

**ANNE ARUNDEL COUNTY
COMMUNITY BENEFIT GRANT PROGRAM
GUIDELINES & APPLICATION**

Fiscal Year 2007
(July 1, 2006 through June 30, 2007)

Purpose and Intent

The Community Benefit Grant Program was established through a voluntary agreement between the County and P.S.T. Reclamation, Inc. (PST) who is the owner and operator of a rubble landfill in the area of Sands Road and Patuxent Road. The agreement establishes a Host Community Benefit Fee paid by PST for the purpose of capitalizing the Community Benefit Program. The purpose of the Grant Program is to help ameliorate impacts caused by the operation of the rubble landfill on the residents in a defined area of the Seventh Councilmatic District (see attached area description.)

Grant Funding

1. To be eligible, an applicant must be a **non-profit corporation in good standing** that is located in the impact area (see attached map.)
2. Grant awards will not be made retroactively.
3. The County Executive will appoint a Grant Evaluation Committee to review and make recommendations to the County Executive regarding grant application requests.
4. The County Executive may award grant requests not exceeding \$10,000 following the Evaluation Committee's review. For grant requests exceeding \$10,000, the award will be made with the review of the County Council.
5. For the fiscal year 2007, grant applications will be accepted through September 30, 2006.
6. Grants will be limited to one grant per applicant per fiscal year.
7. A grant will not be awarded if a previous County sponsored grant project has not been completed and receipts provided.
8. Requests for grants must be accompanied by a complete description of the project, as well as the specific project location with a sketch map and other supporting information as requested on the application.
9. The President/Chairman of the non-profit corporation must submit requests for grants. Please include the telephone number where a responsible party can be reached during the day.
10. A non-profit corporation awarded a grant will be responsible for obtaining all necessary permits and approvals, where required, prior to the release of County funds or commencement of the project. This is very important because receipt of all requested permits is a condition for approval of all projects.

11. Upon completion of the project, all purchase receipts, donations, volunteer time, and other expenditures shall be submitted. Failure to submit any of these items may delay consideration of any future application for grant funds.
12. All projects are to be completed by 12 months following award of a grant to qualify for funding for the following year.
13. If an incorporated community association is represented by a community association management company for the purpose of this grant, the company must file the accompanying certification.

Project Evaluation and Selection Criteria

- Amount of community participation (sweat equity) in the project (contract labor will not be funded if it can be performed by the members of the community).
- Quality of the project and its ameliorations of impacts of adverse activities associated with the operation of the PST rubble landfill operations.

Review Schedule

1. All applications will be reviewed after the September 30, 2006 deadline.
2. The applicant will be notified of the County's decision, in writing, as soon as it is final.
3. To avoid delaying the approval of a grant application, please make it as descriptive as possible, have the application form and description typed, and include copies of any permits obtained.
4. Late applications will be accepted pending availability of funds. All applicants will be reviewed on a first come, first served basis.

COMMUNITY BENEFIT GRANT APPLICATION – FY 2007

Non-Profit Organization: _____

Federal ID #: _____

Tax Exempt #: _____

President: _____

Address: _____

Telephone: _____

(Day)

(Evening)

Community Association Management Company: _____

Address: _____

Telephone: _____

(Day)

(Evening)

Description of Project: (continue on separate page) _____

FOR COMPLIANCE WITH COUNTY LAW, please confirm the project is in the PST Benefit District area (initial by signing applicant). _____

INCLUDE WITH APPLICATION:

1. Copy of Corporate Good Standing certificate issued by the Maryland Department of Assessments and Taxation, 301 W. Preston Street, Baltimore, MD 21201, telephone 410-767-1330. The application is also available over the Internet at www.dat.state.md.us. See #5.
2. Most recent 2 years of financial statements with accompanying federal and state tax returns.
3. A brief description and cost analysis (labor, materials, etc.) of the proposed use of Community Benefit Grant funds.

4. If a subcontractor is to be used, please provide a copy of the project proposal with the contractor's name, address and telephone number. (If the community acts as the contractor/subcontractor please provide a description of the work plan required to complete the proposed project).

5. If you are a member of a national or state parent organization (BSA, GSA, PTA, Church Diocese, etc.) please provide a current statement of good standing from that organization. If you are a member of one of these groups, it will be necessary for the President of the parent organization to sign the application, and the grant agreement if it is approved. Otherwise, it will be necessary for your individual organization (local chapter, Troop, PTA, etc.) to apply for and receive its own current certificate of good standing from the State Department of Assessments and Taxation.

Total Project Cost: _____
(Checks will be made payable to the sponsoring organization)

Estimated Completion Date: _____

Signature of President: _____

ALL APPLICATIONS MUST BE SIGNED BY THE PRESIDENT OF THE SPONSORING ORGANIZATION.

The Community Benefit Grant Program is coordinated by the Land Use and Environment Office. For further information, please call 410-222-7502.