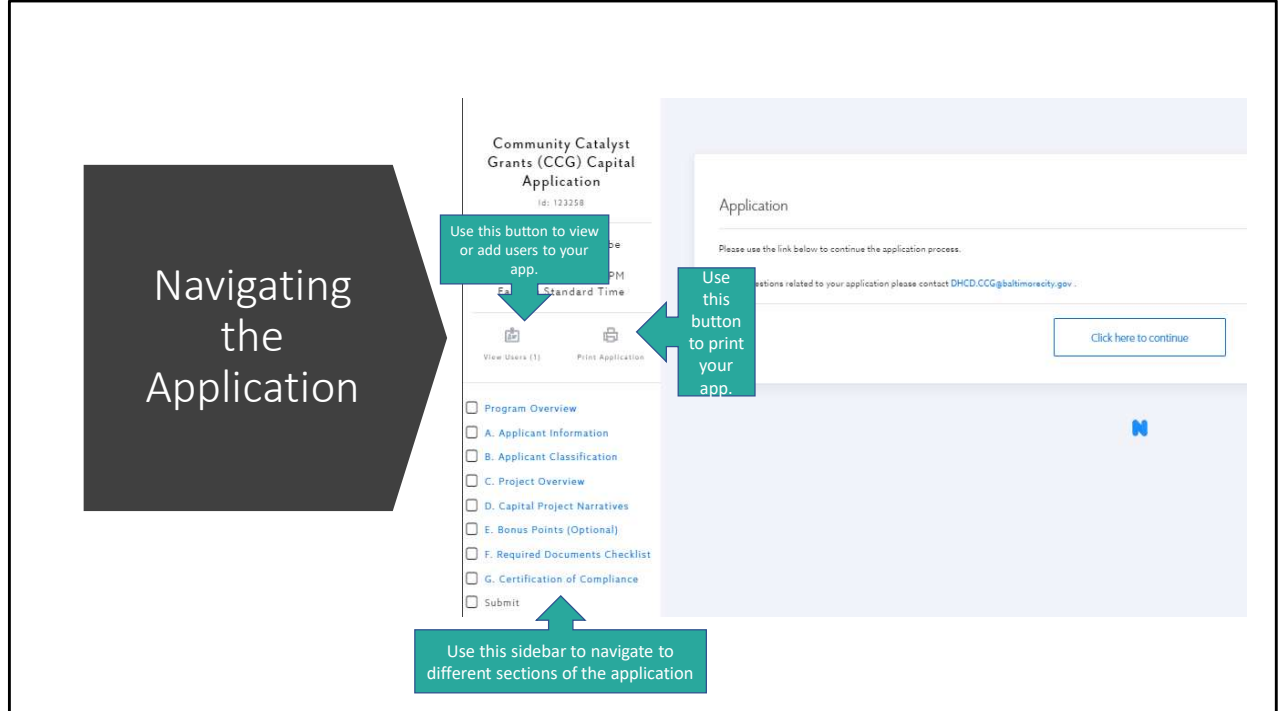
- Once you have begun your application, you will see a **sidebar** on the left which will be your key navigation tool.

- Click "**View Users**" to see the e-mail accounts associated with your application. Here, you can add additional users to give them access to view and edit the application.

- Click "**Print Application**" to print or save a PDF of your full application.

- Use the left side bar to navigate between different pages of the application. A **green check mark** will appear in the boxes next to application pages when they have been completed to provide you a visual cue of what you have and have not finished.

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On each page of the application, you will see a link to the FUNDING GUIDELINES

Program Overview

Click "Save" to save information you have entered, but when you are not ready to complete.

Click "Complete and Continue" when done each section of the app.
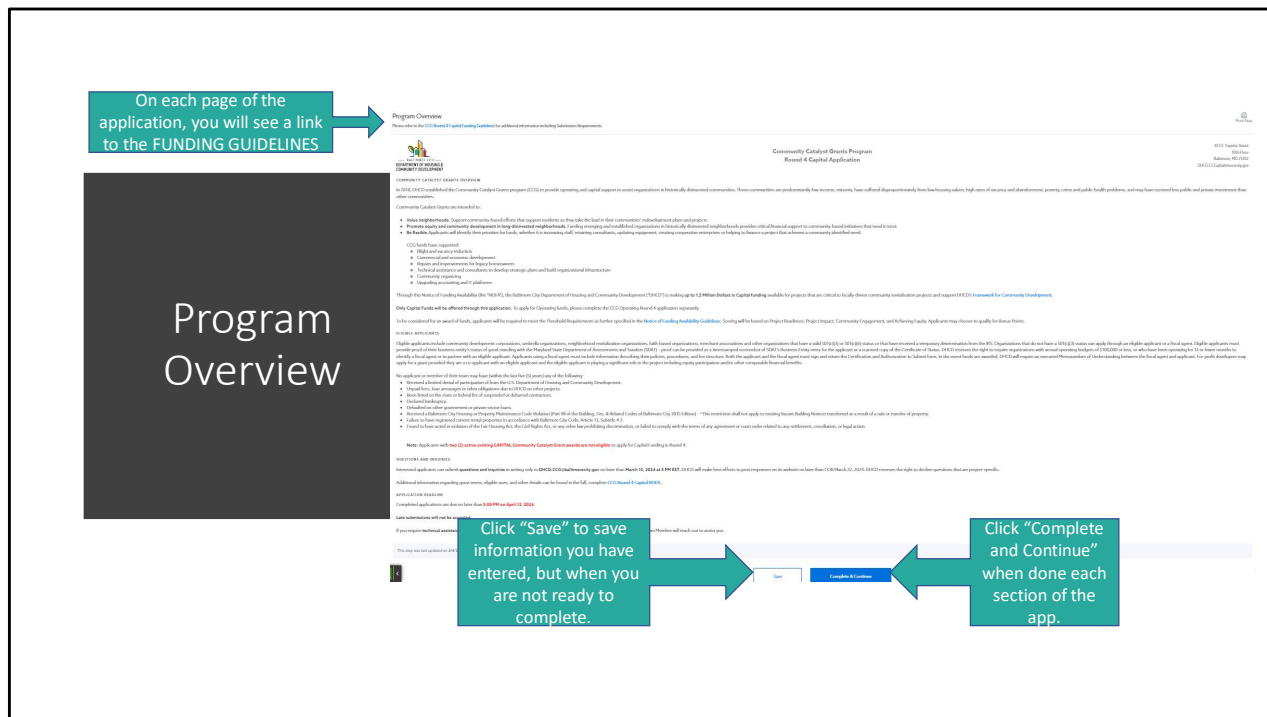
- Carefully read **all information** on the Program Overview page.

- Utilize the linked **FUNDING GUIDELINES** document for all submission information. Utilize the **VIDEO TUTORIAL** link to view a YouTube video guiding you through your application.

- There are no questions to complete on the Program Overview page.

- For each application page, you can either **SAVE** what you've done to come back to later, or **COMPLETE AND CONTINUE** to make the section done.

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A. Applicant Information

For file uploads, click "Upload File" then locate the document saved on your device.
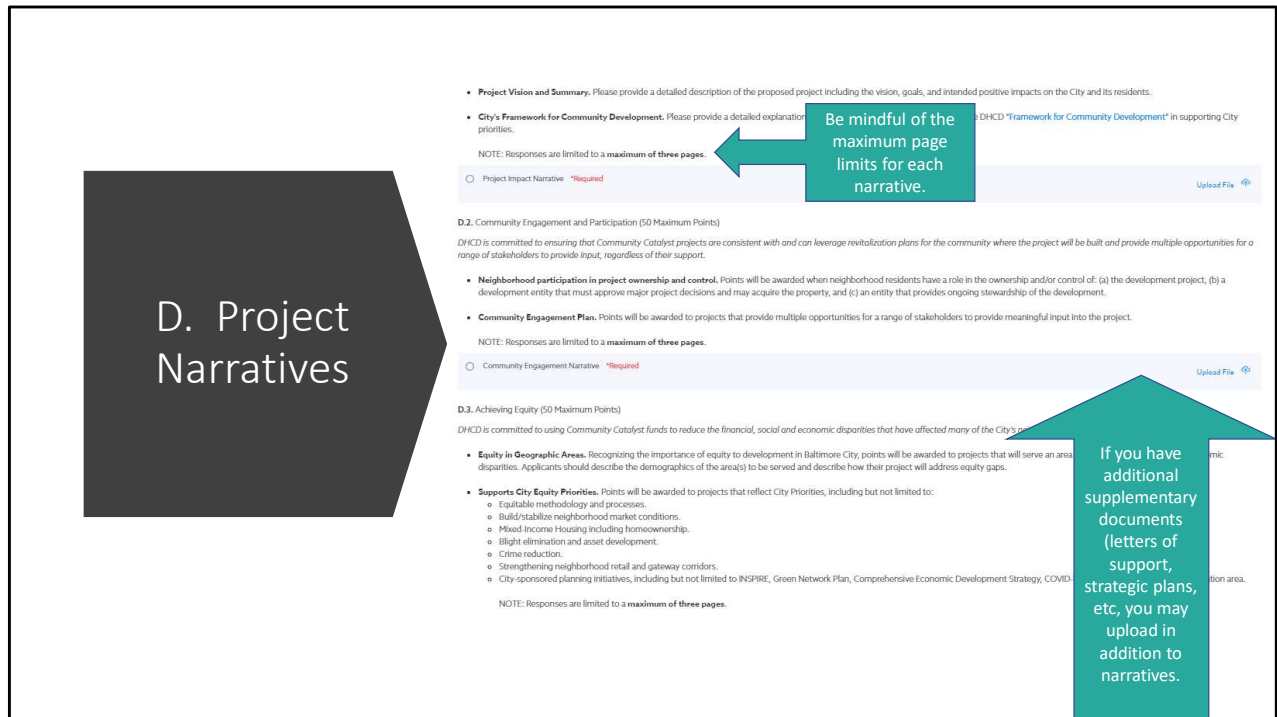
- **Some questions in the application will open new questions.** For example, if you click "yes" to applying with a Partner or Fiscal Agent, more questions will populate about those additional stakeholders for you to answer. Be sure to answer ALL questions that generate based on your other responses for a complete application.

- For **file uploads**, click **"Upload File"** and select the appropriate document saved to your device. You may also upload additional documents if needed.

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- For additional information on if your organization should be classified as **"Emerging"** or **"Established,"** please review the FUNDING GUIDELINES document.

- **NOTE: Only "Emerging" organizations are eligible for Operating Funding in CCG Round 4. Both "Emerging" and "Established" organizations are eligible for Capital Funding in CCG Round 4**. DHCD will review the applicant's self-selection during application review.

- For **file uploads**, click **"Upload File"** and select the appropriate document saved to your device. You may also upload additional documents if needed.

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C. Project Overview

- **CAPITAL:** The total project cost is limited to no more than $4 Million. The total CCG contributions is limited to no more than $150,000.00. CCG Capital Grantees must demonstrate site control of the proposed properties. If you currently have site control, you must upload evidence of it. If you do not yet have site control, you must upload a "plan of action" detailing how you intend to secure site control.

- **OPERATING:** 10 operating grants of $50,000.00 are available.

- Be sure to use the correct **BUDGET TEMPLATE** or your application will not be accepted.

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- Each narrative includes guiding questions. Please address each as thoroughly as possible.

- Note that each narrative has a **maximum page limit**.

- You may upload supplementary documentation if desired.

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- Please follow the [Impact Investment Area Bonus Points Tutorial](#) on how to demonstrate that your project is eligible for Impact Investment area bonuses

- **Your organization will only be considered for Bonus Points that you explicitly apply for** via short narrative justifications.

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F. Required Documents Checklist

- As you upload documents in the application, they will auto-populate in the "Required Documents Checklist."

- At this page, you may upload optional documents as supplemental information.

- You will have to manually upload you Certification of Compliance and Certification and Authorization to Submit signed by all parties at this time or the application will not allow you to complete the next steps and submit.

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- Read the certification of compliance carefully, then indicate your acceptance and understanding by checking the box and electronically signing.

- Ensure that your Certification of Compliance was correctly uploaded

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- Please only **SUBMIT** your application when it is complete and ready for review. Once submitted, you cannot make further changes, and only a CCG Team administrator can re-open your application.

- Ensure that your Certification and Authorization to Submit has been correctly uploaded.

- When ready, hit **"Complete and Submit."**

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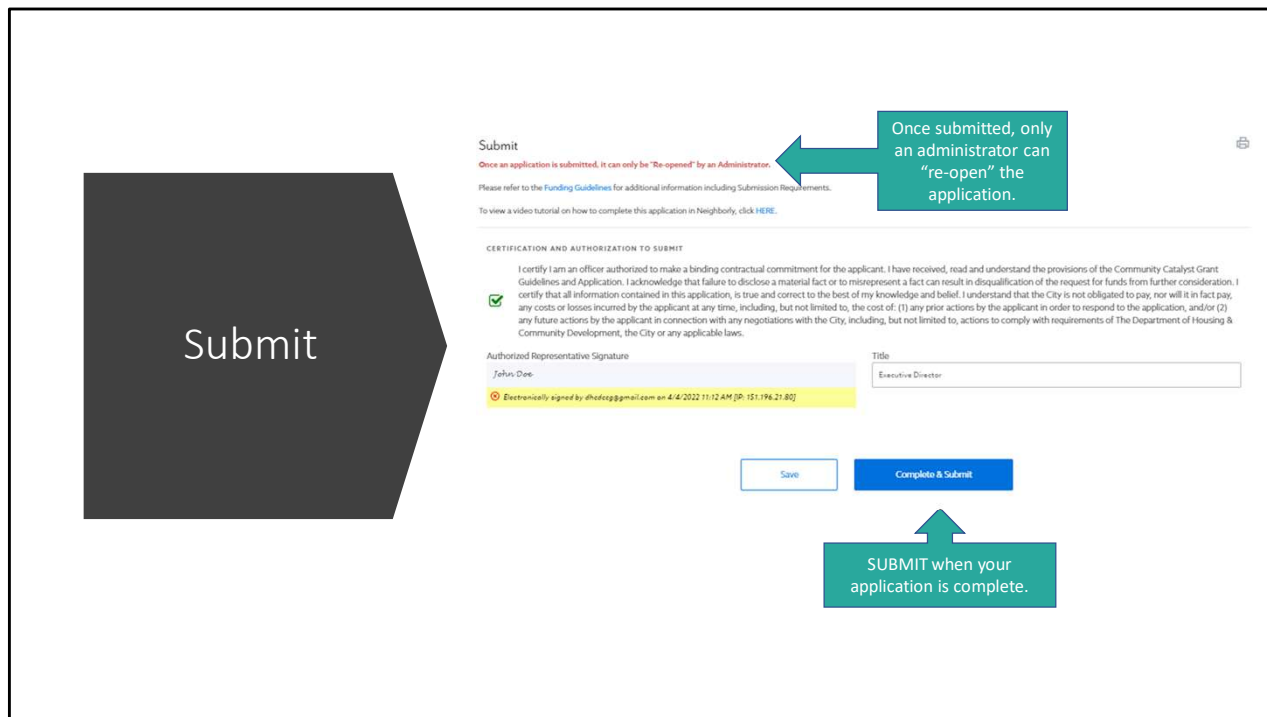
Locating your application

Check the status of your application.

Click here to VIEW or EDIT your application.

View / Continue an Existing Application

CASE ID	NAME	PROGRAM	YEAR	STATUS	EXPIRES	
100266	Test, Test	CCG- Capital	2022	Application in Progress	5/20/2022 5:00:00 PM Eastern Standard Time	View / Edit
100331	Doe, Jane	CCG- Capital	2022	Application in Progress	5/20/2022 5:00:00 PM Eastern Standard Time	View / Edit

To locate your in-progress or submitted application, log in to your Participant Portal. You will see the STATUS of your application, as well as a link to view or edit your application.

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Questions and Inquiries

- Interested applicants can submit **questions and inquiries** in writing only to **DHCD.CCG@baltimorecity.gov** no later than **March 15th, 2024, at 5 PM ET.**

- DHCD will make best efforts to post responses on its website no later than COB March 22nd, 2024. DHCD reserves the right to decline questions that are project-specific.

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