



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 offer a variety of grant opportunities to local non-profit organizations designed to further their goals to create and maintain a more fiscally and environmentally sustainable community and improve the quality of life for all residents. ***Sports organizations are encouraged to rely on fundraising.***

Commissioner grants are funded through Poolesville's General Fund and are appropriated contingent upon Public Benefit and the availability of funds. Organizations receiving grants must serve the Town of Poolesville and its residents without discrimination based on race, religion, gender, age, disability, national origin, or sexual orientation.

Public Benefit means that all residents of the Town may derive a benefit from the grant awards in the form of environmental projects, safety, community activities, economic development, and benefit the public at large rather than an individual, small groups, or private enterprises. **In most cases, only projects based within the Poolesville Corporate Limits will be considered.**

Applicants are required to submit the attached Grant Application. Incomplete applications will be denied. Applicants are also required to give an oral presentation to the Commissioners in conjunction with the written application. Awards are contingent upon project eligibility and availability of funds.

The Following are the different types of grants available:

Mini Grants

Applications for "mini" grants must not exceed \$2,500. These grant applications are accepted throughout the year. Incomplete grant applications will be denied.

Eligibility/Criteria

- Applicant must be a non-profit organization.
- Funding must benefit Poolesville residents.
- Project must involve Poolesville residents or groups.
- If approved, the applicant shall purchase the product or services, and submit the receipt(s) for reimbursement or submit invoices directly from vendors for payment.
- Awardees are required to complete a summary of the project outcomes, submit receipts showing proper use of funding, and submit a minimum of two visual items to illustrate the project (photos, printed materials, etc.) after the project has been completed.

Major Grants

Grants ranging from \$2,500. to \$25,000 are accepted and reviewed during the Town's budget process. Application deadline for major grants is January 15 of each year for awards granted after July 1. Late or incomplete grant applications will be denied.

Eligibility/Criteria

- Applicants must be an established Poolesville civic association, nonprofit, or 501,3, c., Applicants must provide status documentation.
- Successful grant recipients must authorize one individual to manage the grant funds.
- Funding must benefit Poolesville residents, address specific needs in the Town and for its citizens, and help build and strengthen the community.
- Funding must be 20% matched through cash, in-kind donations, and/or volunteer hours.
- Funds must be expended in the fiscal year in which approved.
- If approved, the applicant shall purchase the product or services, and submit the receipt(s) for reimbursement or submit invoices directly from vendors for payment.
- Awardees are required to publicly present a summary of the project outcomes, submit receipts showing proper use of funding, and submit a minimum of two visual items to illustrate the project (photos, printed materials, etc.) to the Commissioners after the project has been completed.

In addition to the above criteria, the successful applicant shall demonstrate specifically how the funds will be spent. **Requests for grants must primarily benefit Poolesville citizens.**

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 as detailed. Failure to comply with the requirements or expenditure of funds as requested will result in forfeiture of grant funding and ineligibility of future grants.

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 (PACC)

Address PO Box 256
Poolesville, MD 20837

Name of Authorized Point of Contact Thomas Ketter, President

Phone: 301-375-4326 Fax: _____

501(C)(3), status if applicable: 501 (c) (6) Business Non-profit

Whom or what purpose does your organization serve: (Mission Statement)

The PACC is a vibrant, local non-profit organization representing 191 area businesses/organizations. The PACC is dedicated to the promotion and advancement of the general welfare and prosperity of the business community serving our local residents since 1979

[Handwritten Signature]

1/14/26

Signature of Authorized Person For the Organization

Date

PACC - President - Board of Directors

Approved

Denied

Comments: _____

Signature: _____ Date: _____

2. Type of Project and Purpose

Type of project/event:

- a) Supporting Sponsor of PACC Annual Dinner/Meeting - Feb 2027 for "VIP"
- b) 2026 update of 15 weatherproof outdoor PACC maps w/holders at various locations

Purpose, how will your project/event positively impact the citizens and/or businesses in Poolesville and meet the required criteria?

- a) Provide complimentary dinner tickets for selected local leaders for PACC Annual Dinner to encourage attendance. Partnership with Town, Fair Access Committee and PACC for betterment of Town.
- b) Provides an up to date useful resource for visitors + residents and hopefully boost local spending to support local economy. Outdoor maps have paper map holders for free PACC maps distributed throughout the area.

3. Project Location, Date & Time Information

Project Location:

- a) Feb 2027 - Location + exact date TBD
- b) Estimated Map production + installation - Summer 2026

Date:

Time:

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

- a) \$3,000 for up to 30 "VIP" Dinner tickets at \$100 per ticket. Final amount (plus or minus) will be provided to Town to verify list + payment. If approved, this will be 3rd year of this PACC/Town partnership.
- b) ~~PACC will~~ \$2,600 - Up to 15 outdoor weatherproof maps w/ paper map holders. Cost includes graphic design, fabrication, and installation by Town Rec. staff. Also includes \$600 cost of large Ad in paper version for Town events, etc.

5. Results TOTAL GRANT REQUEST - \$ 5,600

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

- a) PACC will provide written list of Dinner attendees for reimbursement based on \$100 per ticket (estimate). Partnership has been very positively received in past + should continue.
- b) PACC will provide copies of all invoices for Outdoor Map production. Paper maps (est 15,000 copies) funded by advertising sales.

PACC/Town Partnerships such as these benefit the businesses + residents + visitors to our area.