



**TOWN OF POOLESVILLE**  
19721 Beall Street  
P.O. Box 158  
Poolesville, MD 20837  
301-428-8927  
[www.poolesvillemd.gov](http://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 Poolesville Area Chamber of Commerce

Address PO Box 256, Poolesville, Maryland 20837

Name of Authorized Point of Contact Thomas Kettler

Phone: 301-370-4326 Fax: \_\_\_\_\_

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

Whom or what purpose does your organization serve:

The Poolesville Area Chamber of Commerce is a nonprofit organization incorporated in Maryland in 1979 as a 501(c)(6) non-profit business organization. We are dedicated to the promotion and advancement of the general welfare and prosperity of the Poolesville Area, its citizens, and its business community.

**2. Type of Project and Purpose**

Type of project/event:

The project is an updated printed map of Historic Poolesville. This project will support the promotion of Poolesville and surrounding areas through creation and distribution of PACC printed map, outdoor maps, and online version if possible.

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

The map provides information on local activities, sites, attractions, businesses, and Poolesville history and is partially funded by advertising revenue. This map will be the 6th version of the map, last produced in 2018. The Town of Poolesville will be listed as a financial supporter with the following:

“The Town of Poolesville has provided partial funding for the Historic Poolesville Map.”

**3. Project Location, Date & Time Information**

Project Location: Poolesville, Maryland and surrounding communities

Date: Estimate map design in production by summer 2023

Time: N/A

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

PACC is requesting \$5000 to help fund 18,000 paper maps as well as 8 outdoor weatherproof signs to update posted signs at such locations as Whalen Commons, Bassett's Restaurant, PHS Concession Stand, Lewis' Orchard, Whites Ferry and Stevens Park. We hope to add additional updated maps to other town parks, as funding permits. The Map was last produced in 2018 and printing costs have skyrocketed since our last edition.

**5. Results**

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

PACC Executive Secretary, Mallory Carey, will track income and expenses and provide final accounting to the Town of Poolesville upon completion of the map. We anticipate a "shelf-life" of approximately 4-5 years for the 2023 version of the Historic Poolesville map.

\_\_\_\_\_  
**Signature of Authorized Person For the Organization**

01/11/2023  
\_\_\_\_\_  
**Date**

Approved

Denied

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_