

This resource guide provides answers to many frequently asked questions that arise during the application, evaluation and postaward phases of the process.

**Please keep this resource guide in a safe place as you will want to refer to it frequently.**



## What is the Frederick J. Felton Neighborhood Matching Grant and how do I apply?

Open to all homeowner associations, condominium associations, citizen associations or any group that represents a majority of residents in any given neighborhood, the dollar-for dollar matching grant:

- Provides grants for new projects such as lighting, installation of landscaping, tot lots, entrance features and other physical improvements, or neighborhood events
- Applications are accepted annually
- Maximum grant(s) may not exceed a combined total of \$5,000 per fiscal year
- To apply, complete the application on the City's website - [www.gaithersburgMD.gov](http://www.gaithersburgMD.gov), along with all required documents



## What is the Equity Enhancement subprogram of the Frederick J. Felton Neighborhood Matching Grant and how do I apply?

Open to all homeowner associations, condominium associations, citizen associations or any group that represents a majority of residents **located in an Equity Emphasis Area** (see map on City website). The grant provides an up to 75% match for **one-time maintenance or repairs** to the following:

- Private sidewalks; fences; light fixtures; hazardous tree removals; private roadway repair/paving (potholes); drainage/erosion issues; parking lot striping
- Communities in an EEA are eligible for an increased match (up to 75%) for projects submitted under the standard program as well.
- Apply through the standard Frederick J. Felton Neighborhood Grant application. Check the box indicating your community is in an EEA and provide the number of the EEA shown on the EEA Neighborhood map located on the City's website.

## What expenses are considered **ineligible**?

- Projects implemented and/or expenses incurred prior to the start of the performance period (July 1 - May 31)
- Annuals (plants/flowers/shrubs)
- Watering of plants
- Tree removal, pruning, or stump grinding (unless part of an approved, one-time project to address a hazard under the Equity Enhancement subprogram)
- Routine maintenance and/or repair work (unless part of an approved one-time project under the Equity Enhancement subprogram)
- Events, activities, programs, and/or services usually included in the organization's regular budget
- Operating expenses, including salaries and stipends



## Do I need to submit a

# W-9?

If your homeowners association is incorporated and has a tax ID number, you need to submit a W-9.



## How do I request my funds when my project is complete?

- Submit itemized invoices/receipts that clearly match scope of work as described in application
- Provide proof of payment as grant is provided on a reimbursement basis



## When does my grant expire?

The performance period is July 1 to May 31. All grant related work must start and end within this time frame. All receipts/invoices must be submitted by June 10, following the end of the performance period.