



2016 MARYLAND DAY TO SERVE MINI-GRANTS

PROVIDED BY THE WALMART FOUNDATION*

DEADLINE TO APPLY: JULY 15, 2016 BY 5 P.M.

** Walmart will not receive any special access or benefit in their dealings with the State by virtue of their collaboration with the State.*

**FUNDING AVAILABLE TO SUPPORT
DAY TO SERVE PROJECTS
DEADLINE TO APPLY: JULY 15, 2016 BY 5 P.M.**

Purpose of Funding

From September 10 to October 10, join Marylanders across the state in Day to Serve. It's an annual program that encourages volunteerism and promotes how our state's residents give back every day.

During last year's Day to Serve, 38,000 Marylanders volunteered in many different ways and logged 111,000 hours of community service. This year, we're aiming even higher—we want 50,000 Marylanders to volunteer for a total of 150,000 hours or more.

The Association of Baltimore Area Grantmakers (ABAG) is seeking grant applications from Maryland 501(c)(3) nonprofit organizations. The funding will support one or more service projects that will be approved by the Governor's Commission on Service and Volunteerism to take place during Day to Serve.

Who is Eligible?

Applicants must be a 501(c)(3) nonprofit organization. Eligible applicants include, but are not limited to: community associations, service and civic groups, and public higher educational institutions. For-profit organizations and federal agencies are not eligible to apply.

Funding Process and Timeline

The deadline for all eligible applicants to apply is Friday, July 15, 2016 at 5 p.m. The maximum amount that may be requested is \$5,000.00. The minimum amount that may be requested is \$250.00. Funds may be requested for one single project or for several. An organization may submit only one application for this grant opportunity.

Applications will be submitted to the Governor's Office on Service and Volunteerism, and reviewed by the Governor's Commission on Service and Volunteerism's Grant Review Committee will review requests and notify applicants of their status no later than August 5, 2016.

Upon approval, the Governor's Commission and Office on Service and Volunteerism will authorize allowable costs and forward a Memorandum of Understanding (MOU) via email to be signed by the director or authorized representative of the grant recipient. The MOU must be returned to the Association of Baltimore Area Grantmakers no later than August 15, 2016.

The Association of Baltimore Area Grantmakers will disburse the grant funds in one payment by September 1, 2016. To ensure that all service projects are successful, an invoice will be included in award packets for completion. Grant applicants and grant recipients will not receive any

special access or benefit in their present or future dealings with the state. Grant recipients should not result in any personal benefit whatsoever.

Grant recipients are responsible for adhering to all fiscal reporting requirements as outlined in the MOU and accompanying grant award. Financial and narrative reports will be required by October 31, 2016. In addition, two photographs, at minimum, from the service project, for which the state will own all rights, must also be submitted by email. Grant recipients are required to keep original receipts for expenditures as they may be requested. The complete timeline can be found on page three of this document.

Grant Recipient's Responsibilities

1. Funds awarded may not be used for any political or religious activities. Grant recipients may not use the funds to support political advocacy or action at any level, and they may not use the funds for religious instruction or services, or capital improvements for the participating nonprofit. A full list of Prohibited Activities can be found at gosv.maryland.gov/dtsminigrants.
2. Grant recipients must use the Maryland Day to Serve logos and associated branding in promotion of the service project. Grant recipients are asked to promote their service project and the Day to Serve initiative on their organization's social media accounts using **#MDDayToServe**.
3. Register event at www.daytoserve.org and update event results (i.e. number of volunteers, number of volunteer hours) once completed. Resources on organizing a Day to Serve project can be found at gosv.maryland.gov.

**TIMELINE FOR 2016 MARYLAND
MARYLAND DAY TO SERVE MINI-GRANTS**

June 22, 2016	Grant application process opens and instructions released
July 15, 2016	All applications for funding due by 5 p.m.
August 5, 2016	Award letters mailed (via email)
August 15, 2016	Signed MOU and Invoice due by 5 p.m. via email to the Association of Baltimore Area Grantmakers
September 1, 2016	Disbursement of funds to grant recipients by the Association of Baltimore Area Grantmakers
September 10 to October 10, 2016	Day to Serve project time period
October 31, 2016	Reports due to Governor's Office on Service and Volunteerism