

GA-8-16

GRANT BRIEFING DOCUMENT

rev. 2/13/13

From:

Name: Jen Jennings Dept: ARPD Phone: 410-263-7958

This is a request to

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

Grant title: Ravens Play 60 Grant: Mighty Milers Running Program

Grantor: Ravens Act Foundation Amount: \$ 5000

Attestation:

- Match is *not* required.
- Match is required. Match will be met in the form of <sup>1</sup> \_\_\_\_\_

I attest that this asset has been approved/appropriated in <sup>2</sup> \_\_\_\_\_

Michael Meard                      REC & PARKS                      7/23/15  
 Department Director signature                      Dept                      Date

Routing	Initials	Date		Comments
		In	Out	
<input checked="" type="checkbox"/> originating Dept Director	<u>MM</u>	<u>7/23/15</u>	<u>7/23/15</u>	<u>BSH</u>
<input checked="" type="checkbox"/> Grants Coordinator	<u>NCP</u>		<u>7/27</u>	<u>initials only</u>
<input checked="" type="checkbox"/> Finance Director	<u>BSH</u>	<u>7/23/15</u>	<u>7/23/15</u>	<u>BSH</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		

Mighty Milers is a 6-week running program with additional strength training, flexibility training, and nutrition components for 3rd to 5th graders in the Annapolis area. The program takes place in the Fall of 2015 and will end in a multi-school culminating mile run. Based on previous years, we expect 200 students to participate this year. Grant funds will be used to purchase needed supplies including snacks, T-shirts, equipment and shoe scholarships for children in need. (Please see the attached budget)

<sup>1</sup> Examples: cash match, equipment loan, staff salaries, volunteer time, contribution from non-City agency.  
<sup>2</sup> Examples: FY\_\_ Operating Budget, a memorandum of understanding, City Council resolution/ordinance.

2015 Mighty Milers Running Program  
Budget

Snacks/ Beverages	Healthy snacks and drinks to refuel during after-school program at each site.	\$1000
Shoe Scholarships	New running shoes to children in need.	\$1,000 (\$50 x 20 children)
Participant T-shirts	Elementary program: 200 shirts Volunteers: 25 shirts	\$1800
General Program Supplies	Cones, fitness equipment, first aid supplies, coaches' training materials	\$500
Culminating Kids Event Supplies	Supplies and food to conduct culminating event	\$700
Volunteer Support	Work from a Health and Nutrition Educator from the Anne Arundel Medical Center, volunteer coaches from the Annapolis Triathlon Club and the Annapolis Striders	\$0
Fields/ Track	Use of county school fields and county track	\$0
ARPD Administrative Support	ARPD Funds: \$7000	\$0
	<b>TOTAL</b>	<b>\$5,000</b>



Grant Title Ravens Play 60: Mighty Milers Running Program

Grant Award (\$) 5,000.00

Originating Department(s): ARPD

Dept Contact (Name/Phone): Jen Jennings 410-263-7958

Expenditure Account	Revenue Source				Total per Expend. Type	Comments
	Federal	State	Local (Matching)	Other		
Salaries					0.00	
Benefits					0.00	
Overtime					0.00	
Supplies				5,000.00	5,000.00	
Telephone					0.00	
Electricity					0.00	
Fuel and Oil					0.00	
Training & Education					0.00	
R & M - Equipment					0.00	
Special Programs					0.00	
Contract Services					0.00	
Capital Outlay					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	
other (fill-in)					0.00	
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>5,000.00</b>	

TOTAL EXPENDITURES\*: 5,000.00

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

Match is not required.

\_\_\_\_\_  
Department Director Signature/Date

\_\_\_\_\_  
Department

\_\_\_\_\_  
Match is required. Match will be met in the form of <sup>(1)</sup> \_\_\_\_\_

I attest that this asset has been approved/appropriated in <sup>(2)</sup> \_\_\_\_\_

\_\_\_\_\_  
Department Director Signature/Date

\_\_\_\_\_  
Department

COMMENTS:

(1) Examples (include dollar amounts if applicable): 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.



Samantha Gilmore <sagilmore@annapolis.gov>

---

## Re: Play60 Grant

1 message

---

**Caryn Walaski** <ccwalaski@annapolis.gov>

Fri, Jul 17, 2015 at 2:22 PM

To: Jennifer Jennings <jmjennings@annapolis.gov>

Cc: Samantha Gilmore <sagilmore@annapolis.gov>, Michael Morris <mamorris@annapolis.gov>, Emily Mutschler <emmutschler@annapolis.gov>

Jenn,

Excellent! Way to go team!!!!

Thanks,  
Caryn

Caryn Walaski  
Recreation Division Chief

On Fri, Jul 17, 2015 at 1:14 PM, Jennifer Jennings <jmjennings@annapolis.gov> wrote:  
AWESOME!

----- Forwarded message -----

From: **Ravens Community** <Ravens.Community@ravens.nfl.net>  
Date: Friday, July 17, 2015  
Subject: Play60 Grant  
To: "jmnennings@annapolis.gov" <jmnennings@annapolis.gov>

Jennifer Jennings,

Congratulations! The Ravens Foundation, Inc. is excited to announce that you are one of our 2015 PLAY 60 Grant recipients. Shortly we will be sending you a check in the amount of \$5000.00 for your program, as well as a follow up questionnaire that will need to be completed by your organization upon implementation of the program.

We are pleased to partner with you in your efforts to invoke such a change and we look forward to seeing firsthand the great work you are doing in the community.

Thank you for your efforts and we look forward to a continuing partnership with you.

Best,

The Baltimore Ravens Community Relations Team

Community Relations • Baltimore Ravens



Under Armour Performance Center

1 Winning Drive, Owings Mills, MD 21117

(p) 410.701.4000 (f) 410.701.4100



Jennifer M. Jennings  
Community Health, Fitness and  
Aquatics Supervisor  
Annapolis Recreation and Parks  
"Pip" Moyer Recreation Center  
273 Hilltop Lane  
Annapolis, MD 21403  
jmjennings@annapolis.gov  
410-263-7958 - phone  
410-626-9731 - fax



annapolis  
recreation & parks

Healthy Living Starts Here