



City of Annapolis

160 Duke Of Gloucester
Street
Annapolis, MD 21401

Signature Copy

Ordinance: O-7-15

File Number: O-7-15

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.

**CITY COUNCIL OF THE
City of Annapolis**

Ordinance 7-15 Amended

**Introduced by: Alderman Littmann, Alderman Arnett,
Aldерwoman Finlayson and Aldерwoman 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.

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

B1. Subject to the availability of funds, the City will consider funding an operating and/or capital grant to a non-profit organization with an APPLICATION submission that meets ~~all~~ONE of the following ~~standards~~PRIORITIES:

1 A. ~~Has quantifiable outcomes~~ PROVIDES SERVICES THAT SUSTAIN AND EMPOWER YOUTH, FAMILIES AND INDIVIDUALS TO MOVE TOWARDS AN IMPROVED QUALITY OF LIFE AND SELF-SUFFICIENCY;

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

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

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

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

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

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

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

E. GRANTS COMMITTEE RECOMMENDATIONS TO FINANCE COMMITTEE.

THE GRANTS COMMITTEE SHALL MAKE RECOMMENDATIONS TO THE FINANCE COMMITTEE FOR ITS CONSIDERATION AS PART OF THE ANNUAL BUDGET PROCESS.

6.16.070 Non-profit organizations quarterly reports.

- A. All non-profit organizations receiving funding OR GRANTS UNDER THE COMMUNITY GRANT PROGRAM from the City of Annapolis ~~are required to~~ SHALL provide quarterly reports TO THE FINANCE DEPARTMENT within thirty days of the close of each quarter; ~~which ANNUAL QUARTERLY ENDING DATES are September 30, December 31, March 31, and June 30 on forms provided by the Finance Department of their use of funds to the Finance Department and Office of Youth and Community Services.~~ THE FINANCE DEPARTMENT SHALL DEVELOP AND PROVIDE THE FORMS FOR A NON-PROFIT ORGANIZATION TO USE IN PREPARING THE REPORTS THIS SECTION REQUIRES.
- B. The Finance Department shall ~~prepare~~SEND a list of these NON-PROFIT ORGANIZATION QUARTERLY reports and ~~send the list~~ to each City Council member ON A QUARTERLY BASIS. ~~From this list, a~~CITY COUNCIL member may request that ~~the Finance Department promptly send the member~~ AN ACTUAL COPY OF one or more of the LISTED reports. Each non-profit organization which has submitted a quarterly report shall ~~shall~~ MAY BE REQUIRED TO have a representative appear before the Finance Committee (September/February) to present an accounting of the use of CITY AND ITS OWN funds and to answer questions as needed.
- C.B. Failure to comply with this section MAY result in the denial of SUBSEQUENT COMMUNITY GRANT PROGRAM funding.

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

EXPLANATION

CAPITAL LETTERS indicate matter added to existing law.

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

Underlining indicates amendments.

ADOPTED this 27th Day of April, 2015.

Aye: 8 Mayor Pantelides, Alderman Budge, Alderman Paone, Alderwoman Pindell Charles, Alderwoman Finlayson, Alderman Littmann, Alderman Pfeiffer and Alderman Arnett

Absent: 1 Alderman Kirby

THE ANNAPOLIS CITY
COUNCIL



Michael J. Pantelides

Date 5/1/15

ATTEST



Regina C. Watkins-Eldridge, MMC

Date 5/1/15