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**COMMUNITY CATALYST GRANTS**

**CAPITAL FUNDS APPLICATION**

Please refer to the Funding Guidelines for Additional Information including Submission Requirements at https://dhcd.baltimorecity.gov/nd/community-catalyst-grants

**APPLICANT INFORMATION: If this application is for a joint project or collaborative effort, only designate one of the organizations as the applicant. Applicants requesting funds for multiple projects may be required to submit individual information for certain questions. Please read each question carefully.**

**Applicant Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Contact Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**City** **State** **Zip**

**Website:** (if available) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If funds are being requested for projects in multiple neighborhoods, please include the neighborhood and council district for each project. Add additional lines as necessary.**

**Neighborhood:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **City** **Council District:** \_\_\_\_\_\_\_\_\_\_\_\_\_

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**Complete for other partners. Add additional names if necessary.**

**Partner Organization:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Contact Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**City** **State** **Zip**

**Website:** (if available) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Partner Organization:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Contact Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**City** **State** **Zip**

**Website:** (if available) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Has the applicant and/or their partner(s) completed a strategic plan?**

\_\_\_\_Yes (please attach or provide link) Date Completed \_\_\_\_\_\_\_ \_\_\_\_\_\_No

**REQUEST SUMMARY AND PROJECT INFORMATION**

**Describe your request for funds: (50 words or less). Include a map showing the location(s) of the proposed activity project**.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Project Cost (maximum $3 million) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Amount of CCG Capital Grant Funds requested** (**Maximum** **30% of total project costs**): $\_\_\_\_\_\_\_\_\_\_\_\_

**Are you requesting a: \_\_\_\_\_\_\_ Grant \_\_\_\_\_\_ Loan**

**Are you currently receiving City funds?** \_\_\_\_\_ Yes \_\_\_\_\_No

If yes, please complete the table below, include additional rows as needed:

|  |  |  |  |
| --- | --- | --- | --- |
| **FUNDED**  **PROGRAM** | **FUNDING SOURCE** | **AWARD AMOUNT** | **TERMINATION DATE** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**This a request for (check all that apply):**

Acquisition

Predevelopment

Rental

Homeownership

Rehab

Subordinate Financing

Tenant Fit Out

Stabilization

Revolving Loan Fund

Reducing Food Insecurity

Other

If other, please describe \_\_\_\_\_\_\_\_\_\_\_\_\_

**Please check the goals below that your project/program supports:**

Support efforts to stabilize and improve market conditions

Blight Elimination/Asset Development

Community ownership of a project or strengthening the community’s understanding of, ability to participate in, and negotiate benefits from development initiatives

Housing Stabilization and/or Preservation

Mixed-Income Housing

Diversify neighborhood retail and/or commercial corridors

Reduce Food Insecurity

Expanding locally-based cultural initiatives

Undertake a deferred project

Other – please list

**DEVELOPMENT TEAM INFORMATION**

**Type of Organization (e.g. partnership, joint venture, corporation, limited liability company, not for profit, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Principals:** If entity is a joint venture please provide principals for each entity. Add additional rows as necessary. Please use N/A if the requested information is not applicable.

|  |  |  |
| --- | --- | --- |
| Principal Name | Title/Position | % Interest |
|  |  |  |
|  |  |  |

**Development Team Members and Consultants.** Please provide name, addresses, email, telephone, and fax. Mark N/A if not yet selected or not applicable.

|  |  |
| --- | --- |
| **Nonprofit Participant (if Project Sponsor is for-profit)** | **MBE/WBE Equity Participant** |
| **Architect** | **Marketing/Sales** |
| **Engineer** | **Legal** |
| **General Contractor** | **Other** |
| **Consultant(s)** | **Lender** |
| **Guarantor(s)** |  |

**APPLICATION CLASSIFICATION**

**Are you applying as an:**

\_\_\_\_\_Emerging Organization

\_\_\_\_\_ Established Organization

Please refer to the application guidelines for additional information at https://dhcd.baltimorecity.gov/nd/community-catalyst-grants

**Explain why you selected this classification. Responses are limited to a maximum of two (2) pages. (If you submitted a request for CCG Operating Funds, you can include the same response).**

Your description can include quantitative and qualitative characteristics that will help the Review Committee understand your selection. Examples of information could include population information, income, history, housing and neighborhood market conditions, and organizational background. Include your organization’s mission and history, programs and projects, and most significant accomplishments during the last three years. Existing profiles can also be included.

**PROJECT DESCRIPTION (60 Points). Responses are limited to a maximum of three (3) pages.**

Describe the project for which funding has been requested, including: units, square footage or other services that will be provided; zoning and whether a zoning change, variance or exception is required; current financing, ability to leverage additional funds; ability to leverage additional investment in the community; the role of the community and any community ownership; and how the project will increase local community sustainability and improve the overall health and well-being of the neighborhood. In the event your project includes relocation, please describe efforts that are being made to help residents remain in the community. Please include a list of other investments that will be supported by this effort. Provide a description of how the project will proceed in the event that the grant award is less than the amount of funds requested. If funds are being requested for projects involving three (3) or fewer properties, please include the Request for Waiver form.

**APPLICANT CAPACITY (50 Points). Responses are limited to a maximum of three (3) pages.**

Describe the qualifications of the applicant and/or their partners to undertake and complete the proposed project. What development experience does the applicant and/or their partners have? What types of projects are underway or have been completed? What is the status of these projects and their total development costs? How will a Community Catalyst Capital Grant build the infrastructure/capacity of the applicant and their partners?

**SUPPORT FOR COMMUNITY PLANS AND MAYORAL PRIORITIES (35 Points). Responses are limited to a maximum of two (2) pages. (If funds are requested for multiple projects in different neighborhoods, the applicant must include a response for each project and stay within the page limit.)**

Describe how the project will support existing revitalization efforts and is part of a larger strategic initiative. How will the plan support the Mayoral priorities listed in the Guidelines?

**COMMUNITY OWNERSHIP AND PARTICIPATION (45 points). Responses are limited to a maximum of two (2) pages. (If funds are requested for multiple projects in different neighborhoods, the applicant must include a response for each project and stay within the page limit.)**

Describe the community’s role and engagement in the proposed project. How will new stakeholders be encouraged to participate? Are there opportunities for community or individual ownership or participation? If this application includes multiple organizations, please include a Letter of Intent that describe roles, responsibilities and how the parties will work together to achieve the project’s goals, and is signed by all parties.

**SCHEDULE (15 points). Please provide a schedule listing all of the activities associated with your project from completion through occupancy. If funds are requested for multiple projects in different neighborhoods, the applicant must include a clearly delineated schedule for each project.**

Please complete the following schedule. Add additional lines as needed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Start Date** | **Completion Date** | **Description**  (maximum 25 words if needed) |
|  |  |  |  |
|  |  |  |  |
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**CONSTRUCTION METHODOLOGY, SUSTAINABILITY AND ENERGY EFFICIENCY (10 points) Responses are limited to a maximum of one (1) page.**

Describe any green building certification that may be requested as well as construction techniques and efforts that will be made to reduce impervious surfaces or the carbon footprint and to promote sustainability, and energy efficiency.

**PROJECT BUDGET AND FINANCING (25 points). See Attached Development Budget Form**

All applicants are required to complete the Summary Budget, Project Budget and Sources of Funds Tabs in the Development Budget and other tabs as they pertain to your project. All applicants are required to provide evidence of any committed funds in the form of a letter from the funder. If a lender or other funder(s) has been identified, applications should include a letter of intent to provide financing. The Project Budget will need to include two narratives: one explaining how your costs were determined, and the other with proposed repayment terms and how City Funds will be secured. If you are requesting a grant, please explain in detail why a loan is not possible. Each narrative is limited to a maximum of one (1) page.

**APPLICATION CHECKLIST**

**Please make sure your application includes all of the following. Failure to include this information will result in your application being incomplete and disqualified for consideration. All applicants must submit one (1) electronic copy of their application in PDF form except for the Development Budget, which should be submitted as an Excel Spreadsheet and six (6) hard copy submissions. Each hard copy submission should be submitted in its own binder; sections and information should be clearly tabbed. FAILURE TO INCLUDE THIS INFORMATION WILL RESULT IN YOUR APPLICATION BEING DISQUALIFIED FOR REVIEW FOR AN AWARD OF FUNDS. PLEASE REFER TO THE GUIDELINES FOR ADDITIONAL SUBMISSION INSTRUCTIONS.**

A complete application (all questions must be answered)

Development Budget (please submit as an Excel Spreadsheet and refer to the Guidelines for additional instructions)

SUPPORTING DOCUMENTATION. Please organize documents according to the outline below. Sections and documents should be clearly tabbed and identified.

Organizational Documents

Corporate Resolution/Board of Directors approval (nonprofit applicants)

Articles of Incorporation, By-Laws (nonprofit applicants)

Current IRS Determination Letter indicating 501(c)(3) or 501(c)(3) status

Evidence of Good Standing with the State of Maryland for all parties

List of Board of Directors, titles, and affiliations (nonprofit applicants)

Organizational chart indicating roles and responsibilities of all partners

Financial Documents

Commitment Letters, a lender’s Letter of Intent or other funding commitment letters

Copy of the most recent 990 Tax Return (nonprofit applicants)

Most recent Audited Financial Statement for applicants with annual budgets of $500,000 or more

Most recent Financial Statement as prepared by a certified accounting firm for applicants with annual budgets that are more than $200,000 and less than $500,000

Most recent annual budget for applicants with annual budgets that are less than $200,000. In the event funds are awarded, the applicant will be required to provide a Reviewed financial statement.

Forms and Disclosures

Signed Certification and Authorization to Submit by all parties

Organization Disclosure

Owned Property Disclosure

Certification of Compliance

The following documents will be considered Threshold Criteria in the event they are applicable to an application:

* Evidence of Site Control
* Request for Waiver if applicable