



Information Guide for the Community Access Program (CAP) FY17

July 1, 2016 - June 30, 2017

Community Access Program Silver Spring Civic Building at Veterans Plaza
<p>The program is intended to provide financial assistance and increase opportunities to groups, organizations, and community members that meet the eligibility criteria.</p> <p>A Review Committee evaluates applications for this program. Financial need will be given priority consideration under this program and all applicants approved under this program will share a portion of costs related to benefits to the community.</p>
Eligible groups may include:
<ul style="list-style-type: none"> ✓ Various community groups (youth, faith based, art, cultural, clubs, sorority/fraternity, etc.) that are working on improving and/or positively impacting others in Montgomery County. ✓ Civic Groups - including but not limited to homeowners associations, neighborhood associations, tenant associations, senior citizen groups, etc.
Criteria for organizations to qualify for the CAP:
<p>The group submits application as a local based non-profit or charitable organization or locally focused program.</p> <ul style="list-style-type: none"> ✓ <i>Rationale: Assistance should be available to organizations whose mission focuses on service to the community or to the less advantaged members of the community.</i>
<p>The group can provide proof of registration as a non-profit under the appropriate section of the IRS tax code 501(c) (3), (4), (6), (7), etc.</p> <ul style="list-style-type: none"> ✓ <i>Rationale: This criterion ensures that non-profits are given greater consideration.</i>
<p>The group is based in Montgomery County and/or its primary mission is to serve the residents of Montgomery County.</p> <ul style="list-style-type: none"> ✓ <i>Rationale: All funding for this program is from Montgomery County taxpayers. This criterion is not intended to eliminate groups whose purpose is focused on a wider, i.e., state or national, area of service if they have a significant presence, e.g., a chapter, in Montgomery County and are serving its residents.</i>
<p>Events shall be open to the public and/or designed to engage the community.</p> <ul style="list-style-type: none"> ✓ <i>Rationale: In keeping with the County's objectives, events should be welcoming to all sectors of Montgomery County.</i>
Licenses and insurance:
<p>For special events in the Great Hall or Veterans Plaza, or as required by the County due to associated risks, the user must provide a Certificate of General Liability Insurance naming the County as additional insured.</p>
Alcohol permits:
<p>Events that plan to serve alcoholic beverages may be approved to receive funds under this program but no funds provided by the County may be used to purchase alcoholic beverages or be in any way associated with the sale or distribution of alcoholic beverages. The organization will be required to follow County policies on use of alcoholic beverages at events.</p>
Other important information:
<ul style="list-style-type: none"> ✓ Selected groups under this program must sign a Facility Use License Agreement and comply with all applicable building use guidelines/requirements. ✓ Participation must be free of charge or at minimum cost to all participants unless exempted as noted below. <ul style="list-style-type: none"> ○ The exception to the above requirement is when the event is a fundraising event for community use



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- and/or benefit.
- Private fundraising events will not be eligible for program funds.

- ✓ Approval for an award does not guarantee space on a particular date, time or room. CUPF will accommodate schedules as much as possible, but may suggest alternate dates or rooms.
- ✓ Award is non-transferrable. Awards may not be extended to include another group.

CUPF provides logistical support in scheduling only. Due to limited resources, CUPF staff is not able to run projection equipment or manage the event's activities. However, staff will be on hand to assist the lead contact for the event in using the facility. Applicants are required to provide for event management, equipment or other services not customarily available. Additional rooms/equipment or changes in the schedule may not be requested on the day of the event unless approved by CUPF staff.

For information on the building and amenities, visit www.montgomerycountymd.gov/cupf

Note:

The County reserves the right to withdraw funding assistance should the County determine that the actual activity was significantly inconsistent with the activity considered by the Review Committee (ex. an application for an event to serve the community was used for partisan/political purposes or personal gain, a community meeting was used for a major celebration, etc).

Silver Spring Civic Building at Veterans Plaza is now accepting FY17 CAP applications. *For more information about the Community Access Program (CAP), please contact [Eric Rasch](#), Operations Manager, Silver Spring Civic Building at Veterans Plaza.*

Thank you for taking the time to read about the Community Access Program. We look forward to working with Montgomery County's diverse community members in this fifth year of the program.

Silver Spring Civic Building at Veterans Plaza
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