



Keep Maryland Beautiful Grants Program
Clean Up & Green Up Maryland Grant Template

Name: _____

Name of Organization:

Federal I.D. Number / E.I.N.: _____

Address: _____

City: _____ State: MD Zip: _____

County: _____ Date: _____

Phone: _____ Email: _____

In order to be eligible for the grant, please confirm the following:

- The organization is in good standing with the State Department of Assessment and Taxation in the State of Maryland

**Note: If you are unsure of the status of your organization, you can check it using [this link](#). For instructions, please refer to our [website](#).*

Please indicate the grant amount you are requesting (up to \$5,000): _____

Please provide a brief summary (40 words or less) that describes your project.

In a **single PDF file**, please submit a budget, a narrative (300 – 750 words, see below), the Recipient Expectations Form, a W9 and photos with your completed application. Applications must be submitted online.

Please use the following as a guide for your narrative:

- description of how your community groups/nonprofit organization actively supports beautification projects that have litter removal and prevention strategies as a primary focus of improving the community and/or neighborhood
- description of how you community groups/nonprofit organizations supports community cleaning and greening activities that include but are not limited to creating and maintaining green space in downtown districts, establishing clean up teams and regular clean up events
- description of how your community groups/nonprofit organization supports beautification projects and/or engages in improving the overall appearance of commercial districts and residential areas where people are living, working and visiting.

Keep Maryland Beautiful Grants Program
Recipient Expectations Form

Please note that there are certain expectations and requirements as a prospective recipient of a Clean Up & Green Up Maryland grant. This form outlines the basic expectations of Maryland Environmental Trust, the Department of Housing and Community Development, and the Department of Transportation, and also includes important dates for your reference.

By signing this Recipient Expectations Form:

- 1) I affirm that I have read and meet the requirements of the Grant Agreement (found on Maryland Environmental Trust's website under "Grants & Awards")
- 2) I affirm that I have read and comply with the Guidelines (found on Maryland Environmental Trust's website under "Grants & Awards")
- 3) I affirm that a grant receipt form will be returned to Maryland Environmental Trust within one month of receiving funds. Grant receipts may be emailed to kmb.dnr@maryland.gov.
- 4) I affirm that a project report, complete with photos, will be submitted to Maryland Environmental Trust within two months of the culmination of the project. Project reports may be emailed to kmb.dnr@maryland.gov.
- 5) I affirm that any photos submitted are eligible for use by Maryland Environmental Trust for marketing and publication purposes.
- 6) I affirm that I have included my W9.

On behalf of (organization name):

Signature: _____

Date: _____

Important Dates and Reminders:

- The application period is open from October 1, 2019 to November 14, 2019. Applications will not be accepted after November 14, 2019. Please submit your completed application through our online system, which can be found on our [website](#).
- Applicants may only apply for one of the four grants.
- Please save a copy of your application. We advise that you write your summary, narrative and budget in documents that you can save to your device for easy reference.
- The online system does NOT allow work to be saved on the application, and must be completed in one sitting.
- Funds are to be used from March 30, 2020 to February 28, 2021.
- Award winners will be announced on Keep Maryland Beautiful Day on March 20, 2020.
- Grant money will be received by April 15, 2020, either through direct deposit or by check.
- Grant Receipt Forms must be signed and returned within one month of receiving grant money.
- Final grant reports are due within two months of the culmination of the project or by February 28, 2021.

- For any questions, please contact Dina Lansinger at dina@forevermaryland.org *with the name of your organization in the subject line.*