**Care-A-Lot: Program Application**

**Deadline: March 1, 2024 by 9am**

**Program Background**

Care-A-Lot is a city led effort to develop sustainable and innovative greening strategies to transform vacant lots into assets for a growing Baltimore City. The purpose of the BMORE Beautiful Care-A-Lot Program is to support innovative community groups and organizations in the cleaning, maintenance and beautification of vacant lots in Baltimore.

**Grant Opportunities**

Care-A-Lot annually selects community-based organizations for the program through a competitive application process. Selected groups can receive a grant fund up to $6,325 for providing maintenance services for up to 25 lots. The value of the grant depends on the number of vacant lots maintained and equates to $23 per lot visit for a total of 11 visits per lot during the grant period (April-October).

**Application Guidelines and Checklist**

Answers on this application as well as previous participation in Care-A-Lot will be used to evaluate and select groups for the 2024 Care-A-Lot program. Applications are reviewed and rated using a point system. **Answers that are more descriptive and align with program goals will be given more points.** Please answer all questions within the application and write N/A if not applicable. Incomplete applications may not be accepted. **Please direct questions or concerns to BMORE Beautiful Program Liaisons: Natasha Neale and Brandi Welsh,** CareALot@baltimorecity.gov **or 410-396-6909.**

**REQUIRED ITEMS:**

* 1 copy of completed application (please submit attachments and the application as one document)
* Project Coordinator signature on page 1 of application
* Signed **Release of Liability, Waiver of Claim and Assumption of Risk Agreement** for each Care-A-Lot participant, including anyone who will be maintaining the lots in any way.
* Completed W9 form
* 501 (3) IRS determination letter

**IF APPLICABLE:**

* Permission letter or self-help abatement documentation <http://communitylaw.org/wp-content/uploads/2012/08/self-help-nuisance-abatement-handout.pdf> for privately owned lots
* Fiscal sponsor letter of support

**NOTE: Submitting an application does not guarantee grant funding.**

**Please send completed applications to: CareALot@baltimorecity.gov**

**OR**

**Drop off/mail applications**

Environmental Control Board

C/O BMORE BEAUTIFUL

1 North Charles Street, 13th Floor

Baltimore, MD 21201

**APPLICANT INFORMATION:**

**Organization Name:**

**Organization Address:**

**Neighborhood:**

**Type of Organization (Check one):**

* Non-Profit
* Faith Based Organization
* Community Development Corporation
* Neighborhood Association
* School

|  |  |
| --- | --- |
| **Main Contact Person/Coordinator** | **Alternate Contact Person** |
| **Name:** Click or tap here to enter text. | **Name**: Click or tap here to enter text. |
| **Title:** Click or tap here to enter text. | **Title**: Click or tap here to enter text. |
| **Mailing Address:**Click or tap here to enter text. | **Mailing Address:**Click or tap here to enter text. |
| **Primary Contact Number**: Click or tap here to enter text. | **Primary Contact Number:** Click or tap here to enter text. |
| **E-mail:** Click or tap here to enter text. | **E-mail:** Click or tap here to enter text. |

**Is your organization a registered 501 (c) 3?** (Check one) [ ]  Yes [ ]  No

|  |
| --- |
| Organization Name: Click or tap here to enter text. |
| Organization Address:Click or tap here to enter text. |
| Contact Name: Click or tap here to enter text.  |
| Contact Email: Click or tap here to enter text.  |
| Contact Number: Click or tap here to enter text. |

**If your group is NOT a registered 501(c) 3,** please provide the following information about your fiscal sponsor

***\*Attach a letter from the fiscal sponsor indicating willingness to accept funds on behalf of your group and a copy of their 501(c) 3 determination letter.***

**COMMUNICATION:**

 During the Care- A-Lot season, BMORE Beautiful staff will need to keep in touch with your group and will encourage you to connect with other CARE-A-LOT groups. Please answer the following questions to ensure effective communication. Please remember that if your channel of communication changes during the CARE-A- LOT season you must contact BMORE Beautiful so we can update our records.

 **What is the best way to contact you?**

* Phone Call
* Text Message
* Email
* Postal Mail

**CARE-A- LOT NARRATIVE:** **You may attach additional pages to answer the following questions.**

1. **Please state the mission of your group. (10pt**)

Click or tap here to enter text.

1. **Please describe your organization’s past/current beautification efforts. (10 pts)**

Click or tap here to enter text.

1. **Has your organization participated in the Care-A-Lot program in the past? If yes, please indicate which years? (5pts)**

Click or tap here to enter text.

**YOUTH ENGAGEMENT**

**One of the goals of CARE-A-LOT is to engage youth in the cleaning, greening and beautification of their neighborhoods. If youth participants will be included in your activities, please answer the following question. Youth Participation is not required. If your group will not include youth, simply write N/A and skip to the next section**.

1. **Roughly how many youth participants do you plan on including? (5 pts)**
2. **What are the roles and responsibilities of the youth participants? (5 pts)**
3. **How are the youth participants connected to your group? (5 pts)**
4. **Do the youth participants live in the area they will be working in? (5 pts)**

**Vacant Lot Selection:**

**Please remember that selected Care-A-Lot groups are eligible to maintain up to 25 vacant lots every three weeks. Organizations are encouraged to pick the number of lots that aligns with the organization’s capacity. Preference will be given to lots that are owned by the City. To determine if a lot is owned by the Mayor and City Council please visit:** <https://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx>. **Please note BMORE Beautiful staff will verify the ownership of lots listed on the application. For private properties, please be sure to provide a permission letter or self-help abatement documentation.**

1. How many vacant properties do you propose to maintain during the Grow Season? (10 pts)
2. Please describe the condition of the vacant lots you would like to maintain? (15 pts) \*\*Please note your organization must have a lawnmower to participate in this program, equipment funding is not guaranteed\*\*
3. Describe your organization’s capacity to manage the lots? (15 pts)
4. How will your group work together to ensure the lots are cut, documentation and invoices are submitted according to the service scheduled? (15 pts)
5. In the chart below, list lot addresses in order of priority (1- most important, 25 least important) that you would like to maintain through Care-A-Lot. There is a maximum of 25 lots that can be maintained through the program. Additional spaces can be listed just in case a requested lot is unavailable.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Address** | **Private** | **Public**  | **Permission**  | **No Permission**  |  | A**ddress** | **Private** | **Public**  | **Permission**  | **No Permission**  |
| 1 |   |  |  |  |  | 16 |  |  |  |  |  |
| 2 |   |  |  |  |  | 17 |   |  |  |  |  |
| 3 |   |  |  |  |  | 18 |   |  |  |  |  |
| 4 |   |  |  |  |  | 19 |   |  |  |  |  |
| 5 |   |  |  |  |  | 20 |   |  |  |  |  |
| 6 |   |  |  |  |  | 21 |   |  |  |  |  |
| 7 |   |  |  |  |  | 22 |   |  |  |  |  |
| 8 |   |  |  |  |  | 23 |   |  |  |  |  |
| 9 |  |  |  |  |  | 24 |   |  |  |  |  |
| 10 |   |  |  |  |  | 25 |   |  |  |  |  |
| 11 |   |  |  |  |  |  |  |  |  |  |  |
| 12 |   |  |  |  |  |  |  |  |  |  |  |
| 13 |   |  |  |  |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |  |  |  |  |  |

**Total #\_\_of Lots X $23 X 11 (visits from April-September) = $\_\_\_\_\_\_\_\_**

**Care-A-Lot…More! (Graduate Program)**

One of the goals of BMORE Beautiful is to continuously support organizations that have demonstrated the capacity to successfully maintain vacant lots, and have expressed interest in expanding their service. This year, BMORE Beautiful is extending an opportunity for previous Care-A-Lot participants to apply to maintain an additional 10 lots, for a total of 35 lots during the Grow Season. In order to qualify for the “Graduate Program" you must meet the following minimum requirements:

* Participate in Care-A-Lot for 3 consecutive years
* Successfully maintained at least 20 vacant lots during each participation year
* Successfully completed at least 8 maintenance visits during each participation year
* A record of timely invoice submissions and responsiveness

BMORE Beautiful will award up to 8 groups for the Care-A-Lot…More! (Graduate Program). Graduate Program applicants will be considered on a **first come, first served basis**. Organizations that are designated as Care-A-Lot…More! qualify to receive upfront funding for the first 5 maintenance visits. These visits must take place between April 13-June 30, 2024.

**The same rate of pay, terms and requirements associated with the Care-A-Lot Program are applicable to Graduate Program awardees. Awardees must submit a short grant report in July detailing their work. Failure to comply with the terms and requirements of Care-A-Lot More Graduate Program will result in the immediate return of grant funds and expulsion from Care-A-Lot and any other future grant opportunities offered by BMORE Beautiful**.

Organizations designated as Care-A-Lot…More! will then revert back to the traditional invoice submission model for the second half of the season. Groups interested in applying for the Graduate Program must list the 10 additional lots in the chart below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Address** | **Private** | **Public**  | **Permission**  | **No Permission**  |
| 1 |   |  |  |  |  |
| 2 |   |  |  |  |  |
| 3 |   |  |  |  |  |
| 4 |   |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |   |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |   |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |   |  |  |  |  |

**Tools and Equipment**

One of the goals of Care-A-Lot is to support capacity building of participating groups. Applicants are eligible to apply for funding to purchase small tools to help support the maintenance and vacant lots. Funding up to $500 is available to purchase small tools and equipment to help maintain lots. Examples of eligible items include: Trash bags, push lawnmower, weed whacker, gas, push brooms, pruners, etc. If your organization is interested in applying for the equipment funding, please write a brief narration that details the following:

* Organizational need
* Items you wish to purchase ***(Be sure to estimate the number of items you intend to purchase AND include evidence supporting the cost of the items.)***
* How the items will be used to support your efforts to mow, maintain, and transform vacant lots

Groups that are awarded this funding will receive the funds to purchase the items prior to start of the grow season and first invoice. **Please note that applying for equipment funding does not guarantee you will receive funding.** You are required to submit receipts validating your purchases by May 3, 2024. **BMORE Beautiful will not honor any invoices of groups awarded tools and equipment funds without receipts verifying purchase.**

Click or tap here to enter text.

**PROGRAM COORDINATOR**

One of the goals of CARE-A-LOT is to support the development of skills that lend to the overall professional growth of participants. The program coordinator will undertake a variety of administrative management tasks. The program coordinator is eligible to receive up to $500 to facilitate the effective implementation of CARE-A-LOT. A program coordinator is responsible for making sure that the selected lots are properly maintained during the “Grow Season” submitting invoices and submitting before and after pictures to BMORE Beautiful. The program coordinator is paid $2 per lot visit for up to 10 lot visits during the grant period. The coordinator formula is below:

**Total #\_\_of Lots X $2 X 10 (visits from April-September) = $\_\_\_\_\_\_\_\_**

Please note that the coordinator fee is issued in accordance to the number of maintenance visits/invoices submitted. A program coordinator is required.

**Program Coordinator Name:**

**Address:**

**Phone Number:**

**Email:**

**LOYALTY PROGRAM**

BMORE Beautiful is excited to offer our Loyalty Program for up to 8 qualifying organizations. Organizations who have participated in the Care-A-Lot program for 3 consecutive years and are in good standing are eligible to receive upfront funding for the first 5 maintenance visits. These visits must take place between April 13 - June 30, 2024.

**Awardees must submit a short grant report in July detailing their work. Failure to comply with the terms and requirements of Care-A-Lot, will result in the immediate return of grant funds and expulsion from Care-A-Lot and any other future grant opportunities offered by BMORE Beautiful**.

Organizations will then revert back to the traditional invoice submission model for the second half of the season. Organizations will be notified in their grant agreements if they qualify for the Loyalty Program.

**RELEASE**

I, my heirs, next of kin, executors, administrators and assigns, in consideration of the opportunities given to me related to the Care A Lot Program, do hereby release and discharge the Mayor and City Council of Baltimore, its elected/appointed officials, agents, employees and volunteers, and any and all other persons, firms or corporations who are or might be liable, from any and all, present and future claims for losses, damages, and/or personal injuries, including death, arising from my participation in activities related to the Care-A-Lot Program.

By signing below, I confirm I have read the above statement, I understand it, and I fully accept its terms and conditions.

**Printed Name of Participant**:

**Participant Signature:**

***(Electronic Signature is acceptable)***

**Date**:

**Phone Number:**

**Email Address**:

\*\*Any person maintaining vacant lots must sign a release form. Please maintain a hard copy for your records\*\*

**SIGNATURE PAGE**

By signing the bottom of this page you state that the answers and information given in this application are accurate, and that you acknowledge, understand and agree to the points listed below:

1. My group is able to provide its own equipment.
2. My group is 501(c) 3 status, or we have provided a letter support from a fiscal sponsor that is a 501 (c) 3.
3. All the required documentation is provided with the application.
4. Any individual participating in the maintenance of the lots will sign a liability release form. (Parents/Guardians will sign liability forms for youth participants under the age of 18.)
5. My group has the capacity to meet the maintenance requirements.
6. My group will provide proper supervision to all youth under the age of 18 while maintaining lots.
7. My group will submit CARE-A-LOT reporting documents when they are due.

**Submitted By:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature** ***(Electronic Signature Required***) Date