



## **THE URBAN CHILDREN FOUNDATION GRANT GUIDELINES**

The Urban Children Foundation (UCF) believes every child living in Baltimore City should have the opportunity to experience sports, music, arts, and cultural activities outside the school setting. UCF seeks to fund transportation, participation fees, equipment, uniforms, and other material resources not provided by an activity's sponsor, yet necessary for a child's participation. In most cases, the Foundation will be providing "gap" funding – that final bus ticket to a music audition, appropriate clothes for a summer camp, jerseys for a basketball team, or fees for a youth baseball team to enter a tournament.

The Foundation will award grants of up to \$500 to organizations designated as tax-exempt according to Internal Revenue Code Section 501(c)(3). These organizations may include but are not limited to religious organizations, non-profits, community organizations, or sports teams/leagues. Organizations must demonstrate that they have the knowledge, experience and qualifications to manage the resources being requested and the activity being funded.

In addition, a limited number of scholarships will be available for low-income children and youth who need financial support to participate in camps or other programs for which they have been accepted. Children must be between the ages of 5 and 18 years, and must be residents of Baltimore City. A child who wishes to apply for funding must be sponsored by a tax-exempt organization that will assume responsibility for appropriate expenditure of the grant funds.

Grantee organizations will be expected to submit a brief expense report including receipts for expenditures where possible. Participating children will be expected to describe how the grant supported their activity. That report may be in the form of a letter, a piece of art work they created, a recording of a music performance, or other display of their accomplishments. The children should be encouraged to be creative with their reporting.

Organizations and/or individuals may apply for only one grant per year. UCF supports children and youth without regard to race, color, faith, sexual orientation, disability, ethnic origin, citizenship, or marital status of parents or guardians.

## Types of Funding

The Urban Children Foundation provides 2 types of funding:

### 1. Activity Grants

The Foundation will award grants not to exceed \$500 to support children participating in sports or cultural activities. Applications may be made on behalf of an individual child, or for organized groups of children such as sports teams, choirs, bands, or chess clubs. Requests must address a specific need such as transportation or equipment. Requests for general operating support for an activity or program will not be funded.

Applications may be submitted either in June or January, according to the following schedule:

October 15	Deadline for receipt of applications and supporting documents. Applications must be <u>postmarked</u> no later than October 15.
November 15	Notification of funding decision
March 15	Deadline for receipt of applications and supporting documents. Applications must be <u>postmarked</u> no later than March 15.
April 15	Notification of funding decision

### 2. Discretionary Grants

The Foundation may award discretionary/emergency grants to support participation in sports or cultural activities. These requests will be considered only if the opportunity presents itself in a time period that falls outside the normal grant cycle, e.g., a child receives a scholarship to attend a summer camp in July, and must have funds for transportation no later than August 31; a team makes the playoffs and needs to hire a bus. Discretionary / emergency grants will be made only under extenuating circumstances.

### Application Instructions:

- Complete entire application. Incomplete applications will not be considered.
- Handwritten applications will not be accepted.
- Applications must be signed by individuals who are authorized to sign contracts on behalf of the applicant organization.
- Applications must be postmarked by the deadline. Otherwise, they will be returned.
- Please e-mail one copy of the complete application and supporting documents in PDF format to [information@urbanchildren.org](mailto:information@urbanchildren.org) or hard copy of the application may also be mailed to:

The Urban Children Foundation  
P.O. Box 64  
Baltimore, MD 21203

The Foundation will **not** award grants to fund:

- Individuals, unless sponsored by an eligible organization;
- Personnel expenses;
- Capital improvements or equipment such as computers and office furniture;
- International organizations, programs or activities;
- Organizations that discriminate on the basis of race, color, faith, sexual orientation, disability, ethnic origin, citizenship, or marital status of parents or guardians.
- Organizations that provide pass-through funding [501(c)(3) organizations that plan to turn over the funding to a proprietary organization or consultant];
- Lobbying, political contributions, fund-raising events, or other similar activities designed to influence legislation or intervene in political campaigns;
- Endowments and similar programs.

### **Selection Process**

All grants proposals will be evaluated by the Foundation's Board of Directors on the basis of merit and need. Submission of a grant application does not guarantee that a grant will be awarded. The decision of the Foundation is final and cannot be appealed.

The Foundation reserves the right not to award any specific grant for any reason, or for no apparent reason, no matter how clearly the proposed grant may seem to relate to the Foundation's grant criteria, and no matter how closely the requester has followed the guidelines and procedures. The decision of the Foundation is final and cannot be appealed.

### **Distribution of Grant Funds**

Grant funding is contingent upon execution of a grant agreement between the grantee and the Foundation. The Foundation will release funds only after the grant agreement is signed by authorized representatives of each party. Grantees are required to submit reports of activities and receipts of expenditures. Unspent or inappropriately spent funds must be returned to the Foundation.

## 2016 GRANT APPLICATION FORM COVER SHEET

### Sponsoring Organization Information

Name: \_\_\_\_\_

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

Federal Tax identification Number: \_\_\_\_\_

Neighborhood: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Website/Twitter/Facebook (if applicable): \_\_\_\_\_

President/Executive Director: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Title \_\_\_\_\_

Phone: \_\_\_\_\_ Ext. \_\_\_\_\_ Email \_\_\_\_\_

Organization operating budget: \$ \_\_\_\_\_

### Request Information

Amount requested: \$ \_\_\_\_\_

Type of request: (circle one)      Activity      Discretionary

Number of children/youth to benefit from the grant: \_\_\_\_\_

Type of program: (circle one)

Sports      Music      Drama      Art      Other (describe): \_\_\_\_\_

\_\_\_\_\_

How will the grant funds be spent? \_\_\_\_\_

\_\_\_\_\_

### Narrative Questions

*The response to each question should be no more than ½ page in length*

1. Program description: Describe the program and how it is implemented.
2. Value: Describe why the program is important to the children in the community.
3. Results: Describe your expected outcomes. How will the children benefit from the grant?

4. Need: What will happen if you do not receive a grant?
  
5. For discretionary requests only: Explain the circumstances that resulted in the need for discretionary funds. Why was the expenditure not included in the organization's budget?

**Cost Details:** Itemize how the grant will be spent. Activity requests cannot exceed \$500. Discretionary requests may not exceed \$1,000.

Description of item or expense	Cost per participant	Total cost
<b>TOTAL AMOUNT REQUESTED</b>		<b>\$</b>

Other sources of funding for the same activity/program:

Source	Amount

From your current audited financial statement:

- Total annual income \$ \_\_\_\_\_
- Total annual expenses \$ \_\_\_\_\_
- Net assets\*, unrestricted \$ \_\_\_\_\_

*\*Not including fixed assets, such as equipment, property and buildings*

**Attachments (required):**

- One-page description of the organization including mission, objectives and services
- Board of directors list
- Current operating budget

**Authorized Signature:**

\_\_\_\_\_

Name

\_\_\_\_\_

Date

\_\_\_\_\_

Title

For more information, visit [www.urbanchildren.org](http://www.urbanchildren.org). Please feel free to email any questions to [information@urbanchildren.org](mailto:information@urbanchildren.org).