

As part of its proposed FY18 budget, the City of Cambridge will award \$25,000 to non-profit and governmental organizations throughout the city using its Human Service Grant program. Applications will be made available online at choosecambridge.com, or at the Department of Public Works, located at 1025 Washington Street, or at City Hall, located at 410 Academy Street.

An orientation meeting will be held on May 10 in the Public Safety Building Training Room, at 8 Washington Street, from 2-3 p.m., to answer questions and to assist applicants in filling out the required form. Completed applications will be due May 26, and grants will be awarded in July.

The selection committee will be made up of one person from each of the five election districts in Cambridge, as well as one at-large resident nominated by the mayor. Grantees are required to be in good standing with the IRS and State of Maryland, and will need to report on the completion of their project no later than March 30, 2018. Organizations which are not non-profit are urged to partner with an organization with non-profit or charitable status.

The selection committee will have four considerations, and score programs based on the following:

- **NEED FOR SERVICES (25 points):** How much is the program needed in the community, and does it address one of the City Council's tentative council goals – housing, early childhood development, education or employment?
- **STRENGTH OF PLAN (25 points):** Is the program designed to have a positive impact, and are staff qualified to deliver the program effectively? Is the program cost effective and is there a clear way to measure results?
- **ORGANIZATIONAL STRENGTH (25 points):** Is the program a collaborative effort between more than one organization, and is there adequate administrative capacity to provide the program? Does the organization have a track record of completing services, and are there any matching funds available?
- **DIVERSITY (25 points):** Does the program reach underserved and ethnically diverse people throughout the entire city? Does the program have a track record of reaching a wide range of people?

For more information about the Human Services Grant process, please contact Larry Seeberger at City Hall, (410) 228-4020.

City of Cambridge
FY 2018 Human Services Grant Application

1. Organization:

a. Name:

b. Address:

c. Contact Person (1) – name and title in organization:

1) Phone number:

2) Email address:

d. Contact Person (2) – name and title in the organization:

1) Phone number

2) Email address:

2. Name of Program:

3. Funding amount being requested as a grant from the City: \$

4. Type of service – check and describe briefly

Development of Children:

Development of Youth:

Housing repair for low income or seniors:

Services for low-income people:

Other services for low-income people:

Chesapeake Bay Water Quality:

Other:

5. Program Description:

- a. Number to be people to be served:
- b. Where will the program be located?
- c. Describe the program – what services will be provided?

6. Demographic Breakdown:

Please provide the following if you can estimate what they will be:

- a. Ages of program participants:
- b. Race/Ethnicity:
 - Caucasian:
 - Afro-American:
 - Hispanic:
 - Other:

13. What is your organization's experience providing this kind of program?

14. Who will be the program staff and what are their qualifications in providing this kind of program?

15. How will you keep a record of those you have served – for example: enrollment list, sign in sheets, daily count?

16. Organization Management:

Who serves as executive director:

Who serves as treasurer and/or finance director?

17. What is your organization's total annual budget?

18. Budget for this program (please fill in the table below)

Cost Items	City Funds	**Other Cash Funds	In-kind Services (value)	\$ Total Budget
Salaries and Benefits				
Program Materials				
Equipment (list):				
Client Transportation				
Insurance				
TOTAL				

**What will be the source of Other funds for this program, if needed? _____

19. Please attach your most recent IRS filing.

20. NOTE: copies of general liability and worker's compensation insurance policies naming the City as co-insured, will be required with contract execution.

21. Signature of person authorized to submit grant application:

Name and Title (printed)

Signature