



## Keep Maryland Beautiful Applications

### Frequently Asked Questions

#### ***When is the grant cycle open?***

Each year, applications are accepted during a six-week period beginning the first week of October and ending in mid-November. Applications will not be accepted following the deadline in November. Please refer to our [website](#) for specific dates, as they are subject to vary slightly from year to year.

#### ***What are the eligibility requirements?***

Eligibility requirements vary per grant. If you have questions about your eligibility for a specific grant, please refer to the grant descriptions on our website or direct your question to the appropriate point of contact. Contacts are listed at the end of this document. All organizations applying for Keep Maryland Beautiful community and land trust assistance grants **must be in good standing with the state of Maryland to be considered for funding.**

#### ***How do I know if I am in good standing?***

Enter your organization in the following link to determine if you are in good standing. If you are not in good standing (incorrect address, taxes need to be paid) you must fix the problem before applying for a KMB grant.

<https://egov.maryland.gov/BusinessExpress/EntitySearch>

#### ***How do I submit an application?***

Applications are accepted through the **online** system. Applications submitted via email or paper mail will not be considered. The link to the application is available on our [website](#). The online system requires that applications be completed in one sitting, so please be prepared to do so. Remember to keep a copy of your application.

#### ***What do I include in the budget template?***

All expenses related to the project should be included in the budget template. Expenses may range from paper plates to contractual labor; all items anticipated to be paid for with grant funding should be included in the budget template, no matter how big or small.

#### ***What if my budget changes after I submit the template?***

We understand that projects transform and your budget may change between the time of submission and the completion of the project. If at any point the project budget changes, please send an update to [kmb.dnr@maryland.gov](mailto:kmb.dnr@maryland.gov) for approval.

#### ***When will I know if my organization was awarded money?***

All applicants will be notified of the decision on their application by mid-March of the following calendar year. We ask that you keep the decision on your application as confidential as possible until the culmination of Keep Maryland Beautiful day on March 20, at which point a press release will be issued. Awardees are invited to attend this event as a celebration of their accomplishment.

***What happens after I receive the grant?***

If your application is selected for funding, you will receive instructions along with your award letter by mid-March. You can expect your funding to arrive in mid-April, either in the form of a check or a direct deposit from the Department of Natural Resources (DNR). Funding of the grants is managed by the state of Maryland. We appreciate your patience during this stage of the grant cycle.

Upon receiving your funds, you should sign and return the **Grant Receipt Form** that was included with your award letter. The Grant Receipt Form can be scanned and emailed *with your organization's name in the subject line* to [kmb.dnr@maryland.gov](mailto:kmb.dnr@maryland.gov). The Grant Receipt Form should be returned as soon as possible after receiving funds, and no later than April 30, 2019.

***What are my responsibilities as a grant recipient?***

Detailed expectations of grant recipients can be found in the grant agreement listed on our website. As an awardee, you are expected to include the logos of all supporting organizations of Keep Maryland Beautiful (Maryland Environmental Trust; The Department of Transportation; The Department of Housing and Community Development) on all publications related to the project.

Importantly, as a grant recipient, you are expected to communicate with MET following the culmination of your project. All grant recipients are obliged to submit a grant report within two months of the completion of their project, no later than February 28, 2020. Reports should detail:

- The main achievement of the project
- Photographs of your project – a PowerPoint if possible
- The scope of community involvement
- Any press coverage
- How the money was spent

***Can I apply for a Keep Maryland Beautiful grant again?***

Whether your application was already selected for funding or not, you are always welcome to apply for another Keep Maryland Beautiful grant during the next grant cycle. **Multiple applications in the same cycle will not be considered.**

***Who to Contact:***

All questions regarding Keep Maryland Beautiful grants can be sent to [kmb.dnr@maryland.gov](mailto:kmb.dnr@maryland.gov). Specific questions regarding land trust assistance grants (Hollmann and Hughes) should be directed to Michelle Grafton at [michelle.grafton@maryland.gov](mailto:michelle.grafton@maryland.gov). Specific questions regarding Clean Up & Green Up Maryland grants should be directed to Alyssa Clemons at [alyssa.clemons@maryland.gov](mailto:alyssa.clemons@maryland.gov). Specific questions regarding Bill James Environmental Grant and Margaret Rosch Jones grants to Kat Pardoe at [Katherine.Pardoe@maryland.gov](mailto:Katherine.Pardoe@maryland.gov).