

# Eastport Civic Association

www.EastportCivic.org  
P.O. Box 3539, Annapolis, MD 21403  
[eca@eastportcivic.org](mailto:eca@eastportcivic.org)

Dear ECA Grant Applicant:

Thank you for your interest in the Eastport Civic Association Grants program. This program has been set up to support organizations that improve the quality of life for residents of Eastport. The funds supporting these grants are the result of the success of our Eastport Home & Garden Tour and the generosity of our residents. It is incumbent on us as stewards of these funds that they be dispersed in a professional manner.

Attached you will find Grant Guidelines and a Grant Application. The process is simple. Your application should be thorough and thoughtful. We ask that you tell your story and describe how your program or initiative will benefit the residents and neighbors in our community. If you've received a grant in the past, your application should report on the results of ECA's prior grant award.

Grant applications will be considered semi-annually. Deadlines for submitting an application will be March 15 in the spring and September 15 in the fall. Applications must be submitted on time to be considered.

If you have questions, please send an email to [Grants@EastportCivic.org](mailto:Grants@EastportCivic.org).

Thank you again for your interest in the Eastport Civic Association Grants program. We will notify you in a timely manner once a decision is made.

Sincerely,

2016 Grants Committee  
[Grants@EastportCivic.org](mailto:Grants@EastportCivic.org)

11/15/15

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## GRANT GUIDELINES

**EASTPORT CIVIC ASSOCIATION'S GRANT PROGRAM** supports organizations that improve the quality of life for the residents of Eastport. ECA invites proposals from nonprofits and individuals supporting the projects and causes in four broad areas: education, the environment, general welfare and civic life.

**GRANT AWARDS** to any organization or project will not exceed an annual maximum of \$2,500.

### **ECA GIVES PRIORITY TO PROPOSALS THAT:**

- Best meet ECA's mission (see below)
- Address an important need in Eastport
- Are financially viable and maximize the impact of ECA funds in the community
- Provide evidence of support from and/or experience working with the targeted population
- Engage in collaboration/partnerships to maximize impact
- Demonstrate strong organizational capacity
- Describe and deliver measurable outcomes

### **APPLICATION PROCESS:**

- Grant applications will be reviewed two times during the year
- Applications are due March 15 or September 15
- Requests must be submitted on ECA's grant application
- Current grantees must include a summary of outcome from the prior grant.
- Applications shall be submitted to [Grants@EastportCivic.org](mailto:Grants@EastportCivic.org)

**QUALIFIED APPLICANTS** must state they are a non-profit or are not seeking personal gain, regardless of Federal or State tax standing or determination.

### **EASTPORT CIVIC ASSOCIATION MISSION STATEMENT**

The purposes of the Association are to safeguard the residential and maritime quality of the area defined in Article III of these bylaws, to promote, improve, and protect the general welfare of the said area, and to engage in any activities that promote and improve the civic life of the community.

10/31/15

# Eastport Civic Association Grant Application

Name of Organization: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Total Organization annual budget: \$ \_\_\_\_\_ Federal ID #: \_\_\_\_\_

Program Name: \_\_\_\_\_

Program Budget: \$ \_\_\_\_\_ Amount Requested from ECA: \$ \_\_\_\_\_

Date Funds Needed: \_\_\_/\_\_\_/\_\_\_ Check payable to: \_\_\_\_\_  
Month Day Year

Estimated number of Eastport residents to be served by Program: \_\_\_\_\_

Date Program will begin: \_\_\_\_\_ Date Program will end: \_\_\_\_\_

Name of Executive Director: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Program Director: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Application Preparer: \_\_\_\_\_

### Required information for statistical purposes

**Primary category**

*Check only one*

- Education
- General Welfare
- Environment
- Recreation

**Population served**

*Check ALL that apply*

- General Population
- Low Income
- Homeless
- Students
- \_\_\_\_\_

**Ages served**

*Check ALL that apply*

- Under 12
- 13 - 19
- Adults
- All Ages

Previous ECA Grantee: \_\_\_ NO \_\_\_ YES Grant Year(s): \_\_\_\_\_

**NOTE:** If applicant received a grant in the prior year, this application must include a summary of prior grant's outcomes (see next page)

# CURRENT PROJECT DESCRIPTION

Brief description of proposed program including expected numeric outcomes:

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If more space is needed, please submit on separate page.

# OUTCOME OF PRIOR GRANT

For organizations that received a prior grant from the Eastport Civic Association

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If more space is needed, please submit on separate page.

By signing below, you affirm:

- Your organization does not discriminate by race, creed, gender, sexual orientation, age, religion, disability or national origin; and
- Neither you nor your organization will personally benefit from this grant.

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Executive Director

Date

Submit completed application to [Grants@EastportCivic.org](mailto:Grants@EastportCivic.org).