

KEEP MONTGOMERY COUNTY BEAUTIFUL



in cooperation with
Montgomery County Department of Transportation



Glen Mar Park Citizen's Association used Grant funds to complete landscaping for two traffic triangles located in their neighborhood. Seventy five mums were planted in one triangle, and due to having more sunlight, petunias and other climate-appropriate flowers were planted in the other one.

Community Beautification Grant Program
Fiscal Year 2014

COMMUNITY BEAUTIFICATION GRANT PROGRAM GUIDELINES

The Keep Montgomery County Beautiful Program is seeking community organizations to beautify and improve the overall aesthetics of neighborhood communities in Montgomery County through landscaping projects. Any community organization within Montgomery County may qualify as a project sponsor.

GRANT FUNDING

1. Grants are intended to fund new landscaping projects that improve community aesthetics, meaning they have a visible community impact. Grants will not be awarded for construction projects (such as the construction and installation of signs, bridges, pathways, etc.); landscaping accessories (such as planters, wood screens, benches, tiles, fencing, gloves, stone, hoses, etc.); general maintenance (this would include tree trimming/removal, stump grinding/removal, shrub removal, etc.); payment to workers (should be volunteers); purchase of equipment (although rental of equipment necessary for the project will be funded at a reasonable cost); or for work which has already been completed.
2. **Grants will be awarded in amounts of up to \$500. County funding must be matched by at least an equivalent amount of community funding.**
3. Volunteer hours may be included and are counted towards the total cost of the project. However, volunteer hours will account for no more than 20% of the cost of materials, equipment rental and miscellaneous items associated with the project. Volunteer hours will be calculated at a rate per hour per person equivalent to the prevailing federal minimum wage (2013 \$7.25 per hour). See the application for current rate.
4. Direct community involvement (other than planning) is expected. Projects performed solely by contractors will not be approved.
5. Preference will be given to applicants planting perennial flowers and other permanent types of plantings such as shrubs, trees, or other landscaping. Planting of some annuals may still be awarded. Applicants are encouraged to plant native species, avoiding non-native and invasive varieties. For more information, see The Maryland Native Plant Society publication at <http://www.mdflora.org/publications/invasives> or The Home and Garden information center at <http://www.hgic.umd.edu/> or <http://www.nps.gov/plants/pubs/chesapeake/>
6. Grants will be limited to **one grant per community organization every three years** from date of approval.
7. New applicants will have priority over previous grant recipients.
8. At the time of award, **one-half of the County funding will be provided. The remaining half will be provided when the project is completed and approved** by the Montgomery County Department of Transportation.
9. **Receipts from purchases, donations, volunteer time, and other expenditures must accompany request for final payment by the sponsor of the organization. Also, photographs of the completed projects are required.**
10. Due to the large number of grant applications received for limited funding, awardees have one year from the date of their approval letter to submit all paperwork necessary to receive both grant installments (entire grant). Otherwise any outstanding monies owed to you will be considered forfeited and awarded to other projects.

11. Requests for grants must be made by the leadership of the community organization.
12. Requests for grants must contain a complete description of the project, specific project location with a sketch map, informal sketch of the project, photographs of the area proposed for the project, an itemized list of costs, an itemized list of plant types, and an indication of the level of direct community involvement associated with the project.
13. Property must be publicly owned (County, State, or Municipality), or in common ownership of the organization. Grants cannot be awarded for improvements to individual residences.
14. The community organization will be responsible for obtaining all necessary permits and approvals, where required, prior to release of County funds or commencing the project. Many beautification projects will not require permits. However, work on public property, including the right-of-way for roads, will require permits from the County, State, Municipality, or the jurisdiction responsible for the area.
15. Community organizations must also present a statement of maintenance responsibilities for the project and how they will be implemented.

TYPES OF PROJECTS

1. Planting of flowers, shrubs, and trees along walkways and in communal areas.
2. Planting of wildflowers in unsightly areas.
3. Landscaping of community entranceways.
4. Beautification of parking areas, including plant screening, at community buildings or open space areas.
5. Clean up of debris in communal areas in conjunction with a landscaping project.
6. Other beautification projects deemed suitable by the Keep Montgomery County Beautiful Task Force, which will review grant applications and recommend approval, modification, or denial to the Director, Montgomery County Department of Transportation the first Wednesday of every month.

DEADLINES FOR FISCAL YEAR 14 GRANTS

FALL:

Fall review will begin after August 1, 2013. We will continue to review applications through November or beyond if grant funds are available.

SPRING: *(spring review will not take place if grant funds for the fiscal year have been exhausted.)*

Spring review will begin after March 1, 2014. We will continue to review applications through June if grant funds are available.

Montgomery County Department of Transportation Community Outreach Office

240-777-7155 • mcdot.outreach@montgomerycountymd.gov • www.montgomerycountymd.gov/mcdotcommunityoutreach

KEEP MONTGOMERY COUNTY BEAUTIFUL

2013 - 2014

Beautification Grant Application

COMMUNITY ORGANIZATION: _____
(Name)

PHYSICAL ADDRESS: _____
(Street Address, City, State, Zip)

ORGANIZATION PRESIDENT: _____
(Name)

PROJECT DIRECTOR: _____
(Name, Daytime Phone Number, Email)

(Street Address, City, State, Zip)

CHECKS MADE PAYABLE TO SPONSORING ORGANIZATION/INDIVIDUAL REPRESENTATIVE WILL NEED THE FOLLOWING:

ASSOCIATION FEDERAL TAXPAYER ID OR SOCIAL SECURITY NUMBER # (If check is payable to the association list a Taxpayer ID Number; If check is payable to an individual representing the association list a Social Security Number): _____

PROJECT TO BE INITIATED: Fall 2013 _____ Spring 2014 _____
(Please Check One)

DESCRIPTION OF PROJECT: (Including level of direct community involvement)

SPECIFIC LOCATION OF PROJECT: (Attach a map sketch)

COST OF PROJECT:

1. Labor - (Volunteer) Hours x \$7.25 per hour: \$ _____
(Not to exceed 20% of #2, # 3, # 4 costs)
2. Materials: \$ _____
3. Equipment rental: \$ _____
4. Miscellaneous: \$ _____

*** TOTAL PROJECT COST: \$** _____

ESTIMATED COMPLETION DATE: _____

ATTACH (1) ITEMIZED LIST OF COSTS AND ANY NECESSARY PERMITS SUCH AS BUILDING, SEDIMENT, APPROVAL OF PROPERTY OWNERS, ETC. **ATTACH (2)** COMMUNITY PLAN FOR CONTINUED MAINTENANCE OF PROJECT. **NOTE:** INCOMPLETE INFORMATION WILL CAUSE DELAYS.

I have read, understood, and will abide by the guidelines of this application.

SIGNATURE OF PRESIDENT: _____ **DATE:** _____

MAIL THIS APPLICATION TO: KMCB-MCDOT, 101 Monroe Street, 10th Floor, Rockville, Maryland 20850

How did you hear about this grant? _____