



2025 NORTHWEST NEIGHBORHOOD GRANT REQUEST FOR APPLICATIONS & GUIDELINES

A PIMLICO LOCAL IMPACT AID GRANT PROGRAM

Application Opens: Saturday, March 1, 2025

Priority Application Deadline: Friday, March 28, 2025 at 11:59PM EDT

Applicant Information Session:

Tuesday, March 11, 2025 at 7:00 PM EDT | [LINK TO REGISTER](#)

Grant Application Portal:

[Link Here: https://form.jotform.com/250146365495057](https://form.jotform.com/250146365495057)

More Information:

[Link to Additional Information](#)

Contact: PCDA@baltimorecity.gov

BACKGROUND

The Northwest Neighborhood Grants Program is made possible by the City of Baltimore using Pimlico Local Impact Aid. Grants are available for a wide variety of community-led projects, including operating funds or physical improvements that create meaningful, measurable changes in the eligible areas. **Only in 2025, the grant program is available to projects in both the Park Heights Master Plan Area & the One Mile Radius** (see map in Appendix A and [interactive map linked here](#)). **Projects must be able to be completed within two years.**

PURPOSE

The grants are intended to:

Uplift neighborhoods. Funding supports community-led projects that align with neighborhood goals and plans.

Promote equity. According to the City's equity assessment program, equity means closing the gaps in policy, practice, and allocation of resources so that race, gender, religion, sexual orientation, and income do not predict one's success, while also improving outcomes for all.

Be flexible. Funding can serve a wide variety of projects such as retaining consultants for a plan or service, promoting, or executing events, updating, or creating signage or other community landmarks, enhancing a community's digital resources, supporting physical improvements generally projects that achieve a community identified need.

Build capacity. Funding provides critical financial support to community-based initiatives and organizations that need it most.

ELIGIBILITY

GEOGRAPHIC FOCUS

In 2025, the geographic eligibility of this program includes the Park Heights Master Plan Area, and three Northwest Baltimore catchment areas are eligible to receive these grants. All activities and services must take place in eligible areas. Priority will be given to organizations based in eligible areas or who are partnering with an organization based in those neighborhoods.

Funds are available for the Park Heights Master Plan Area and the area of Northwest Baltimore surrounding Pimlico Racetrack known as the One Mile Radius: Northwest Community Planning Forum; the Liberty-Wabash area; and the Coldspring-Newtown area.

- Park Heights Master Plan Area: Northern Parkway (N), Wabash Ave. to Western Maryland Railroad (W), Liberty Heights Ave. (S), Druid Park Dr. (SE), Greenspring Ave. (E)

- Northwest Community Planning Forum Boundaries: Northern Parkway (S), County line (W/N), Jones Falls Expressway (E)
- Coldspring-Newtown Boundaries: Northern Parkway (N), Greenspring Avenue (W), West Cold Spring Lane (S), Jones Falls Expressway (E)
- Liberty-Wabash Boundaries: Liberty Heights Avenue (S), Northern Parkway (W), Wabash (N/E)

TYPES OF ORGANIZATION

To be eligible, applicants MUST be one of the following:

- A non-profit organization with 501(c)3 tax-exempt status recognized by the IRS.
- A mission-based organization without 501(c)3 tax-exempt status but with a tax-exempt fiscal sponsor. This does not include for-profit organizations or otherwise IRS registered businesses and organization.
- A faith-based organization proposing a non-religious project that benefits the public.
- A public school proposing a community-based project that benefits its students.

ELIGIBILITY CRITERIA

To be eligible, organizations must meet ALL the following criteria:

- **Organization must be based within Baltimore City.** This is verified with the organizations
- **Tax-Exempt Status.** Organizations (or their fiscal sponsors) will be required to provide proof of tax-exempt designation through a copy of their IRS Determination Letter.
- **Tax ID Number.** Organizations (or their fiscal sponsors) must have an active tax identification number.
- **Financial Information.** Organizations (or their fiscal sponsors) will be required to provide their most recent IRS 990 filing, financial statement, or independent audit, depending on charitable contributions to the organizational budget.
- **Bank Account.** Organizations (or their fiscal sponsors) must have a valid bank account in the name of the organization.
- **Certificate of Good Standing.** Organizations must provide proof of good standing from the State of Maryland Department of Assessment and Taxation.
- **Insurance.** Baltimore City may require insurance for projects.
- Be **current with any City- or State-mandated quarterly reporting** requirements tied to Pimlico Local Impact Aid that your organization has previously received. [Click here to complete your report for FY25.](#)

RESTRICTIONS AND LIMITATIONS

The following are *not eligible* for grant funding:

- Individuals, state or federal government agencies, or for-profit organizations or businesses.

- Physical improvement or construction projects for which an applicant does not have land control or permission from the property owner.
- Requests for support that do not fall within the funding guidelines.
- Activities that improperly discriminate as to race, gender, marital status, sexual preference, age, disability, creed or ethnicity, or grants for religious indoctrination or other religious activities.
- Organizations which are not located in and/or serving Park Heights Master Plan Area or the One-Mile Radius in Northwest Baltimore City (see map in Appendix A).
- In addition, all projects must be able to complete within two years from the start of funding.

GRANT AWARD AMOUNTS

Grants between \$500 and \$25,000 will be awarded to tax-exempt organizations for projects during the 2025 calendar year.

USE OF FUNDS

Grants are available for a wide variety of community development projects. Grants are available to help neighbors and community organizations invest in their communities and implement community priorities that benefit residents of all ages. Examples of suitable projects include, but are not limited to:

- Public art projects (community sculptures, murals)
- Local arts initiatives (painting or drawing workshops, culinary arts classes, dance or music classes and performances)
- Community signage
- Bicycle amenities (bicycle racks, rentals)
- Streetscaping/block projects (painted crosswalks, trees and flowers, artistic planters)
- Marketing efforts (website development, promotional activities)
- Education opportunities (speaker series, academic enrichment, podcasting/recording series)
- Other community events (neighborhood festivals, recreation)
- Technical assistance for community associations in need of expert help for a particular issue, such as professional design, financial, or legal services to address specific community challenges or opportunities, assistance to secure 501c3 nonprofit status, or development of a strategic plan for a community organization.

Please review prior last cycle's awardees on the Department of Planning's [website under Funding Resources](#). [Read about their programs here](#).

GRANT APPLICATION & PROGRAM PROPOSAL

You are not required to have an email address to complete the request form. However, to save the form and continue it later, you will need to set up a free account with JotForm, or log in using your Gmail address.

The request form includes the following items. All narrative questions require responses that are 500 words or fewer.

The following items will be required in the grant application:

I. PROJECT & ORGANIZATIONAL INFORMATION

- a. Project Title & Address
- b. Organization Information
- c. Point of Contact
- d. Geographic Area
- e. Type of Project

II. BUDGET & PROGRAM NARRATIVE

- a. Requested Grant Amount
- b. Project Overview and Scope
- c. Project Budget Upload (including expenses and line-item descriptions)
- d. Project Schedule

III. ORGANIZATION FINANCIAL INFORMATION:

- a. Copy of Internal Revenue Service (IRS) letter of determination certifying 501(c)(3) tax-exempt status. For those applying with a fiscal sponsor, include a copy of the fiscal sponsor's IRS letter of determination.
- b. Certificate of Good Standing from the Maryland Department of Commerce dated no earlier than January 1, 2024.
- c. Board-Approved Organization Budget
- d. *If awarded must be able to provide a copy of most recent IRS 990, most recent financial statement, or most recent independent audit dependent upon charitable contributions to the organization's budget.*
- e. Fiscal Sponsor Information (if applicable)
 - i. Fiscal Sponsor Name
 - ii. Fiscal Sponsor Contact and Information
 - iii. Executed Fiscal Sponsorship Agreement

IV. Optional:

- a. Community Support
- b. Equity Framework
- c. Additional Information

PROCESS

- I. **DETERMINE ELIGIBILITY:** Review guidelines to confirm organization and expense eligibility.
- II. **ACCESS SESSIONS AND TECHNICAL ASSISTANCE:** We are committed to supporting organizations through the grant process, with opportunities such as:
 - a. **Technical Assistance Requests:** Please submit all requests for technical assistance on the registration process to pcda@baltimorecity.gov before 5:00PM EDT on Friday, March 28, 2025 (date application closes). Please include “2025 NW Neighborhood Initiative Grant TA Request” in the subject line.
 - b. **Applicant Information Sessions:** Those interested in applying for this grant should plan to attend a virtual information session. The session will include demonstrations on how to use the online grant application, how to complete various templates, and an applicant Q&A. All questions posed during the meeting will be added to the FAQ and available to all applicants, even those that could not attend.
 - c. **Request For Information/Frequently Asked Questions (FAQ):** From the opening of this Request for Application on Monday, February 10, 2025, potential applicants can submit questions about the application to pcda@baltimorecity.gov. Please include “2025 NW Neighborhood Initiative Grant Application Question” in the subject line.

An FAQ with all questions and answers will be posted on our website and updated regularly. A final updated FAQ will be posted to Department of Planning’s website by 5:00 PM EDT on Monday, March 10, 2025.

- III. **SUBMIT APPLICATION BY 11:59 PM EDT ON Friday, March 28, 2025:** It is the applicant's responsibility to ensure that the submitted grant proposal is complete and fully responsive to all RFA requirements and that the funding amount requested is consistent across all parts and sub-parts of the proposal. The Department of Planning reserves the right to deem any proposal that is incomplete or nonresponsive as ineligible for competitive review. Please closely follow the guidance outlined above to ensure that the proposal package is fully responsive to RFA requirements and eligible for review.

- a. **Cost of preparing proposals:** Costs for developing, preparing, and submitting the proposals are solely the responsibility of the applicants. The City of Baltimore will not provide reimbursement for such costs.

- IV. **TECHNICAL REVIEW OF APPLICATIONS:** Applicants will be assessed for their ability to meet eligibility requirements and application completeness. If an applicant lacks proper documentation, they will be provided with at least **five calendar days** to provide information. If the applicant fails to provide the proper documentation, the application will not move forward in the review process.

- V. **PANEL REVIEW OF APPLICATIONS:** A group of panelists that includes staff from the Department of Planning, Department of Housing and Community Development, and the Pimlico Community Development Authority (PCDA) will review applications using a standard rubric and consensus discussions to recommend awards. The Baltimore City Planning Department will confirm the final award decisions.

- VI. **GRANT ANNOUNCEMENT:** All applicants will receive an application update by **June 2025**. If awarded, grantees will receive an email with a link to the Grant Agreement.

- VII. **GRANT AGREEMENT.** A Grant Agreement must be signed confirming the project and detailing the roles and requirements of all parties BEFORE the project begins.
 - a. **Final Scope and Budget.** The Grant Agreement will include a final detailed scope of work, and a final line-item budget. It will also include a projected schedule for the access to funds,

- VIII. **REPORTING:** This grant program will have quarterly reporting requirements and deadlines. Reports will include a brief narrative, performance measure updates, and a financial record with supporting documentation showing proof of payment such as receipts, paid invoices, bank statements, etc. Support material in the form of photographs and videos is also required to confirm compliance. Reports are mandatory, and the deadlines are firm.
 - a. Grantees will submit quarterly reports by the following dates:
 - i. Monday, October 6, 2025.
 - ii. Monday, January 12, 2026.
 - iii. Monday, April 6, 2026.
 - iv. Monday, July 6, 2026.
 - v. Monday, October 12, 2026.
 - vi. Monday, January 11, 2027.
 - vii. Monday, April 12, 2027.
 - b. Grantees will submit a final report by Monday, July 12, 2027.
 - i. If your project is completed before the end of the grant period, final reports and supporting documentation must be submitted to the City within 60 days of the day of completion of the project.

- ii. Any organization affiliated with a project that has not submitted all documentation of expenditures within the 60-day timeframe will be prohibited from receiving any future grant funds through Pimlico Local Impact Aid.

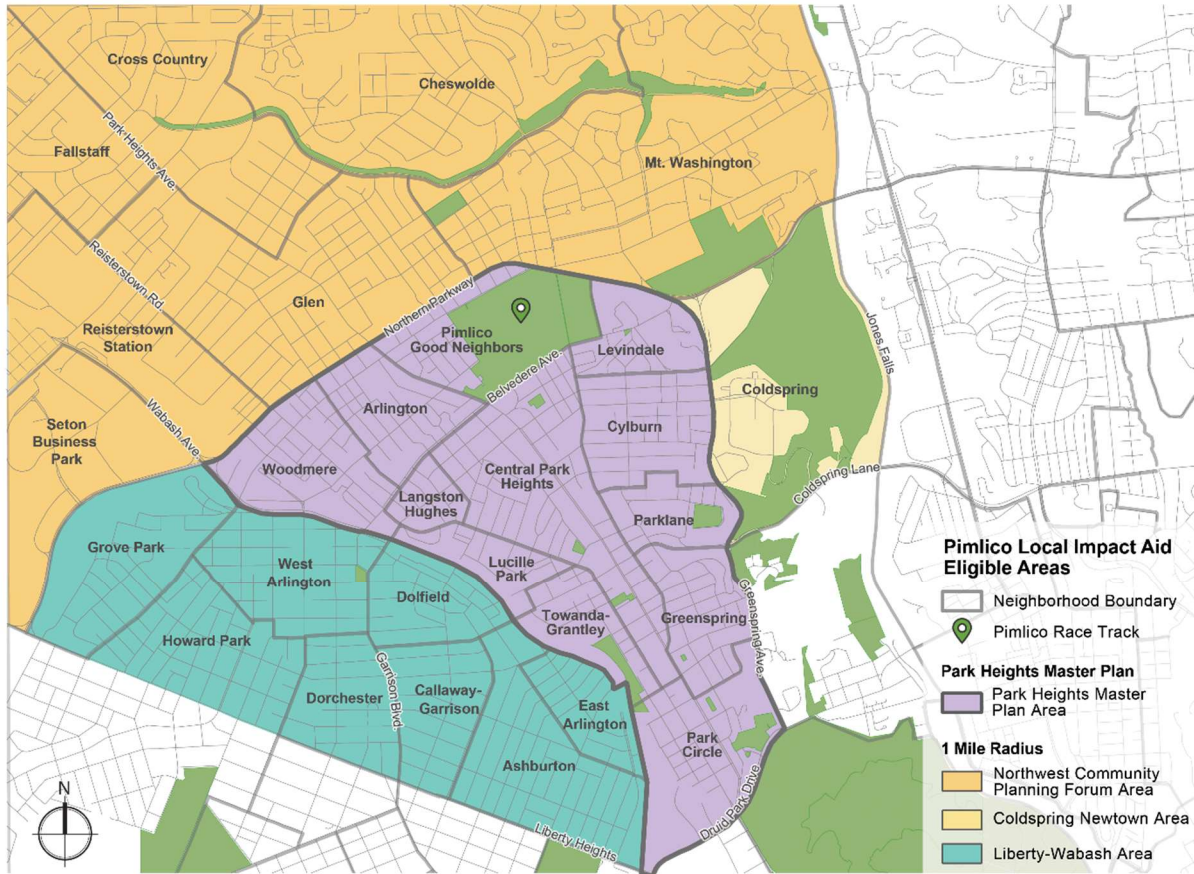
IX. **GRANT PAYMENTS:** Grant funding will be disbursed based on the schedule determined by the Department of Planning but generally may be disbursed on a 40-40-20 schedule with 40% provided at the start of the project, 40% at the midway point of the project contingent on successful project progress, and 20% at the completion of the project, upon submission of a final report. Grantees will be required to create Supplier profiles in the City's online Workday system and to submit invoices electronically.

- a. Startup payments will be issued upon approval of the final scope of work, final line-item budget, grant agreement execution and within the first four weeks of the beginning of the grant period.
- b. Final payments will be paid upon approval of the final report. Final payment will be held until ALL reports have been submitted.

APPENDIX A

Northwest Neighborhood Grants Program Eligible Project Areas Map

Pimlico Local Impact Aid Eligible Areas



APPENDIX B
Timeline and Key Dates

Grant Process Schedule	
Priority Applications Due	Friday, March 28, 2025
Technical Review	Begins Monday, April 1, 2025
Cure Period	Begins Monday, April 8, 2025
Panel Review	Begins Monday, April 14, 2025
Award Announcements	May 2025

Grantee Reporting Schedule	
Quarterly Report Submission Deadlines	Monday, October 6, 2025. Monday, January 12, 2026. Monday, April 6, 2026. Monday, July 6, 2026. Monday, October 12, 2026. Monday, January 11, 2027. Monday, April 12, 2027.
Final Report Submission Deadline	Monday, July 12, 2027.

APPENDIX C
Applicant Checklist

Application requirements

- Project Title
- Project Address
- Organizational Profile
- Geographic Area selection
- Type of Project
- Point of Contact
- Requested Grant Amount (\$500-\$25,000)
- Project Overview and Scope
- Project Budget
- Project Schedule
- Organization Financial Information
- Fiscal Sponsor Financial Information (If Applicable)

Other Attachments (optional)

- Equity Framework
- Other attachments, including, photographs, concept plans, and other visual media to illustrate your project, as desired. Not to exceed 5 pages.