

## **SB-24-11444 - Resolution Relating to Guidelines for Project Funds Submissions Under Baltimore Civic Fund**

### **ACTION REQUESTED:**

The Board is requested to adopt a Resolution Relating to Guidelines for Project Funds Submissions Under the Baltimore Civic Fund, Inc. Master Funding Agreement. Period of agreement is: Based on Board Approval with a duration of 5 Years  
4/17/2024 / to 4/16/2029

### **AMOUNT AND SOURCE OF FUNDS:**

Transaction Amount: \$ 0.00

### **BACKGROUND/EXPLANATION:**

The City wishes to develop guidelines intended to outline the circumstances for which City Agencies may engage the services of the Civic Fund to receive and administer City funds for a City project through a Project Funds Submission in alignment with the Master Funding Agreement to be awarded by the Board of Estimates of Baltimore City ("the BOE") concurrently with this Resolution.

The Resolution outlines the circumstances in which City Agencies may engage the services of the Civic Fund for City projects:

1. A City project requiring grantmaking or payment processes that the City Agency lacks.
2. A City project combining multiple funding sources, including philanthropic, charitable, or corporate funding (excluding federal or state funding).
3. A City project necessitates payments to individuals without formal identification or tax documentation, such as youth or individuals lacking proof of residency.

If a City project does not fall under the above list, the City Agency representatives must send a written memo via email to the Clerk of the BOE and the City's Chief Administrative Officer (CAO) requesting approval. The memo should include:

1. A detailed project description, term, and budget including any administrative fees charged by the Civic Fund (if known).
2. Justification for why the Civic Fund should administer the project.

Upon receipt, the Clerk's and CAO's designees will review the memo and provide written approval or denial within two business days. If approved, the City Agency may proceed with the Project Funds Submission. Denied proposals will be referred to the Project Funds Submission Review Committee for further consideration. The Committee, consisting of representatives from the BOE, will determine the acceptability of the proposed use by majority vote. Per the Master

Funding Agreement, all Project Funds Submissions are subject to the review and approval of the Board of Estimates.

The term of this Resolution will run concurrently with the Master Funding Agreement. It will terminate five (5) years thereafter (the Termination Date"), unless affirmatively renewed alongside the Master Funding Agreement.

<b>EMPLOY BALTIMORE:</b>	<b>LIVING WAGE:</b>	<b>LOCAL HIRING:</b>	<b>PREVAILING WAGE:</b>
N/A	N/A	N/A	N/A

MBE / WBE Participation not required / Not applicable

**COUNCIL DISTRICT:** Citywide

**ENDORSEMENTS:**

Law has reviewed and approved for form and legal sufficiency

