

GA-32-17

GRANT BRIEFING DOCUMENT

rev. 2/13/13

From:

Name: Maria Broadbent Dept: Environmental Policy Phone: 410-263-7788

This is a request to

- review, approve, and/or sign a grant agreement/award
- other

Grant title: Janice Hollmann Grant Program for Land Trusts

Grantor: Maryland Environmental Trust Amount: \$ 1,500

Attestation:

- Match is *not* required.
- Match is required. Match will be met in the form of ¹ \$1,125 in Staff-time/Board time
\$375 Cash Match

I attest that this asset has been approved/appropriated in ² _____

Yvonne T. Broadbent
Department Director signature

Environmental Policy
Dept

6/30/13
Date

Routing	Initials	Date		Comments
		In	Out	
<input checked="" type="checkbox"/> originating Dept Director	<u>MB</u>	<u>6/30/13</u>	<u>6/30/13</u>	
<input checked="" type="checkbox"/> Grants Coordinator	<u>ADP</u>		<u>7/5</u>	<u>*initial only</u>
<input checked="" type="checkbox"/> Finance Director	<u>RM</u>	<u>7/5/13</u>	<u>7/5/13</u>	
<input checked="" type="checkbox"/> City Attorney				
<input checked="" type="checkbox"/> City Manager				
<input checked="" type="checkbox"/> Mayor				
<input checked="" type="checkbox"/> City Clerk				
<input checked="" type="checkbox"/> Finance Committee				
<input checked="" type="checkbox"/> Finance Dept				

Return to Originating Department

GRANT Briefing Document, continued

Provide a short narrative. Include:

-program description	- purpose of funds	- due dates
-grant period	-amount of request or award	
-special features, e.g., environmental impact implications, notarization required		

The City of Annapolis/Annapolis Conservancy Board will hire an intern to work with the Conservancy Board and City staff. The intern will digitize all of the easement documents including plans and associated paperwork and create outreach materials to solicit donations of conservation easements.

The intern will be provided a stipend work the worked performed. The project consists of 93.75 hours of work at the rate of \$20/hr for the intern. A match of City staff/Board member time in the amount of 56.25 hours of time at the rate of \$20/hr and a cash match of \$375 are required by the granting agency.

¹ Examples: cash match, equipment loan, staff salaries, volunteer time, contribution from non-City agency.

² Examples: FY__ Operating Budget, a memorandum of understanding, City Council resolution/ordinance.



City of Annapolis
160 Duke of Gloucester St.
Annapolis, MD 21401

GRANT BUDGET FORM

Grant Title

Janet Hollmann Grant Program for Land Trusts

Grant Award (\$) 1,500.00 Originating Department(s): Office of Environmental Policy

Dept Contact (Name/Phone): Maria Broadbent/410-263-7788

Expenditure Account	Revenue Source			Total per Expend. Type	Comments
	Federal	State	Local (Matching)		
Salaries			1,125.00		1,125.00 Staff/Volunteer Time
Benefits					0.00
Overtime					0.00
Supplies					0.00
Telephone					0.00
Electricity					0.00
Fuel and Oil					0.00
Training & Education					0.00
R & M - Equipment					0.00
Special Programs			375.00		375.00 Cash
Contract Services		1,500.00			1,500.00
					\$0.00
					\$0.00
other (fill-in)					\$0.00
other (fill-in)					\$0.00
other (fill-in)					\$0.00
other (fill-in)					\$0.00
other (fill-in)					\$0.00
Total	0.00	1,500.00	1,500.00	0.00	3,000.00

TOTAL EXPENDITURES*: 3,000.00

* May be different from Grant Award \$ if there is a match requirement.

Match is not required.

Department Director Signature/Date _____ Department

X Match is required. Match will be met in the form of ⁽¹⁾ \$1,125 in Staff/Volunteer Time and \$375 in Cash

I attest that this asset has been approved/appropriated in ⁽²⁾

Janet T. Broadbent
Department Director Signature/Date

Environmental Policy
Department

June 30, 2017



Maryland Environmental Trust

GRANT RECEIPT FORM

I, _____, certify that the City of Annapolis through its agent Annapolis Conservancy Board has received a check in the amount of \$1,500 from the Janice Hollmann Grants Program for the Maryland Environmental Trust, supported by the Maryland State Highway Administration.

(\$1,000 for Item B. and \$500 for Item C.- Also, \$500 may be applied to Item B. if this project runs over the 62.5 hours cited in the grant application)

(Signature)

(Date)

Organization:

City of Annapolis through its agent Annapolis Conservancy Board
145 Gorman Street
Annapolis, MD 21401