

TOWN OF PERRYVILLE
515 Broad Street
P.O. Box 773
Perryville, MD 21903
410.642.6066
410.642.6391 (fax)

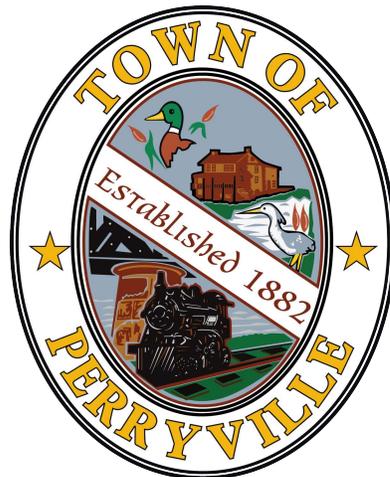
ANNOUNCEMENT

**PERRYVILLE VIDEO LOTTERY TERMINAL
LOCAL COMMUNITY IMPACT GRANT PROGRAM**

NOTICE OF FUNDING AVAILABILITY (NOFA)

FY 2017 – 501(c)

APPLICATIONS DUE: August 5, 2016



A seminar will be held at 4:30pm on [July 20th, 2016](#) at Town Hall explaining the submission requirements and how to complete the forms. At the seminar, attendees will be provided with written instructions and a sample completed form.

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**PERRYVILLE VIDEO LOTTERY TERMINAL
LOCAL COMMUNITY IMPACT GRANT PROGRAM**

NOTICE OF FUNDING AVAILABILITY (NOFA)

FISCAL YEAR 2017 – 501(c)



Funded through: Local Video Lottery Terminal Grant

ELIGIBILITY

Funds requested through this application are limited to not-for-profit entities that have a place of business within corporate limits or provide a public service to the citizens of the Town of Perryville for specific purposes as defined in the application. Not for profit entities must be a 501 (c) entity and must be in good standing with the Town of Perryville, Cecil County and the State of Maryland. All funding is contingent upon the availability of Impact Grant funding from the State of Maryland.

Instructions:

- Pages 1-6 are the Application Form. Please complete and return pages 5-6.
- Make sure page 6 is signed by required persons.
- Ensure that all required documentation is attached.
- Pages 7 – 13 are Grant Award forms.
- If your project receives a grant award, pages 7-13 will be completed by the Town of Perryville and sent to property owner/applicant for signature. Page 7 must be returned.
- To request an incremental draw from the grant, for awards in the amount of \$3,000 or greater, complete and sign page 11 and return it, along with required documentation, to the Town.
- To request a modification to the grant, complete and sign page 12 and return it to the Town. (Note: Modifications requests will be reviewed by the three-person review committee, with the committee’s recommendation presented to the Mayor and Commissioners for a final decision.)
- To close-out the grant and receive reimbursement for your project, complete and sign pages 11 and 13 and return those forms, along with required documentation, to the Town.

GETTING STARTED

Thank you for applying for a Video Lottery Terminal Impact Grant from Perryville. We are seeking local not-for-profit entities to apply for funds for programs for the residents of the Town or business location within the corporate limits of Perryville, Cecil County, Maryland.

Please review the following Perryville VLT Local Community Impact Grant eligibility requirements:

Eligibility Criteria (up to 12.5 points):

1. Not for Profit entities that provide a public service to the citizens of the Town of Perryville or have a place of business within the corporate limits of the Town of Perryville.
2. All not for profit entities must be exempt from income tax under 501(c) of the Internal Revenue Code and must provide proof of tax-exempt status and good standing with the State of Maryland.

Ranking:

1. Project is clearly articulated in terms of goals, outcome and costs.....up to 25 points, with budget provided.....up to 12.5 points.
2. Entity clearly documents how it or, in the case of client services, how its targeted client population has been impacted by the VLT.....up to 20 points.

3. Applicant clearly demonstrates the public service their project will make in the Town.....up to 20 points.
4. Proposal will leverage additional dollars, through grants or generating revenue for the community.....up to 10 points.

Terms and Conditions:

1. All successful projects must execute a grant document issued by the Town.
 - A. In order to be reimbursed upon completion of a grant funded project, the Town must receive all receipts and/or cancelled checks to be included with the "Request for Grant Funds" form on page 11 of this package.
 - B. Approved grant applications may request an advance of funds of up to \$3,000. Upon completion of work the Town must receive all receipts prior to the release of any additional funds.
2. All grants will adhere to the Town's Fiscal Year, July 1 and ending June 30 to the maximum extent possible. Failure to request reimbursement of funds by this deadline will not result in the automatic rollover of funds into the following fiscal year and recipients shall forfeit their award.
3. Extension requests may submitted and will be considered for approval or denial by Mayor and Commissioners. These requests must be submitted in writing at least one month in advance of the final Town meeting for the current fiscal year.
4. Recipients agree to make all records available upon request of the Town.
5. Recipients agree to provide additional information that may be requested by the Town or State in connection with the Impact Grant Funds
6. All funding is contingent upon the availability of Impact Grant funding from the State of Maryland.
7. All awarded funds must be used before applicant is eligible to submit for another grant application period.

Process:

1. The application process will be opened for an initial 30-day period and may remain open to allow for the submission of additional proposals at the discretion of the Town.
2. An original signed application and six (6) copies must be submitted to the Town of Perryville, 515 Broad Street, P.O. Box 773, Perryville, MD 21903. Faxed copies will not be accepted.
3. Applications delivered to the Town of Perryville Office or postmarked after the date as specified on Grant Announcement will not be accepted unless the initial submission period has been extended by the Town.
4. Applications will be reviewed by a committee and recommendations for funding will be forwarded to the Mayor and Commissioners, which has the final decision.
5. Applicants will be notified in writing of the Boards decision.

PERRYVILLE VIDEO LOTTERY TERMINAL LOCAL COMMUNITY IMPACT GRANT APPLICATION

The Town of Perryville has established a flexible fund that is available for not-for-profit organizations to address unmet needs for the area in the Town of Perryville. These competitive grant funds will be made available from Perryville local VLT Impact Grant Funds, based on the submission and approval of this Grant Application form.

Date: _____

Organization: _____

Address: _____

Authorized Official: _____

Title: _____

Email address: _____ Phone: _____

Local Impact Grant language from Senate Bill 3 in the 2007 Special Session – approved by Maryland voters in the 2008 General Election:

“Local impact grants...shall be used for improvements in the communities in immediate proximity to the video lottery facilities and may be used for the following purposes.”

- 1) Infrastructure improvements**
- 2) Facilities**
- 3) Public Safety**
- 4) Sanitation**
- 5) Economic and Community Development, including housing**
- 6) Other public services and improvements**

Provide a brief description of your organization: _____

Does this proposal supplement existing funding? _____

Does this leverage additional dollars? _____

Amount Requested: _____

Please describe the request for Perryville Local Impact Grant.

How will this grant be used to address needs for improvements in the communities in immediate proximity to the video lottery facility in Cecil County? Use additional paper if necessary.

Specifically, what will the grant pay for? Please attach budget – budgets must be clear and specific:

How will residents in immediate proximity benefit? _____

How will you measure the impact/success of this grant? Please use additional paper if necessary.

SIGNATURE REQUIRED:

Signature Authorized Official

Title

Print Name

Date

VLT Local Community Impact Grant Program

Grant Award and Acceptance

Grantee Organization:

Grant Award No.: FY2017-501-

Authorized Official:

Grant Project:

Period of Grant Award:

Awarded Funds

\$

Matching Funds

\$

Project Total

\$

Grant award is made by the Mayor and Commissioners of Perryville for financial assistance in accordance with Senate Bill 3 adopted by the Maryland General Assembly in 2007 for local impact grants to be used for improvements in the communities in Perryville, MD.

This grant award is subject to the conditions included in this package, as well as all statutes and requirements of the State of Maryland. The award package contains all the information, conditions, and representations contained in the grantee's application.

The grant shall become effective upon return of a fully executed original of the grant award and acceptance signed by the duly authorized official of the organization receiving this grant award.

GRANTEE ACCEPTANCE:

Signature of Authorized Official

Print Name and Title

Date

Conditions of VLT Local Community Grant Award - FY2017-501-(c)

1. The grant award is provided subject to and contingent upon availability of local grant funds Perryville receives from the State of Maryland. Town of Perryville officials reserve the right to adjust grant awards as necessary in accordance with local grant funds received based on revenue from the gaming facility.
2. The grant award is provided for the grant period specified in this award package and will adhere to the Town's fiscal year to the maximum extent possible.
3. Grantee may request a modification of a grant award on the Grant Modification form provided in this award package. Grantee must receive permission in writing from the Board that their request for a grant modification has been approved before expending any of the grant funds for a new project. Grantee should be aware that funding originally approved for a specific grant project is not a guarantee that the grant modification request will be approved for a new project since each request will be determined on a case-by-case basis. Any approved grant modifications shall become an addendum to this grant award package/contract.
4. Grantee is responsible for and agrees to provide the Town all grant records, reports, and information available for monitoring and auditing purposes during and up to three years after the grant funding period, and will provide additional information that may be requested by County and/or State in connection with the community impact grant funds.
5. All press releases, brochures, materials, or public relations related materials for this grant award must include the following statement, "Full or partial financial assistance has been provided for this project through the Perryville VLT Local Community Impact Grant Program, sponsored by the Mayor and Commissioners of Perryville."
6. Grant funds will not be disbursed for expenses other than those outlined in the grant award package.
7. Grantee agrees to comply with the program and financial reporting based on the size of the grant award as outlined below:
 - a. Small grants (up to \$3,000): grantee may request an advance up to full amount. Grantee agrees to spend grant funds in accordance with their proposal and is required to submit a program summary and a copy of a receipt(s) and/or cancelled check(s) for grant expenditures by _____.
 - b. Large-size grants (greater than \$3,000 and less than \$25,000): grantee may request an advance up to \$3,000. Grantee agrees to spend grant funds in accordance with their proposal and is required to submit a program summary and a copy of a receipt(s) and/or cancelled check(s) for grant expenditures by _____.

Conditions of VLT Local Community Grant Award, continued - FY2017-501-(c)

8. Faith based organizations must adhere to the following guidelines for use of VLT local community grant funds:
 - a. Grant funds may not be used to support inherently religious activities, including but not limited to prayer, worship, or religious instruction;
 - b. Any inherently religious activities that the faith based organization may offer must be offered separately in time and location from services that receive VLT community grant assistance; and
 - c. A faith based organization cannot discriminate on the basis of religion when providing services using VLT local community grant funds.
9. Failure to comply with any of the conditions of the grant award may result in the grantee being requested to return all grant funding within 30 days of a written notice from the Town for non-compliance.
10. Grantees will be required to submit a final report within 30 days after the close of the grant agreement.
11. All correspondence relating to the VLT Local Community Grant Award should include the grant award number and be sent to the VLT Grant Administrator, Town of Perryville, 515 Broad St, P.O. Box 773, Perryville, MD 21903.

BUDGET NOTICE

Grantee Organization:

Grant Award No.: FY2017-501-

Grant Project:

Period of Grant Award:

Awarded Funds: \$
Matching Funds: \$
Project Total: \$

Budget Detail			Approved Costs
		Total Amount:	

Approved: _____
Authorized Town Official

REQUEST FOR GRANT FUNDS

_____ Check here if request is for an advance of grant funds as defined in VLT Conditions for Grant Award, number 7. a, b, or c. Grantee must provide a copy of a receipt(s) or cancelled check(s) for the expenditures.

Grantee Organization:

Grant Award No.: FY2017-501-

Grant Project:

Period of Grant Award:

Awarded Funds: \$
 Matching Funds: \$
 Project Total: \$

Expense	Grant Funds	Total Request
Total:		

If applicable, attach copy of receipt(s)/cancelled check(s) and send to: Town of Perryville, 515 Broad St, P.O. Box 773, Perryville, MD 21903

Signature of Organization Official

Date

Print Name and Title

Phone Number

GRANT MODIFICATION FORM

Grantee Organization:

Grant Award No.: FY2017-501-

Grant Project:

Period of Grant Award:

Awarded Funds: \$
 Matching Funds: \$
 Project Total: \$

Approved Budget Detail	Approved Costs	Modification Request	Modified Budget
Total:		Total:	

NOTE: Grant modification request must be approved in writing by Town of Perryville before grant funds are spent.

Explanation for grant modification request (use additional sheet if necessary):

Signature of Organization Official

Date

Print Name and Title

Phone Number

GRANT PROJECT PROGRESS/SUMMARY REPORT

Date: _____

Grant Reporting Period: _____ End of year summary report for small grants.

Large grants:

_____ First Quarter/July 1 – Sept 30, _____ Second Quarter/Oct 1 – Dec 31, _____

_____ Third Quarter/Jan 1 – March 31, _____ Fourth Quarter/April 1 – June 30, _____

Grantee Organization:

Grant Award No.: FY2017-501-

Grant Project:

Period of Grant Award:

Please provide a report on the project (attach additional sheet if necessary):

Signature of Authorized Official

Date

Print Name and Title

Phone Number