

# GA - 4 - 15

## GRANT BRIEFING DOCUMENT

rev. 2/13/13

From: Samartha Gilmore/  
Name: Jan 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 Miles Running Program  
Grantor: Ravens Act Foundation Amount: \$ 5,000

### 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> \_\_\_\_\_

JPWal Rec & Parks 30 June 14  
Department Director signature Dept Date  
ACTING

Routing	Initials	Date		Comments
		In	Out	
<input checked="" type="checkbox"/> originating Dept Director	<u>JPW</u>	<u>30 June 14</u>		<u>Returned to R&amp;P for 7/19 Director signature</u>
<input checked="" type="checkbox"/> Grants Coordinator	<u>NJP</u>	<u>7/9</u>		
<input checked="" type="checkbox"/> Finance Director	<u>Max/Bing</u>	<u>7/11</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 Miles is a 6-week running program with additional strength training, flexibility training, and nutrition components for 3rd-5th graders in the Annapolis area. The program takes place in Fall 2014 and will end in a multi-school culminating mile run. We project that 200 students will participate this year. Grant funds will be used to purchase needed supplies including snacks, T-shirts, equipment, and shoe scholarships for children in need.

<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.

## 2014 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	01676 - 542010-XXXXXX
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.

X Match is not required.

J.P. Wall 30JUN14  
Department Director Signature/Date ACTING

Rec & Parks  
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.