

**Citizens Committee for the Enhancement of  
Communities Surrounding Baltimore/Washington  
International Airport**

Guidelines and Grant Application  
For  
Community Transportation Related Projects

# Baltimore/Washington International Airport Community Enhancement Grant Application

## **Purpose and Intent**

Maryland Senate Bill 276 established an 11-member Citizens' Committee for the Enhancement of Communities Surrounding Baltimore/Washington International Airport (BWI). The purpose of this Committee is to evaluate livability issues that affect communities located within the most recently certified Airport Noise Zone or within two miles of the outermost noise contour. The intent of this legislation is to provide some benefit to those citizens living in communities impacted by noise, traffic etc., associated with the operation of BWI Airport. Communities which fall within the specified area, may identify transportation related community enhancement projects such as streetscapes, bus shelters, sidewalks, speed humps, streetlights, transportation safety items, or other similar projects, and request funding for them through this program.

## **Grant Funding**

- In order to be eligible for funding, applications for grant monies must be for transportation related projects only.
- Applicants must be a community association in good standing (as demonstrated by a copy of their Certificate of Corporate Good Standing issued by the Maryland Department of Assessment and Taxation) that is all or partially located in the impacted area (see attached map.)
- The Secretary of the Maryland Department of Transportation (MDOT) appointed a Citizen's Enhancement Committee to review and make recommendations regarding grant applications. The Secretary of MDOT may award grant requests based on the Committee's review and recommendation.
- Applicants who are selected to receive grant funding will be required to enter into a grant agreement with the Maryland Department of Transportation.
- Grant applications will be accepted in four cycles according to the following schedule:

<b><u>Application Deadline</u></b>	<b><u>Grant Approval</u></b>
August 1	September 30
November 1	December 31
February 1	March 31
May 1	June 30

- There is no limit to the number of grants an applicant may submit.

- Requests for grants must be accompanied by a complete description of the project, as well as the specific project location with a sketch map and other supporting information as requested on the application.
- It is understood that the grant application submission represents the official position of the submitting community or organization association.
- Requests for grants must be submitted by the President or authorized Representative of the organization. Please include the telephone number where the primary contact can be reached during the day.
- A community association awarded a grant will be responsible for obtaining all necessary approvals and permits, such as but not limited to, grading, electrical, building etc.
- All purchase receipts, donations, volunteer time and other expenditures shall be retained as outlined in the grant agreement for three years and may be required to be produced for audit. Failure to retain any of these items may delay consideration of any future applications for grant funds.

### **Review Process**

- All applications will be reviewed after the submission deadline.
- The applicant will be notified of the Committee's recommendation and the Secretary's decision in writing as soon as it is final.
- To avoid delaying the approval of a grant application, please make it as descriptive as possible, have the application form and description typed and include copies of all permits required if applicable.
- Late applications will be accepted pending availability of funds.

### **Include with Application**

- Copy of Corporate Good Standing certificate issued by the Maryland Department of Assessment and Taxation, 301 West Preston Street, Baltimore MD 21201, telephone 410-767-1330. The application is also available over the internet at [www.dat.state.md.us](http://www.dat.state.md.us) (see # 5).
- Most recent two years financial statements with accompanying federal and state tax returns.
- A brief description and cost analysis (labor, materials etc.) of the proposed use of the Community Enhancement Grant.

- Two cost estimates for the project.
- Sketch map of the project area.
- Photos of the project area.

\* Applicants must submit 15 copies of the complete grant application package.

# COMMUNITY ENHANCEMENT GRANT APPLICATION

**Community Association:** \_\_\_\_\_

**Federal ID #:** \_\_\_\_\_

**Tax Exempt #:** \_\_\_\_\_

**Authorized Representative:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_  
(day) (evening)

**Community Association Management Co. (if applicable):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_  
(day) (evening)

**Description of Project (continue on separate page if necessary):** \_\_\_\_\_

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**How is the project transportation related:** \_\_\_\_\_

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**Specific Project Location:** \_\_\_\_\_

**Estimate #1 Total Project Cost:** \_\_\_\_\_

**Estimate #2 Total Project Cost:** \_\_\_\_\_

**Time to Complete:** \_\_\_\_\_

**Signature of Authorized Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ALL APPLICATIONS MUST BE SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE SPONSORING ORGANIZATION.**

**When submitting the grant application package, be sure to include:**

- **Specific project location with a sketch map**
- **A minimum of two cost estimates for the project**
- **Photos of the project area**
- **Certificate of Corporate Good Standing from the Maryland Department of Assessment and Taxation**
- **Financial statements and income tax forms for the last two years**
- **Fifteen copies of the complete grant application package**

**Please mail all applications to:      Dee Outlaw  
Office of Corporate and Community Relations  
Maryland Aviation Administration  
P.O. Box 8766  
BWI Airport, Maryland 21240-0766**

**The Committee for the Enhancement of Communities Surrounding BWI is coordinated by the Maryland Aviation Administration. For further information please call 410-859-7621.**

