




## Memorandum

**To:** Honorable President and Members of the Board of Estimates

**From:** Colin Tarbert, President & CEO 

**Date:** July 30, 2021

**Subject:** Application to Solicit Charitable Donations

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### ACTION REQUESTED OF BOARD OF ESTIMATES:

The Board is requested to approve the City of Baltimore Development Corporation's (BDC) application for Governmental/Charitable Solicitations, as it is required by the City Code, Article 8 Regulation 06.26. BDC's President & CEO, Colin Tarbert and members of the senior staff including: Kimberly Clark, Jeffrey Pillas, Nancy Jordan-Howard, Larysa Salamacha, Susan Yum, Daniel Taylor, and Kristin Dawson may all solicit sponsorships/donations for the purpose of supplementing and enhancing the City's economic development initiatives.

### Amount OF Money and Source of Funds:

No general funds are involved in this transaction. Donations will be solicited from local, state, and federal government agencies, Baltimore-area business and civic leaders, and private foundations.

### BACKGROUND/EXPLANATION:

The Baltimore Development Corporation (BDC) would like to solicit sponsorships/ donations for the purpose of supplementing and enhancing the city's economic development activities and initiatives including the implementation of the city's five-year Comprehensive Economic Development Strategic plan from September 1, 2021 through August 31, 2022. Uses of funds will include: funding for service providers to provide hands-on business assistance to entrepreneurs in a variety of tracks; sponsorship dollars for tours of city projects, trade shows, special events, seminars, educational workshops, marketing resources, data tools, research, and expertise in various business sectors such as life sciences, logistics, and manufacturing.

Solicit Charitable Donations  
Baltimore Development Corporation  
July 30, 2021

**MBE/WBE:**

Not applicable.

**EMPLOY BALTIMORE (EB):**

EB applicable: \_\_\_\_\_ yes;  no

If not, why: \_\_\_\_\_ professional service contract  
\_\_\_\_\_ emergency contract  
\_\_\_\_\_ contract under \$49,999.99  
 N/A

EB Certification Statement completed and returned to Agency:  
\_\_\_\_\_ yes;  no

APPROVED BY THE BOARD OF ESTIMATES:

Clerk  
Date

  
SEP 1 2021

Attachment: Governmental/ Charitable Solicitations Application



**BALTIMORE CITY ETHICS BOARD**

635 City Hall  
100 N. Holliday Street  
Baltimore, Maryland 21202  
(410) 396-7986  
ethics@baltimorecity.gov

**GOVERNMENTAL/CHARITABLE SOLICITATIONS –  
APPLICATION FOR APPROVAL**

**NAME OF BENEFITTED PROGRAM / CHARITY:** \_\_\_\_\_

**PART A. SPONSORING AGENCY**

Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Person / Coordinator \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**PART B. PURPOSE OF PROPOSED SOLICITATION:**

**I. Identify the specific governmental or charitable program, function, or activity for which solicitations will be made:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**II. Describe the specific purposes to which contributions and other receipts will be applied:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III. Select the appropriate range for the aggregate value of the contributions sought:**

- \$500,000 or more
- between \$150,000 and \$500,000
- between \$50,000 and \$150,000
- between \$5,000 and \$50,000
- less than \$5,000

**PART C. CITY ENDORSEMENT**

By: \_\_\_\_Board of Estimates \_\_\_\_Designee of B/E: \_\_\_\_\_

Date and Manner of Endorsement: \_\_\_\_\_

**Attach Copy of Written Endorsement**

**PART D. WHEN AND HOW SOLICITATION TO BE CONDUCTED**

**I. Proposed starting date of solicitation efforts:** \_\_\_\_\_

**II. Proposed ending date of solicitation efforts:** \_\_\_\_\_

**III. Describe the categories of persons to be solicited and by whom and how those solicitations will be made:**

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**IV. Identify all *public servants* who will be soliciting contributions**

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**V. Describe measures to be taken to ensure that the solicitation (i) will be directed at a broad range of donors and (ii) will not specially target *controlled donors*:**

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**VI. Describe measures to be taken to avoid any suggestion that contributors might receive special access or favored treatment from any *agency* or *public servant* of the City:**

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**PART E. Fiscal Sponsor PERSON RESPONSIBLE FOR CUSTODY, ACCOUNTING, AND DISTRIBUTION OF DONATIONS)**

Note: This individual may not be employed by the *Sponsoring Agency*.

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**I. Disclose the person or persons within the distributing entity who will be responsible for fund distribution and accounting.**

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**II. Describe how the funds will be held pending distributions, e.g., held in a trust or other dedicated account, in a general account, co-mingled with other funds, etc.**

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**III. What measures will be taken by the distributing entity to ensure that the donations will actually be used for the intended purpose?**

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**IV. What measures are in place to account for the donations? In the event that donations exceed the charitable need, please state how the additional funds will be allocated or dispersed.**

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**V. Please provide details about the measures that will be taken by the distributing entity to ensure to ensure that controlled donors will not receive preferential treatment.**

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**PART F. SIGNATURE AND AFFIRMATION**

I affirm under the penalties of perjury that the contents of this Application and of all accompanying attachments are true to the best of my knowledge, information, and belief.

Date: \_\_\_\_\_

FOR: \_\_\_\_\_

*{Type/Print Name of **Sponsoring Agency**}*

BY:  \_\_\_\_\_  
*{Signature}*

\_\_\_\_\_  
*{Type/Print Name of **Sponsoring Agency**}*

\_\_\_\_\_  
*{Type/Print Office Address}*

\_\_\_\_\_  
*{Type/Print Office Telephone Number}*

\_\_\_\_\_  
*{Type/Print Email Address}*

APPROVED BY THE BOARD OF ESTIMATES

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date