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**..Title**  
**City Grants to Non-Profit Organizations** – For the purpose of revising City priorities for making operating and/or capital grants to non-profit organizations under the Community Grant Program; and revising the qualifying criteria and reporting process for recipients of operating and/or capital Community Grant Program grants.

**..Body**

**CITY COUNCIL OF THE  
City of Annapolis**

**Ordinance 7-15**

**Introduced by: Alderman Littmann, Alderman Arnett,  
Alderwoman Finlayson and Alderwoman Pindell Charles**

**Referred to  
Finance  
Rules  
Housing & Human Welfare**

**A ORDINANCE** concerning

**Grants to Non-Profit Organizations under the  
City of Annapolis Community Grant Program**

**FOR** the purpose of revising City priorities for making operating and/or capital grants to non-profit organizations under the Community Grant Program; and revising the qualifying criteria and reporting process for recipients of operating and/or capital Community Grant Program grants.

**BY** repealing and re-enacting with amendments the following portions of the Code of the City of Annapolis, 2013 Edition  
Section 6.16.060  
Section 6.16.070

**SECTION I: BE IT ESTABLISHED AND ORDAINED BY THE  
ANNAPOLIS CITY COUNCIL** that the Code of the City of Annapolis shall be amended to read as follows:

**CHAPTER 6.16 – BUDGET**

6.16.060 ~~Standards~~ **PRIORITIES** for making **OPERATING AND/OR CAPITAL** grants to non-profit organizations **UNDER THE CITY OF ANNAPOLIS COMMUNITY GRANT PROGRAM.**

1 A FOR THE PURPOSES OF THIS SECTION AN "OPERATING GRANT" SHALL  
2 PROVIDE SUPPORT FOR THE DAY-TO-DAY COSTS OF RUNNING THE  
3 NON-PROFIT ORGANIZATION. A "CAPITAL GRANT" SHALL PROVIDE  
4 SUPPORT FOR THE PURCHASE OF PROPERTY, THE CONSTRUCTION,  
5 REMODELING, OR EXPANSION OF A FACILITY, OR PURCHASE OF  
6 EQUIPMENT BY A NON-PROFIT ORGANIZATION.

7  
8 B4. Subject to the availability of funds, the City will consider funding aN OPERATING  
9 AND/OR CAPITAL grant to a non-profit ORGANIZATION with aN  
10 APPLICATION submission that meets aONE of the following  
11 standardsPRIORITIES:  
12

13 1 A. ~~Has quantifiable outcomes~~ PROVIDES SERVICES THAT SUSTAIN AND  
14 EMPOWER YOUTH, FAMILIES AND INDIVIDUALS TO MOVE  
15 TOWARDS SELF-SUFFICIENCY;

16  
17 2 B. ~~Provides plans for securing funding from sources other than those provided by~~  
18 ~~the City of Annapolis~~ PROVIDES PROGRAMS THAT PRESERVE AND  
19 ENHANCE A COMMUNITY'S CHARACTER;

20  
21 3 C. ~~Represents a cooperative effort among the GRANT applicant, the community,~~  
22 ~~and other private and/or public partners.~~ PROVIDES PROGRAMS THAT  
23 CONTRIBUTE TO A VIBRANT ECONOMY; OR  
24

25 4 D. ~~In appropriate circumstances, displays creative ways of helping people help~~  
26 ~~themselves.~~ PROMOTES PROGRAMS THAT ARE INTEGRAL TO  
27 COMMUNITY REVITALIZATION, ECONOMIC DEVELOPMENT AND  
28 ENVIRONMENTAL SUSTAINABILITY.  
29

30 E. ~~Provides activities in support of the City's goal of providing a system in which~~  
31 ~~all residents of the City of Annapolis have access to services that sustain and~~  
32 ~~enhance the quality of life and are equitable, effective, accountable, and~~  
33 ~~responsive to changing community needs.~~  
34

35 C 2. ~~Application will be independently reviewed and graded according to the standards in~~  
36 ~~section 3. by a committee which shall include a City staff person responsible for~~  
37 ~~writing grants selected by the Mayor or his or her designee, a Finance Department~~  
38 ~~staff member designated by the Finance Director, and two community volunteers~~  
39 ~~designated by the City Council's Finance Committee who have experience as grant~~  
40 ~~reviewers but no affiliation with any of the applicants in the corresponding grant~~  
41 ~~cycle.~~ THERE SHALL BE A COMMITTEE CONVENED TO REVIEW AND  
42 EVALUATE APPLICATIONS SUBMITTED TO THE CITY OF ANNAPOLIS  
43 FOR AN OPERATING AND/OR CAPITAL GRANT IN ACCORDANCE WITH  
44 THE CRITERIA IN SECTION 6.16.060 D. THE COMMITTEE SHALL CONSIST  
45 OF: THE MAYOR'S DESIGNATED STAFF PERSON; THE FINANCE

1 DIRECTOR'S DESIGNATED STAFF PERSON; AND TWO AT LARGE STAFF  
2 PERSONS.

3  
4 ~~D 3. Review and grading standards~~ APPLICATION QUALIFICATION CRITERIA:

- 5  
6 1. ~~Rationale: 20 points~~ APPLICANT SHALL HAVE THE ADMINISTRATIVE  
7 AND FINANCIAL CAPACITY TO CARRY OUT THE PROJECT  
8 SUCCESSFULLY AND SHALL BE IN GOOD STANDING WITH THE  
9 MARYLAND DEPARTMENT OF ASSESSMENTS AND TAXATION;  
10  
11 2. ~~Description, i.e., that the goals, objectives, activities, and procedures are~~  
12 ~~complete and clearly stated methodology is appropriate, and long-term impact in~~  
13 ~~clearly stated: 30 points~~ THE PROJECT SHALL HELP MEET THE GOALS  
14 AND OBJECTIVES SET FORTH IN PARAGRAPH B OF THIS SECTION;  
15  
16 3. ~~Timeline is achievable and complete: 10 points~~ THE APPLICANT SHALL  
17 DEMONSTRATE THAT THE PROPOSED ACTIVITY SHALL PROVIDE  
18 MAXIMUM PUBLIC BENEFIT IN RELATION TO COST; AND  
19  
20 4. ~~Outlines a plan for the evaluation of measurable outcomes: 20 points~~ THE  
21 APPLICANT SHALL DEMONSTRATE THE ABILITY TO LEVERAGE  
22 ADDITIONAL FUNDS;.  
23  
24 5. ~~Budget is included that gives detail as to expense and revenues: 20 points.~~

25  
26 **6.16.070 Non-profit organizations quarterly reports.**

- 27  
28 A. All non-profit organizations receiving funding OR GRANTS UNDER THE  
29 COMMUNITY GRANT PROGRAM from the City of Annapolis ~~are required to~~  
30 SHALL provide quarterly reports TO THE FINANCE DEPARTMENT within thirty  
31 days of the close of each quarter., ~~which~~ ANNUAL QUARTERLY ENDING  
32 DATES are September 30, December 31, March 31, and June 30 ~~on forms provided~~  
33 ~~by the Finance Department of their use of funds to the Finance Department and~~  
34 ~~Office of Youth and Community Services.~~ THE FINANCE DEPARTMENT  
35 SHALL DEVELOP AND PROVIDE THE FORMS FOR A NON-PROFIT  
36 ORGANIZATION TO USE IN PREPARING THE REPORTS THIS SECTION  
37 REQUIRES.  
38  
39 B. The Finance Department shall ~~prepare~~SEND a list of these NON-PROFIT  
40 ORGANIZATION QUARTERLY reports ~~and send the list~~ to each City Council  
41 member ON A QUARTERLY BASIS. ~~From this list, a~~A CITY COUNCIL member  
42 may request ~~that the Finance Department promptly send the member~~ AN ACTUAL  
43 COPY OF one or more of the LISTED reports. Each non-profit organization which  
44 has submitted a quarterly report ~~shall~~ MAY BE REQUIRED TO have a  
45 representative appear before the Finance Committee (September/February) to present

1 an accounting of the use of CITY AND ITS OWN funds and to answer questions as  
2 needed.

3

4 **C B.** Failure to comply with this section MAY result in the denial of SUBSEQUENT  
5 COMMUNITY GRANT PROGRAM funding.

6

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8 **SECTION II: AND BE IT FURTHER ESTABLISHED AND ORDAINED**  
9 **BY THE ANNAPOLIS CITY COUNCIL** that this Ordinance shall take effect from the  
10 date of its passage.

11

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**EXPLANATION**

14

CAPITAL LETTERS indicate matter added to existing law.

15

~~Strikethrough~~ indicates matter stricken from existing law.

16

Underlining indicates amendments.