

# **Maryland General Assembly Capital Funding Request Form**

Read the Guidelines available on the [Maryland General Assembly website](#) for instructions on completing this Form

## **Type of Request**

Legislative Bond Initiative      Prior Authorization Amendment      Other Capital Request

## **Project Information**

Project Name: \_\_\_\_\_

Project Location Address: \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_ MD \_\_\_\_\_

Project Location County: \_\_\_\_\_ Legislative District: \_\_\_\_\_

Project Description:

### **Briefly describe the Scope of the Project:**

...for the acquisition, planning, design, construction, expansion, repair, renovation, reconstruction, site improvement, and capital equipping of...

## **Contact Information**

Legal Name of Grantee Organization:

*If a corporation or non-profit organization, give name exactly as registered with the State Department of Assessments and Taxation: <https://egov.maryland.gov/BusinessExpress/EntitySearch>. If a local government, give official name used for business transactional purposes. Additionally, if a religious organization, be aware that funds may not be used for the furtherance of an essentially religious endeavor. Please see <https://dgs.maryland.gov/Pages/Capital%20Grants/GrantIntake.aspx> for more information.*

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Mailing Address:

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Legal Name of Property Owner if not the Grantee:

*If an LBI applicant does not own the property or have at least a 15-year lease, there is a requirement to have the owner agree to be a co-grantee or a beneficiary in the grant agreement with the State.*

## **Funding Request**

*If this request is exclusively a Prior Authorization Amendment, do not complete the rest of this section. Move on to the next section.*

Total Amount Being Requested: \$\_\_\_\_\_

Total Estimated Project Cost: \$\_\_\_\_\_

Matching Fund Requirements:

None      Equal      or      Unequal \$\_\_\_\_\_

If match is required, matching funds may include:

Cash      Real property      In-kind contributions      Prior funds expended

*Applicants may be required to provide matching funds for their projects that may be greater than, equal to, or less than the State contribution, though an equal match is typically preferred. Matches may be classified as "hard" or "soft." A hard match is "cash in hand" from any source other than State sources. A soft match may be made up of real property, in-kind contributions consisting of donated services or materials, or funds expended for the project prior to the effective date of the capital budget bill – June 1.*

**Sponsor Information** (Required for Legislative Bond Initiatives)

Lead Senate Sponsor Name: \_\_\_\_\_ Email: \_\_\_\_\_

Senate Co-Sponsors (2 max)

Co-Sponsor 1 Name: \_\_\_\_\_ Email: \_\_\_\_\_

Co-Sponsor 2 Name: \_\_\_\_\_ Email: \_\_\_\_\_

Lead House Sponsor Name: \_\_\_\_\_ Email: \_\_\_\_\_

House Co-Sponsors (2 max)

Co-Sponsor 1 Name: \_\_\_\_\_ Email: \_\_\_\_\_

Co-Sponsor 2 Name: \_\_\_\_\_ Email: \_\_\_\_\_

**Prior Authorization** (For Prior Authorization Amendments Only)*Complete this section only if you have previously received funding and need to amend its terms. If this creates a new project please be sure to select both "Prior Authorization Amendment" and "Other Capital Request" in the "Type of Request" Section.*

Year(s) Authorized: \_\_\_\_\_

Original Amount of Prior Authorization Funding: \$ \_\_\_\_\_

Original Bond Authorization(s):

*Include as much detail as possible, i.e., chapter number, section, year, bill number, etc.*

## Request Details:

*Briefly indicate how the sponsor would like the Prior Authorization changed/amended***Submission Instructions***Legislative Bond Initiative and Prior Authorization Amendment submissions are only accepted from members of the General Assembly of Maryland. Constituents, please send requests to your sponsors for submission.*

- For Legislative Bond Initiatives, legislators should submit this form and any supporting documentation to [LegislativeBondInitiative@mga.maryland.gov](mailto:LegislativeBondInitiative@mga.maryland.gov).
- For Prior Authorization Amendments, legislators should submit this form and any supporting documentation to [Prior.Authorization@mga.maryland.gov](mailto:Prior.Authorization@mga.maryland.gov).
- For additional submission instructions visit the [Maryland General Assembly website](#).

**Additional Comments** (Optional)