

GRANT BRIEFING DOCUMENT

rev. 2/13/13

From:

Name: Beth Hart Dept: Police Phone: 410-263-7979

This is a request to

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

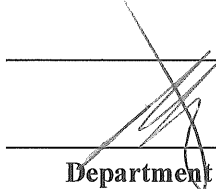

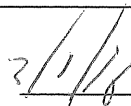
Grant title: Annapolis Police Kids Club

Grantor: Constellation Energy Amount: \$ 250.00


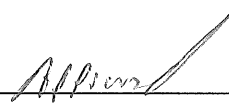




Attestation:

- Match is *not* required.
- Match is required. Match will be met in the form of ¹ _____

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

 _____ Dept _____ Date _____

Routing	Initials	Date		Comments
		In	Out	
<input checked="" type="checkbox"/> originating Dept Director		<u>3/1/17</u>	_____	
<input checked="" type="checkbox"/> Grants Coordinator	<u>NCP</u>	<u>3/3</u>	<u>3/3</u>	<u>initials only</u>
<input checked="" type="checkbox"/> Finance Director		<u>3/7</u>	<u>3/7</u>	
<input checked="" type="checkbox"/> City Attorney		<u>3/8</u>	<u>3/9</u>	
<input checked="" type="checkbox"/> City Manager		<u>3/10</u>	<u>3/10</u>	
<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 Annapolis Police Department applied for and received a \$250.00 grant from Constellation Energy's Community Champions Award program. The grant funds will be used in support of the newly started Annapolis Police Kids Club, specifically for t shirts and supplies. There is no specified grant period or reporting. Grant funds are reimbursed with submittal of receipts.

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.



Grant Title Annapolis Police Kids Club

Grant Award (\$) 250.00

Originating Department(s): Police Department

Dept Contact (Name/Phone): Beth Hart 410-263-7979

Expenditure Account	Revenue Source				Total per Expend. Type	Comments
	Federal	State	Local (Matching)	Other		
Salaries					0.00	
Benefits					0.00	
Overtime					0.00	
Supplies				250.00	250.00	
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	
Total	0.00	0.00	0.00	250.00	250.00	

TOTAL EXPENDITURES*: 250.00

* 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 ⁽¹⁾ _____

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

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.



Patty Norris <pmnorris@annapolis.gov>

Congratulations! Community Champions Award Notification

2 messages

Rachel Duncan, Constellation <Rachel.Duncan@constellation.com>

Fri, Feb 26, 2016 at 10:30 AM

To: pmnorris@annapolis.gov

Take these steps to secure your grant. | [View Online](#)



Constellation.
An Exelon Company

America's energy choice.™

Congratulations!

Your request for funding through Constellation's Community Champions program has been awarded!

Dear n/a City of Annapols,

We are excited to support your project - Annapolis Police Kids Club (APKC) - with a Community Champions grant of \$250. We appreciate your loyalty as a Constellation customer and are proud of your dedication and efforts to improve our community! Please complete the important next steps outlined below to secure your grant.

Grant Funds

You will receive grant funding directly, and must therefore pay all project expenses out-of-pocket, initially. **To be reimbursed, up to the \$250 maximum award, you must collect and submit electronic copies of all project-related receipts to corporate.contributions@constellation.com within four weeks of purchase date.** Once receipts are verified against your budget, you will receive a formal letter with the award funds via mail in 6-8 weeks.

Communications/Promotions

- Constellation will issue a Community Champions awards press release and promote via social media.
- Please click here for the program's press release and media tools to

promote your winning project to your local news media and community organizations.

- When describing your project and/or creating signage to promote your project, please identify "Constellation, an Exelon company" as the donor. You can download our logo by accessing our on-line brand resource center here: brand.exeloncorp.com/.
- Tag us in social media using @Constellation on Facebook and @ConstellationEG on Twitter.

Project Testimonial

Help us expand the Community Champions program! Be sure to submit a brief testimonial describing your project and success, via email to corporate.contributions@constellation.com by May 31, 2016. If you can submit sooner, we may feature your story in upcoming award-winner announcements via communications to our customers, as well as social media and press release. Your testimonial should include:

- Your name, where you live, and how long you've been a Constellation customer.
- A description of how you used your Community Champions grant to positively impact your community.
- Photos (max of 6 MB) or video of your project. (Having trouble coming up with photo opportunities? An easy option is to get the team together holding a sign that says "Thank You, Constellation")

We are pleased to support your community project and look forward to receiving your testimonial. Once again, congratulations, and thank you for your dedication and efforts to improve our community!

Sincerely,

Rachel Duncan
Corporate Relations Manager

Join the Conversation



[Contact Us](#)

[Refer A Friend](#)

[Community](#)