

Welcome to the Keep Maryland Beautiful application for the FY20 grant cycle!

Thank you for your interest in the Keep Maryland Beautiful Grants Program. We are excited to offer four different grants this cycle. Applications will only be accepted through this online system. The application period is open from October 1, 2019 to November 14, 2019. Applications will not be accepted after this date.

A few important reminders as you begin your application:

- Please remember to save all of your application materials prior to submission.
- This platform, unfortunately, will not allow you to save your progress and return, so please be prepared to complete the application in one sitting. We recommend that you create a separate document with copies of your answers that can be saved to your device.
- There is no confirmation page or email following the submission of your application. If you are concerned with the submission of your application, please contact Dina Lansinger, dina@forevermaryland.org.
- All of this information and more is available on our website under "Frequently Asked Questions".

The review process for all applications begins immediately following the deadline. Applicants can expect to be notified of the decision on their application by March 20, 2020. Awardees should expect their funding to arrive by April 15, 2020. Awardees are obliged to return a grant receipt form following the acquisition of their funds, no later than April 30, 2020.

If you have questions throughout the process, please refer to the contacts below:

For general questions about our grants, application process, and reporting requirements, please email Dina Lansinger, dina@forevermaryland.org

For specific questions about land trust assistance grants, please email Michelle Grafton, michelle.grafton@maryland.gov

For specific questions about Clean Up & Green Up grants, please email Alyssa Clemons, alyssa.clemons@maryland.gov

Thank you for your commitment to keeping Maryland beautiful! We wish you the best of luck.

Common Application

* 1. Name:

* 2. Name of Organization:

* 3. Federal I.D. Number / E.I.N.:

* 4. Organization Address:

Street:

City:

State:

Zip:

Date:

* 5. Please provide the county in which your organization is located. If your organization is located in Baltimore City, please write Baltimore City.

* 6. Phone Number:

* 7. Email:

* 8. Please select the grant you are applying for. If you are applying for The Citizen Stewardship Grant or the Clean Up and Green Up Grant, please ONLY apply for **one** grant. New this year, Maryland land trusts can apply for a Janice Hollman Grant , as well as nominate an individual (from their own land trust or another Maryland land trust) for the Aileen Hughes Award. Separate applications must be submitted for Hollman and Hughes to be considered.

* 9. Please provide the address for the proposed project site. If there is no project site, please re-enter the address of the organization:

Street:

City:

State:

Zip Code:

* 10. By checking the box below, you affirm that you have legal rights to the use of this site (listed above) as the property owner, or by permission granted by the property owner.

I have rights and/or permission to carry out my proposed project at the address given above.

I do not yet have the rights or permission to carry out my proposed project at the address given above.

Confirmation

* 24. Please confirm that you are applying for a **Janice Hollmann Grant**:

I am applying for a Janice Hollmann Grant

I want to apply for a different grant

* 25. This application is a joint application:

Yes

No

If you answered yes, please provide the name of the Land Trust you are submitting this joint application with:

* 26. Please include a brief summary (40 words or less) of your project:

* 27. Hollmann Grants require 100% match of in-kind services (i.e. volunteer hours) and privately raised funds. Up to 75% of the match may be in-kind contributions (this means that 25% of the match must be from funds that are on-hand or anticipated).

We confirm a 100% match with (please indicate matching source(s)):

Funds that are on-hand

Volunteer hours (in-kind service)

Funds that are anticipated

* 28. We confirm that the organization(s):

is a "qualified organization" as defined under Section 170(h) (3) of the Internal Revenue Code;

is in compliance with any legal agreements with MET;

is recognized by MET with an executed Cooperative Agreement, dated on or after November 1, 2010 (that has not expired);

has approved the application by governing body or person

* 29. If funded, this project will help the organization(s) achieve:

Stated goal or business plan objective

Advancement towards accreditation with the Land Trust Accreditation Commission

Implementation of Land Trust Standard or Practice Guideline

Please include a brief passage detailing the goal or objective, guideline, or indicator that corresponds with your response to this question. If project will help advancement towards accreditation, please list year anticipated to apply for accreditation.

* 30. Are any Officers, Board Members or Area Representatives of your organization(s), or close family members, employees of the State of Maryland or affiliated with any State Agency?

Yes

No

If you answered yes, please explain the relationship:

* 31. Does your land trust share coheld monitoring reports with MET's Stewardship Program on an annual basis?

Yes

No

If you answered no, please provide an estimate of how often monitoring reports are shared with MET (i.e. every other year, once every three years, land trust does not cohold easements with MET, etc.)

* 32. Are any Officers, Board Members or Area Representatives of your organization(s) also members of the MET Board of Trustees?

Yes

No

If you answered yes, please explain the relationship:

* 33. Has your land trust previously received Janice Hollmann grants?

- Yes
 No

* 34. Please upload ONE document that includes:

1. A list of Board Officers/Members
2. A current budget for the land trust(s)
3. An annual report for the land trust(s), if available
4. **Information Required From Previous Recipients, if applicable** (find instructions on our [website](#) under "Required Supporting Materials and Additional Information")
5. Project budget (please use template provided on grant webpage)

Choose File

No file chosen

* 35. OVERVIEW OF PROJECT ACTIVITIES AND EXPENSES REQUESTED

Please submit a narrative (300 - 750 words) of your project. Grant projects should have clearly defined outcomes and deliverables, involve a measure of innovation for the land trust, engage multiple partners and stakeholders, and directly advance the land trust's mission, strategic goals and programs.

Amount of request:

Project description:

* 36. Please indicate which category your proposed project falls under (you may select more than one category):

* 37. Does any item total 50% or more of the total amount requested?

- Yes No

If you answered yes, please provide cost evidence with this application.

Recipient Expectations - Janice Hollmann

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 emailed to dina@forevermaryland.org.**
- 4) I affirm that the final grant report, including photos if available, will be submitted to Maryland Environmental Trust within two months of the culmination of the project, or by February 28, 2020. Project reports may be emailed to dina@forevermaryland.org.**
- 5) I affirm that any photos submitted are eligible for use by Maryland Environmental Trust for marketing and publication purposes.**

Submission of this electronic form constitutes your signature to the form with all the legal effect of any other signature by you. By electronically signing this form, you are attesting to the accuracy of the information contained therein and that submission is authorized by you in your official capacity.

* 38. Signed in confirmation of and agreement to the above:

On behalf of: (Name of
Land Trust(s))

By: (Electronic Signature
of Executive
Director/President)

Confirmation

Thank you for applying for a Keep Maryland Beautiful grant. These grants are sponsored by Maryland Department of Housing and Community Development, Maryland Department of Transportation, the Forever Maryland Foundation and Maryland Environmental Trust. We will be in touch with any questions.

Please remember the following important dates and details:

- Applicants may only apply for one of the four grants.
- All applicants will be notified of the decision on their application by March 20, 2020.
- Grant money will be received by April 15, 2020, either through direct deposit or by check. Direct deposit will appear as a deposit from Department of Natural Resources.
- Funds are to be used from April 15, 2020 (or the date acquired) to February 28, 2021.
- Grant Receipt Forms must be signed and returned no later than April 30, 2020. These forms can be electronically submitted in PDF format to dina@forevermaryland.org.
- Final grant reports are due within two months of the culmination of the project or by February 28, 2021. Please email these to dina@forevermaryland.org.

If you have any questions, please email dina@forevermaryland.org with the name of your organization in the subject line.

Please print this page for your records.

* 42. Please confirm:

- I have read and understood the confirmation details of my grant submission