

SAMPLE APPLICATION

Maryland Department of Housing and Community Development

FY23 Community Safety Works: BUSINESS DISTRICT AND NEIGHBORHOOD SAFETY APPLICATION

The system WILL NOT allow more than one application to be submitted by an applicant.

By completing and submitting this application, you certify that the statements and answers within are true and accurate to the best of your knowledge and that you are authorized to apply for these funds on behalf of the applicant organization.

Applicants will be responsible to comply with any State or federal reporting requirements related to Community Safety Works.

Additionally, DHCD may be required to disclose information about Community Safety Works applicants and awardees to the Board of Public Works and the Maryland General Assembly and may desire to disclose such information to other State officials or their staff, local government officials or their staff, and other lenders and funding sources. DHCD is also required to disclose information in response to a request for information made pursuant to §4-101 et seq. of the Public Information Act of the General Provisions Article, Annotated Code of Maryland. Community Safety Works grant awards will be based on :

1) APPLICANT INFORMATION:

Legal Name:

Trade Name:

NOTE READ CAREFULLY: *Your organization's legal name must be typed in this application as it appears on your Certificate of Good Standing (CGS) from the Maryland Department of Assessment and Taxation (SDAT). However, only capitalize the first letter of each word unless your official name includes more capitalization. Also, please use the exact spelling of suffixes (such as Inc. or Incorporation) and type the precise abbreviation and punctuation exactly as it appears on the SDAT CGS. Being attentive to this will help ensure your application is complete and correct and so processed in the order received.* (For More Information on the SDAT CGS:

<https://egov.maryland.gov/BusinessExpress/EntitySearch>)

IRS W-9 Taxpayer Identification Number and Certification (if applicable)

READ CAREFULLY: The organization name on your W-9 must be your organization's legal name exactly as it appears on your Certificate of Good Standing (CGS) from the Maryland Department of Assessment and Taxation (SDAT). Although the name on your CGS is written in all capitals, your organization's name on the W9 can include capitals only where appropriate. In addition, the Federal ID# and mailing address on the W-9 must be the same as is typed into this application. Please carefully review and ensure that these items are correct before submitting. **Being attentive to this will help ensure your application is complete and correct and so processed in the order received.**

Upload a copy of your SIGNED and DATED W-9 Taxpayer Identification Number and Certification <<UPLOAD>>

Federal ID #:

READ CAREFULLY: *This FederalID# MUST be the same as listed on the W-9 submitted with this application. Please carefully review and ensure that these items are correct before submitting.*

Mailing Address:

READ CAREFULLY: *This mailing address MUST be the same as listed on the W-9 submitted with this application. Please carefully review and ensure that these items are correct before submitting.*

Street:
City:
State:
Zip:
County:

Web Address:

Please provide Social Media addresses for:

Facebook:

Twitter

Instagram:

Contact Information: Please provide the primary contact for this application.

Name:

Title:

Phone:

Cell Phone:

E-mail

Address:

2) APPLICANT ELIGIBILITY:

To be eligible to apply, an applicant must meet at least one the following criteria:

- A tax-exempt nonprofit organization
 - Nonprofit organizations will be required to provide an IRS Determination Letter of tax-exempt status
- Local Government

What is your organization's official mission statement and purpose: (500 characters)

What category below best describes your organization? (choose one)

___ Tax-exempt nonprofit organization

___ Local Government

___ Other

If Tax-exempt nonprofit organization is selected you will be prompted to answer the following:

Which of the following best describes your nonprofit organization:

___ **Manages a State designated Main Street Maryland Community**

Name of Community: (Drop Down List)

----- **Manages a Baltimore City designated Main Street neighborhood**

Name of Neighborhood: (Drop Down List)

----- **Manages other business district**

Name of Business District: _____

___ **Represents/manages neighborhood/community**

Name of Neighborhood: _____

If Tax-exempt nonprofit organization is selected you will be prompted to upload IRS Determinations Letter

Please upload a copy of your IRS Determination Letter of Tax-Exempt Status.

Upload your IRS Letter of Determination<<UPLOAD>>

If Tax-exempt nonprofit organization is selected you will be prompted to upload SDAT Certificate of Status

DIRECTIONS: Upload a DATED screen shot from the Maryland State Department of Assessments and Taxation (SDAT) website showing the applicant's good standing status.

Upload a DATED screen shot indicating Good Standing Status or Business Registration- Date Shown Must NOT be older than September 1, 2022

<<UPLOAD>>

NOTE: You do not need to purchase an official Certificate of Good Standing. However, the uploaded screen shot, or if you already have a purchased official Certificate of Good Standing, must show a date not older than September 1, 2022.

3) ELIGIBLE ACTIVITIES & GRANT NARRATIVE:

Eligible activities will be part of a comprehensive plan for making public and private spaces safer for residents, business and visitors. These include but are not limited to:

- **Surveillance tools** such as lighting, cameras and technology and operating programs that increase visibility of vulnerable spaces. Networks of cameras and license readers should be made effective through monitoring plans and partnerships with law enforcement and other relevant public agencies.
- **Auto and pedestrian circulation improvements** to create natural and man-made environments via landscaping, fencing and other means to better control pedestrian and vehicular traffic. Examples include site fencing and alley gating and sidewalk improvements to prioritize the safety of pedestrians.
- **Improving opportunities for “eyes on the street,”** including the removal of barriers to site lines (such as through trimming trees and shrubs), opening up closed off spaces, improved lighting, renovating public spaces/playgrounds and expanding restaurants to sidewalks and outdoor spaces to draw regular visitors and positive activity.
- **Reinforcing community ownership, solidarity and pride,** through clean and beautified streets, sidewalks, and signage. Removing blight and signals of blight (such as litter, graffiti and bulk trash dumping) and instead create “markers” of community pride and ownership such as signs, gardens, new trees, other plantings and upgraded public spaces.
- **Purchasing litter removal equipment** such as “All Terrain Litter Vehicles” and funding staff or contracted services to provide ongoing cleaning, maintenance and beautification of public spaces.

- **Increasing citizen and merchant stewardship** through organizing, education and outreach activities that seek to engage residents and other neighborhood stakeholders to actively participate in keeping residential areas and public spaces clean, safe and green.
- **Contracted security services** including or “Ambassador” programs.
- **Contracted cleaning/landscaping services** to maintain improved open spaces.

Please provide succinct answers for **EACH** of the following:

1. Organizational Summary: Provide brief descriptions as follows:

(a) Applicant’s recent accomplishments (2021 thru 2022), including in areas targeted by this application. **(Total max characters: 1,000)**

(b) Applicant’s current financial condition and ability to continue operations as well as manage and maintain projects and activities for which you are requesting Community Safety Works funding **(Total max characters: 1,000)**

(c) How applicant’s mission and programs specifically support the local business district and the small businesses within the district and/or the neighborhood the applicant represents. **(Total max characters: 1,000)**

2. Business District and/or Neighborhood Safety Need:

(a) **Current Situation and Statistics:**

Describe the need to deter crime and promote community safety in the business district and/or neighborhood that the applicant represents.

Please cite specific issues and/or incidents of violent crime and other illegal activity that have impacted the business district and/or neighborhood.

Please provide specific crime statistics related to the violent crime and other illegal activity as you have described in the application.

(Total max characters: 2,500)

CRIME STATISTICS EXAMPLE: Statistics and data should be similar to information provided by the Maryland Statistical Analysis Center, within the Governor’s Office of Crime Control and Prevention (<http://goccp.maryland.gov/crime-statistics/>), report *Violent Crime & Property Crime by Municipality*: <https://opendata.maryland.gov/Public-Safety/Violent-Crime-Property-Crime-by-Municipality-2000-/2p5g-xrcb>

(b) **Projected Outcomes:** Be Specific. What are the anticipated outcomes for the award you are requesting? What would success look like? How will you track progress and evaluate the anticipated outcomes and their impact on the business district and/or neighborhood?

Provide information with specific metrics on what the applicant wants to achieve with respect to crime reduction and increased safety. (It is fine to list projected outcomes as bullet points instead of/or in addition to a narrative) **(Total max characters: 2,000)**

(c) **Strategies/Activities/Partnerships**: Describe the applicant’s overall strategy and partnerships that will address the specific issues and incidents identified above and to achieve projected outcomes. Include information on how the plan/strategy was developed with input from residents, business and property owners, local police and/or other community stakeholders. **(Total max characters: 2,500)**

(d) **Budget Narrative**: Describe the significant budget line items for how the applicant would utilize any awarded funds for the business district and/or neighborhood, based on the strategy in order to improve resident, merchant and visitor safety and sustain those efforts moving forward. Include specific dollar amounts/costs for items and activities as well as a timeframe for implementing and maintaining the proposed project activities. **(Total max characters: 2,000)**

SAFETY NEED - UPLOAD: Please upload any plans, studies, community presentations, support letters, mapping or crime data that you have to support your overall business district and/or neighborhood safety strategy and request for funds. This is not required but is encouraged if applicant wishes to provide relevant additional information.

Upload safety plan/studies, community crime data, crime “hot spots” maps to support business district and/or neighborhood safety strategy and request for funds

<<UPLOAD>>

4) GRANT REQUEST:

Eligible grant requests will be for comprehensive physical improvements and/or community safety services that benefit specific local business districts and/or neighborhoods, making places safer for residents, merchants and visitors.

The minimum grant request amount is \$50,000 and the maximum grant request amount is \$100,000

What is the amount of your grant request? \$_____

6) USE OF FUNDS REQUESTED/ BUDGET:

Eligible activities will be part of a comprehensive plan for making public and private spaces safer for residents, business and visitors. These include but are not limited to:

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In alignment with your Budget Narrative above, list separately each item/activity, including the dollar amount, which will be supported by this grant request. Be specific DO NOT write “Misc Expenses” or “Other”.

BE SURE LINE ITEMS TOTAL THE SAME AMOUNT YOU ENTERED ABOVE IN THE GRANT REQUEST SECTION AND DESCRIBED IN THE GRANT NARRATIVE SECTION.

ITEM \$ _____ **Allows for additional line items/dollar amounts to be added – up to 10 items**

TOTAL REQUESTED AMOUNT: \$ _____ **Calculates the dollar amount of each line item listed above**

DHCD Email Opt-in

Opt-in for email communication and updates from The Maryland Department of Housing and Community Development.