



TOWN OF POOLESVILLE
19721 Beall Street
P.O. Box 158
Poolesville, MD 20837
301-428-8927
www.poolesvillemd.gov

GRANT APPLICATION

Introduction

The Commissioners of Poolesville's Grant Program is a funding source designed to assist non-profit organizations in projects and/or events specifically intended to benefit the Town of Poolesville and its citizens. Commissioner grants are funded through Poolesville's General Fund and are appropriated contingent upon the availability of funds. The Following is information on "mini" and "major" grants and instructions for completing the grant application package.

Mini Grants

Applications for "mini" grants must not exceed \$1,000.00. These grant application packages are accepted during the months of January and July and are awarded contingent upon project eligibility and availability of funds. Each applicant is required to give an oral presentation to the Commissioners in conjunction with the written application.

Major Grants

Grants exceeding \$1,000.00 are considered major and are accepted and reviewed during the Town's budget process. Application deadline for major grants is January 31 of each year for awards granted in July of the following fiscal year. Awards are contingent upon project eligibility and availability of funds. Each applicant is required to give an oral presentation to the Commissioners in conjunction with the written application.

Project Eligibility

All applications are evaluated based on the organizations clear demonstration of how the event/project will:

- Benefit the citizens of Poolesville;
- Address specific needs in the Town and for its citizens;
- Help build and strengthen the community;
- Meet the objectives for which funding is requested; and
- Involve as much possible local citizens and resources.
- Funds cannot be used as a pass through donation to organizations.

In addition to the above criteria, the successful applicant shall demonstrate specifically how the funds will be spent. **Requests for donations to programs must primarily benefit Poolesville citizens.** Funding requests for events designed to raise money for programs outside Poolesville, must detail event expenditures, how funds will be utilized and how the event ties to the criteria above.

Grant Terms and Conditions

All grant funds generally must be spent in the fiscal year awarded. A written report detailing expenditures and project/event success must be submitted to the Commissioners of Poolesville prior to the end of the fiscal year in which the funds were allocated.

Recipients of funds are required to provide appropriate acknowledgement of the Town's assistance in any advertisements or publications.

1. Applicant Information

Full legal name of organization Poolersville Area Chamber of Commerce

Address PO Box 256
Poolersville, MD 20837

Name of Authorized Point of Contact Tom Kettler + Cheryl Kinky
Phone: 301-370-4326 Fax: 301-948-4589

501(C)(3), status if applicable: 501(c)(6) Active

Whom or what purpose does your organization serve:
Founded in 1979, the PAEC has over 135 members
and our statement mission is "the promotion and advancement
of the general welfare and prosperity of the Poolersville Area,
it's citizens, and its business community."

2. Type of Project and Purpose

Type of project/event: Provide "Welcome Bags" to new residents
to Poolersville. Project would be jointly done by PAEC + Town,
but PAEC assume management + distribution

Purpose, how will your project/event positively impact the citizens and/or businesses in Poolersville:

"Welcome Bags" will provide materials to new residents
including but not limited to: Community + Business
Directory, Poolersville Area Map, menus, and information
provided from local business + organizations to encourage
new residents to shop local and support local businesses

3. Project Location, Date & Time Information

Project Location: PAEC goal to procure bags in summer 2022 and
gather material for welcome bags and begin distribution

Date: ASAP. + Welcome Bags previously distributed by

Time: Poolersville Town Hall staff. Cheryl Kinky, (MFC Bank)
PAEC Board Member, will take lead on Welcome Bag project.

4. Funding Request Information, Itemize expenditure types and amounts (How funds will be spent)

PACC requesting \$7000 from Town of Pooleville for purchase of 250 bags at 5.00 per bag. Bags to be ordered thru Banana Tree, local chamber member. PACC estimate is bags will last 3-4 years based on new resident population. PACC to pay for logo design by Text Design (\$250)

5. Results

Who will prepare financial reports showing expenditures and how will the success of your project/event will be measured:

PACC Treasurer will provide invoice for Welcome Bags.

Project is continuation of ongoing program and will reduce work load on Town Hall staff

[Handwritten Signature]

Signature of Authorized Person For the Organization

7/1/22
Date

Approved

Denied

Comments: _____

Signature: _____ Date: _____