

# *2022 MACRO GRANT MANUAL*

South Baltimore 7 Coalition, Inc.



**SOUTH BALTIMORE 7**  
UNITED COMMUNITIES



**SOUTH BALTIMORE 7**  
UNITED COMMUNITIES

# Overview of Macro Grants Process

## Introduction

The SB7 Coalition has received nine million dollars in funding arising from the Community Benefits Agreement reached with the developers of the Port Covington Development. With these funds, SB7 expects applicants to produce long term, measurable positive change in one or more of the six South Baltimore communities our organization serves using our regional strategic plan as a guide.

The Mission of this organization is to inspire, enlighten, motivate, and empower our communities to maintain their greatness; to create a strong coalition to revitalize communities; to enhance quality of life through improvement of education, housing, public health, public safety, zero waste and economic development. The heart of this organization lies in community enhancement, and we encourage applicants to use these pillars as guidelines.

SB7 Community leaders worked together to create the following structure and process to anchor our core values and principles to this unprecedented opportunity for building community power and regeneration through direct funding. This plan reflects an attempt to achieve the right balance between (1) meeting urgent community needs (2) gearing up for large scale efforts that put forward concrete programs of action to address the complex and longstanding issues that cross community boundaries and (3) investing in the long-term operational sustainability of SB7 as a positive force - by, for and with our communities.

Below, you will find a breakdown of the funding opportunity as well as the grant application, templates, and a scoring rubric that will be used to determine awardees. We are committed to periodic review and strengthening of this process to serve the needs of SB7 communities and stakeholders.

Please note, applications will be reviewed only if all required items are present at the time of submission (see Application Checklist). Scoring for Macro Funding



## SOUTH BALTIMORE 7 UNITED COMMUNITIES

proposals will heavily take into account *measurable positive change in at least two SB7 communities* as a result of proposed projects.

### **Macro Funding**

**Macro Community Funding** addresses those issues derived from the SB7 Strategic Plan which were delegated to specific committees. Each committee was charged with developing specific plans to address the issues of their committee. Macro Funds will be distributed to projects proposed or recommended by the authorized Strategic Plan Committees. They are presently: Public Safety, Economic Development, Education, Community Development (CLT's), Transportation and Quality of Life/Zero Waste. Proposed projects are required to include work in *at least two* SB7 communities. Applications that only serve one community will not be evaluated.

Rubrics have been developed and proposed which will assist in the grant selection process.

The two million dollars set aside for macro community funds is anticipated to be multi-year (two years). Funding levels for each committee will depend on the nature of the committee issues and the degree to which a committee is ready to fund any project or program.

Proposals for funding will come from the designated committee to the Appropriations committee for approval. The Appropriation Committee will make its recommendations to the SB7 Executive Board, who will then make the final decision.

### **Grant Solicitation**

Prior to the start of each grant cycle, SB7 committee chairs, staff and Board will conduct outreach to the current SB7 distribution list, Committees and to SB7 communities at large.



**SOUTH BALTIMORE 7**  
UNITED COMMUNITIES

## **Grant Announcement and Award**

In order to be considered, all Macro Grant applicants must submit a Letter of Intent by the opening of the grant cycle on **August 1, 2022**. Applicants will then be given 60 days from the opening of the grant cycle on **August 1, 2022** to submit an application for consideration. Deadline for submission is **September 30, 2022**. A final vote is conducted by the full SB7 Board of Directors, no later than 45 days after the application deadline, by **November 14, 2022**. After a final vote is made, the SB7 Executive Board will notify Grant Awardees first, followed by Declination letters to the remainder of the applicants.

**All grant applications and required supporting documents  
are to be submitted electronically to  
[Grants@sb7coalition.org](mailto:Grants@sb7coalition.org)**



**SOUTH BALTIMORE 7**  
UNITED COMMUNITIES

## **ATTACHMENTS**



**SOUTH BALTIMORE 7**  
UNITED COMMUNITIES

## **MACRO GRANTS APPLICATION**

**Macro Community Funding** addresses those issues derived from the SB7 Strategic Plan which were delegated to specific committees. Each committee was charged with developing specific plans to address the issues of their committee.

Macro Funds will be distributed to projects proposed or recommended by the authorized Strategic Plan Committees that will create positive change in **at least two** SB7 communities. The current committees are: Public Safety, Economic Development, Education, Community Development (CLT's), Transportation and Quality of Life/Zero Waste.

### **Sec 1. Applicant Information**

**Applicant/Organization:**

**Primary Contact Name (include title, phone, email and mailing address):**

**Mission Statement:**

**Organizational Chart/Leadership Structure (please attach)**

**Website (if applicable):**



---

---

**Sect 2: Partner Information**

Are you partnering with any other community organizations? If yes, complete section below.

- Yes
- No

**Partner Name:**

**Primary Contact (include phone, email, and mailing address):**

**Neighborhoods Served:**

**Partner Org. Mission Statement:**

**Organizational Chart/Leadership Structure (please attach)**

**Website (if applicable):**



**SOUTH BALTIMORE 7**  
UNITED COMMUNITIES

---

---

**Sect 3. Fiscal Agent Information**

**Fiscal Agent Name:**

**Fiscal Agent Primary Contact (include phone, email, and mailing address):**

**What type of managing services/costs would be associated with fiscal agent:**

**Is a Letter of Engagement Attached?**

- Yes
- No

**Website (if applicable):**

---

---

**Sect. 4 Funding Request Information**

**Use of Funds (50 words or less):**



**SOUTH BALTIMORE 7**  
UNITED COMMUNITIES

**Total Amount Requested** (*total committee requests not to exceed \$200,000*):

**Identify which SB7 communities the project will impact (at least two):**

- Brooklyn
- Cherry Hill
- Curtis Bay
- Lakeland
- Mt. Winans
- Westport

**Identify which SB7 Committee the project will fall under (only one):**

- Community Development (CLT's)
- Education
- Economic Development
- Public Safety
- Transportation
- Quality of Life/Zero Waste



**SOUTH BALTIMORE 7**  
UNITED COMMUNITIES

**Project Narrative: please include a) use of funds description, b) expected outcomes, c) project measurement (300 words or less).**

**Timeline: Provide a detailed, feasible project implementation timeline that includes major project milestones and reflects important tasks and activities associated with implementation.**

**Describe the project's sustainability plans or efforts. Describe how the project will be sustained in the long term or if there is a plan to obtain additional funding for this project (50 words or less).**

**Project Budget (Attach) Identify and include startup costs for the project here.**

**Are additional funding sources being considered?**

- Yes
- No

**Tax exempt status—501C3 letter or letter from Fiscal Sponsor (Attach)**



**SOUTH BALTIMORE 7**  
UNITED COMMUNITIES

***Please note: Grant funds will be distributed quarterly. Quarterly reports with identification of how previous funds were used are required. Failure to submit quarterly reports to the Appropriations Committee will result in delay of additional funding distribution.***



**SOUTH BALTIMORE 7**  
UNITED COMMUNITIES

## **MACRO GRANTS REVIEW RUBRIC**

*To be completed by SB7 Review Committee*

The overarching mission of the SB7 Coalition (“the SB7”) is to revitalize the South Baltimore Six (“SB6”) communities by enhancing the quality of life for residents through the improvement of education, housing, public health, public safety, and economic development. In order to help facilitate, the community organizations that comprise the SB7 must be able to build organizational capacity, which will enable them to hit goals of improving transit, protecting equity, building wealth, repurposing assets, reducing or eliminating crime, and making a positive impact within each community. Accordingly, these categories have been used to create the rubric against which all allocation requests shall be evaluated.

### SB7 Vision, Values and Mission

**Vision:** SB7 strives to harness the power of partnership to implement sustainable actions to achieve the fullest potential of our communities and future generations; preventing displacement while attracting new residents.

**Values:** We recognize and value the diversity in our communities and will operate with mutual respect, transparency, trust, and mutual accountability.

**Mission:** To inspire, enlighten, motivate, and empower our communities to maintain their greatness; To create a strong coalition to advocate and revitalize communities; To enhance quality of life through improvement of education, housing, public health, public safety and economic development.

**When an allocation request is submitted, the package shall include, at minimum, the following:**

1. Scope of project, services, or program with dedicated committee or staff person(s) to oversee progress and be accountable
2. Timeframe and milestones by project, service, or program
3. Describe existing community efforts related to your project, if they exist
4. Potential partners and their capacity to help implement along with status of relationship
5. Documented community support
6. Current resources and funding opportunities

Each allocation request shall be evaluated utilizing the below criterion:



<p><b><u>To what extent does the proposed project aim to produce meaningful outcomes?</u></b></p> <p>5 - The project clearly defined objectives, goals, activities that emerge from deep knowledge and experience in SB7 communities and desired outcomes; has strong potential for resulting in significant desired change in the SB7 communities or impact a sufficiently large population towards equity.</p> <p>4 - Project defined project objectives, goals, activities are closely aligned with outcomes, may be missing a key component but are acceptable. The goals and objectives appear to have the potential for resulting in substantial change in the District.</p> <p>3 - Project' objectives are unclear; goals and activities may be impactful to SB7 but lacks detail regarding intended outcomes.</p> <p>2 - The project objectives, goals, activities are stated but vaguely describes the projects' intended outcomes. The goals and objectives appear to produce minimal impact or affect a limited audience.</p> <p>1 - The project activities are stated but may not align with the intended outcomes or intended outcomes were unclear or not provided.</p> <p>0 – Not addressed</p>	
<p><b><u>To what extent does the proposed project plan to measure positive outcomes in SB7 Communities?</u></b></p> <p>5 - Project describes a variety of methods to measure positive outcomes and reporting progress toward goals. Methods of evaluation have strong potential for documenting significant meaningful community impact.</p> <p>4 - Project describes appropriate methods to measure positive outcomes and reporting progress toward goals.</p> <p>3 – Project vaguely describes methods to measure minimal positive outcomes or reporting system is lacking or incomplete.</p> <p>2 – Project describes methods to measure positive outcomes but are not closely aligned to objectives or activities.</p> <p>1 – Project did not define how progress will be measured or reported.</p> <p>0 – Not addressed</p>	
<p><b><u>Does the project have a well-designed implementation plan and timeline?</u></b></p>	



**SOUTH BALTIMORE 7**  
UNITED COMMUNITIES

<p>5 - Project includes a clear implementation plan with tasks identified, timeline is feasible and may include a contingency plan.</p> <p>4 - Project includes an implementation plan and feasible timeline.</p> <p>3 – Project includes a partial or limited implementation plan and/or timeline identifies some key project milestones.</p> <p>2 – Key project milestones are described but lacks a clear plan for implementation.</p> <p>1 – Lacks important timeline items and/or is not well organized or implementation plan is not feasible</p> <p>0 – Not addressed</p>	
<p><b><u>Is the budget feasible for the requested grant period?</u></b></p> <p>5 - Budget is comprehensive with clear budget narrative that includes justification, estimates to each item request and explanation of cost sharing (if applicable). Proposed budget includes clear separation of how SB7 funds will be spent and is appropriate given the activities.</p> <p>4 - Budget has budget narrative that includes justification, estimates to each item request and explanation of cost sharing (if applicable).</p> <p>3 – Budget and narrative is reasonable but not sufficiently detailed, inconsistent to stated activities or not aligned with the grant period.</p> <p>2 – Proposed budget includes separation of how SB7 funds will be spent; some budget line items are unclear.</p> <p>1 – The budget is incomplete, not adequate to accomplish the stated activities or realistic given the requested grant period. Budget does not describe how SB7 funds will be spent or may be inappropriate given the stated activities.</p> <p>0 – Not addressed</p>	
<p><b><u>Is the organization’s capacity in line with accomplishing the proposed project?</u></b></p> <p>5 - Applicant has ample community knowledge, experience, expertise, staff and resources to successfully complete project, has contingencies in place and demonstrates great capacity to implement the project in our local context. The applicant has built trust within communities.</p> <p>4 - Applicant has sufficient resources to successfully complete project and may have contingency plan.</p>	



**SOUTH BALTIMORE 7**  
 UNITED COMMUNITIES

<p>3 – Applicant has some resources to successfully complete the project but do not describe any contingency planning; may require support from SB7 to implement the project.</p> <p>2 – Applicant has insufficient resources to successfully complete the project</p> <p>1 – Applicant does not have the resources necessary to successfully complete the project</p> <p>0 – Not addressed</p>	
<p><b><u>Does the project clearly outline how funding will improve at least two SB7 communities?</u></b></p> <p>5 – Applicant clearly outlines expected improvements two two or more SB7 communities</p> <p>4 – Applicant clearly outlines expected improvements to two or more SB7 communities</p> <p>3 – Applicant outlines improvements two at least two communities, but the majority of improvements only benefit one communities</p> <p>2 – Applicant has insufficient resources to achieve desired improvements in at least two SB7 communities</p> <p>1 – Applicant only address a single SB7 community</p> <p>0 – Not addressed</p>	
<p><b><u>Does the project leverage or maximize other resources (financial, partnerships or otherwise)?</u></b></p> <p>5 - Project has a dramatic impact on SB7’s strategic priorities and/or strongly affects more than one priority.</p> <p>4 - Project is linked to one strategic priority.</p> <p>3 – Project may have the potential to link to one strategic priority.</p> <p>2 – Project minimally linked to a strategic goal or will not directly have a impact on SB7 strategic priorities.</p> <p>1 – Project does not directly or clearly align to SB7 strategic priorities</p> <p>0 – Not addressed</p>	



**Is the project sustainable and regenerative (e.g., does it build local leadership, organizational capacity, or include a realistic plan for future funding)?**

5 - Project clearly describes resources (i.e., fundraising, sweat equity) leveraged from more than one organization within or outside of the SB7 communities.

4 - Project clearly describes resources leveraged from at least one organization

3 – Project has the potential to leverage a modest amount of resources; or includes external community stakeholders but some resources or roles seem to missing or unclear.

2 – Applicant has pending or unconfirmed resources that may leverage resources either within or outside the District or has future plans to meet with potential stakeholders to maximize other resources.

1 – Applicant has leveraged resources from within the organization to increase the impact of the project; may have very limited resources from within or outside the district or need assistance from SB7 to maximize additional resources.

0 – Not addressed



**SOUTH BALTIMORE 7**  
UNITED COMMUNITIES

## APPLICATION CHECKLIST

This applies for all grants. Failure to include this information will result in your application being incomplete and disqualified for consideration. Please make sure your application includes all of the following:

- LOI submitted by August 1, 2022
- Proof the proposed project will affect at least two SB7 communities
- Completed cover sheet with valid contact information for the applicant
- Completed grant proposal
- Letter of support from the President of the Board/Directors of the local community organizations within the area you plan to serve
- W9 of organization managing grant funds
- Proposed Budget
- Detailed Project Timeline
- Proof of how funds are used (quarterly reports to be submitted)
- If partnering with another community organization
  - Copy of IRS granting tax-exempt status
  - Proof of Good Standing with State
- If using a Fiscal Agent:
  - Letter of Engagement
  - Proof of Good Standing with State
- Grant application submitted to [grants@sb7coalition.org](mailto:grants@sb7coalition.org)



**SOUTH BALTIMORE 7**  
UNITED COMMUNITIES

**BUDGET TEMPLATE**

\*You are not required to use this specific template, but a budget is required for submission.

Organization Name: _____		
<b>Instructions:</b> You may add or edit the expenditure line items as necessary. It is required that your budget be as detailed as possible.		
	<b>Column #1</b>	<b>Column #2</b>
	<b>Organization Budget</b>	<b>Proposed Use of SB7 Funds</b>
	<i>Use your projected budget. These figures should be with consistent with your proposed budget and fundraising goals in the application narrative.</i>	<i>In this column, income should only reflect your SB7 request. Expenses should be only those items for which you will use your requested SB7 grant. No figure in this column can be larger than the related figure in Column #1.</i>
<b>INCOME</b>		
	0.00	
	0.00	
	0.00	
	0.00	
	0.00	
	0.00	0.00
	0.00	
	0.00	
<b>TOTAL INCOME</b>	<b>\$ 0.00</b>	<b>0.00</b>
<b>EXPENSES</b>		
A. Personnel and Salaries	<i>(List names and titles) *REQUIRED</i>	
1)	\$0.00	
2)	\$0.00	
3)	\$0.00	
4)		
<b>Total Salaries/Wages</b>	<b>\$ 0.00</b>	
B. Fringe Benefits, Taxes, Pension	\$0.00	
C. Office Expenses	<i>(e.g., telephone, supplies, printing, etc)</i>	
	\$0.00	
D. Occupancy Expenses	<i>(e.g., utilities, rent maintenance, etc.)</i>	
E. Travel Expenses		
F. Program Expenses	<i>(e.g., stipends, training expenses, etc.)</i>	
1)	\$0.00	
2)	\$0.00	
3)	\$0.00	
G. Outside Services	<i>(e.g., consultants, technical assistance providers)</i>	
1)	\$0.00	
H. Other		
1)	\$0.00	
<b>TOTAL EXPENSES</b>	<b>\$ 0.00</b>	
<b>SURPLUS/(DEFICIT)</b>	<b>\$ 0.00</b>	<b>\$0.00</b>



**SOUTH BALTIMORE 7**  
UNITED COMMUNITIES

### **SB7 LOI Policy**

Any organization intending to apply for an SB7 Macro Grant is required to submit a letter of intent (LOI) to [grants@sb7coalition.org](mailto:grants@sb7coalition.org) by August 1, 2022. The LOI shall include the following and is not to exceed **two pages**. Organizations who do not submit an LOI will not be eligible to submit a full proposal for Macro Funding. All LOIs received will receive a confirmation of receipt and will be reviewed by the respective SB7 committees.

- The name of your organization
- Point of contact for application submission—please include a valid e-mail address
- The SB7 committee your organization wishes to submit your grant to (note: each proposal can be submitted to maximum of **one** SB7 committee for review)
- SB7 Communities involved in the project (note: at time of application submission, applicant will need documented support from at least two communities)
- A brief summary of the project for which you are seeking funding
- The amount range you will be seeking from SB7 for the project



**SOUTH BALTIMORE 7**  
UNITED COMMUNITIES

## LOI POLICY

**Applicant/Organization:**

**Point of Contact (include valid email address):**

**Identify which SB7 Committee the project will fall under (only one):**

- Community Development (CLT's)**
- Education**
- Economic Development**
- Public Safety**
- Transportation**
- Quality of Life/Zero Waste**

**Identify which SB7 communities the project will impact (at least two):**

- Brooklyn**
- Cherry Hill**
- Curtis Bay**
- Lakeland**
- Mt. Winans**
- Westport**



**SOUTH BALTIMORE 7**  
UNITED COMMUNITIES

**Brief Project Summary:**

**Amount Range Requested** (*total committee requests not to exceed \$200,000*):

- \$0—\$50,000
- \$50,000—\$100,000
- \$100,000—\$150,000
- \$150,000—\$200,000



**SOUTH BALTIMORE 7**  
UNITED COMMUNITIES

## **GLOSSARY OF TERMINOLOGY**

**Budget:** An itemized list of anticipated expenditures and income that accompanies a proposal/application.

**Measurable Change:** (*Applicants are encouraged to use established data sources i.e., BNIA*)

1. Outcomes based on established benchmarks that show awardee has executed/are on track to execute improvements in direct correlation to the use of funds.
2. Sustainable outcomes/improvements that can be tracked using set benchmarks outlined in Grant Agreement.
3. Annual mission-critical goals and objectives, with its success measured by whether or not applicant has achieved them. These include goals for factors such as number of volunteers, number of clients helped or reputation building & outreach.

Example: By using grants funds to purchase an industrial printer for the office, Jimmy was able to pass out 400 flyers for a job fair to surrounding communities. This resulted in 200 attendees, 150 of whom were given job placements.

-or-

Because Deb used funding to hire a grant-writer for her organization, her volunteers can focus more time on outreach while the grant writer can dedicate their time fully on identifying and applying for additional funding. With this, the grant writer brought in over \$200,000 worth of grant funding.



**SOUTH BALTIMORE 7**  
UNITED COMMUNITIES

## **QUARTERLY AND FINAL REPORTS**

Grantee must provide quarterly and final reports. This applies for all grants. Failure to include this information will result in a delay of fund disbursement. Please make sure your report includes all of the following:

- Project/Program Title
- Organization/fiscal sponsor receiving the grant
- Point of Contact (valid email must be included)
- List date(s), specific time period or Fiscal Quarter of the report
- Activity Summary including:
  - Description of activities planned, under way, or completed since project start date or previous report
  - Outcomes & performance measured with quantitative information (ie. Number of people attending a grant-sponsored event, hires made, specific tasks completed)
  - Any challenges that have arisen which may affect grantees' ability to complete the grant as planned
- Budget Update
  - Explanation of how funds have been expended since allocation or last report
  - If grantee needs to revise how resources are allocated, please explain
  - Challenges related to expenditures (if any)
  - Upload/attach budget
- Proof of Spending
  - Timesheets
  - Pay stubs
  - Invoices
  - Photos/videos of events sponsored by SB7 grant funding