

Deborah Tillett
202-494-4028

MEMORANDUM

To: Honorable President and Members of the Board of
Estimates

From: Colin Tarbert, President & CEO
Baltimore Development Corporation



Date: February 26, 2021

Subject: Application to Solicit Charitable Donations

ACTION REQUESTED OF BOARD OF ESTIMATES:

The Board is requested to approve the ETC (Emerging Technology Centers), a venture of 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. ETC's President & Executive Director, Deborah Tillett and members of the management staff including: Celene Monroe, and Val Ellis may all solicit sponsorships/donations for the purpose of supplementing and enhancing the ETC's entrepreneurship programs.

Amount OF Money and Source of Funds:

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

BACKGROUND/EXPLANATION:

The ETC (Emerging Technology Centers) would like to solicit sponsorships/ donations for the purpose of supplementing and enhancing the ongoing City subsidy to ETC, Baltimore's technology business incubator programs from April 1, 2021 through September 30, 2023. Uses of funds will include: The support, growth and community development within the technology business sector by hosting small scale events; such as lunch time working or learning sessions, breakfast round tables, technology hackathons, working group type-meet ups and various collaborative exchanges among emerging and entrepreneurial companies to promote synergies.

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The sponsorship contributions go towards the refreshments and promotional efforts to enhance and grow this important community of small business entrepreneurs and foster their collaborations.

Generally, the solicitations will be made by ETC senior staff members and they will be to certain key industry or category leading service providers and/or major corporations. The solicitations are expressly for events with the sole purpose of advancing knowledge for private sector companies that are associated with the ETC.

A potential donor list will be comprised of individuals and corporate entities that contribute to the economic, social, and cultural vitality of Baltimore City. Most of the individual and corporate entities fitting that description are not controlled donors. However, those potential donors who are controlled donors with respect to the City Council or the Board of Estimates will not be targeted or singled out in any way and will be solicited, if at all, in the same manner as the other potential donors.

Businesses dealing in financial services, banking, law, accounting, construction, medical devices and others, as appropriate, will be solicited for sponsorship funding. Criteria for targeting a corporate entity for solicitation will include: commitment to overall community, value to overall community, perceived interest in the growing technology community in Baltimore, interest in entrepreneurship. These firms may or may not be controlled donors, and can include the larger firms in the City. Solicitations will be made in the context of a scheduled formal meeting, with presentation materials, detailed budgets and follow-up as required. ETC will not provide exclusive access to ETC clients to any sponsors.

Baltimore City Code Article 8, Section 6-26, prohibits solicitation or facilitating the solicitation of a gift. An exception was enacted in 2005 to permit certain solicitations that are for the benefit of an official governmental program or activity, or a City-endorsed charitable function or activity that has been pre-approved by the Ethics Board. Ethic Regulation 96.26B sets out the standards for approval, which include the requirement that the program, function or activity to be benefited and the proposed solicitation campaign must be endorsed by the Board of Estimates or its designee.

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MBE/WBE:

Not applicable.

EMPLOY BALTIMORE (EB):

EB applicable: _____ yes; X no

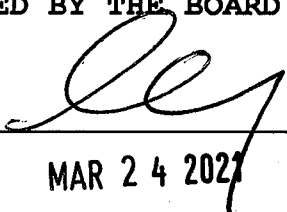
If not, why:

_____ professional service contract
_____ emergency contract
_____ contract under \$49,999.99
 X N/A

EB Certification Statement completed and returned to Agency:
_____ yes; X no

APPROVED BY THE BOARD OF ESTIMATES:

Clerk
Date


MAR 24 2021

Attachment: Governmental/ Charitable Solicitations Application

BALTIMORE CITY ETHICS BOARD
626 City Hall
Baltimore, Maryland 21202
Phone: 410-396-4730 Fax: 410-396-8483
<http://ethics.baltimorecity.gov>

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

NAME OF BENEFITTED PROGRAM / CHARITY: Emerging Technology Centers, venture of the BDC

PART A. SPONSORING AGENCY

Name Emerging Technology Centers (ETC)

Address 101 N. Haven Street, Suite 301, Baltimore MD 21224

Contact Person / Coordinator Deborah Tillett

Telephone (202) 494-4028 Email dtillett@etcbbaltimore.com

PART B. PURPOSE OF PROPOSED SOLICITATION

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

Emerging Technology Centers entrepreneurship programs including but not limited to IncubateBaltimore, AccelerateBaltimore, PioneerBaltimore, BeehiveBaltimore, and Baltimore Innovation Week.

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

The ETC supports business growth and economic development within the technology business sector by hosting small scale events; such as lunchtime working sessions or learning sessions, breakfast round tables, and tech hackathons collaborating across the city.
The sponsorship contributes toward refreshments and promotional efforts.

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: April 1, 2021

II. Proposed ending date of solicitation efforts: September 30, 2023

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

Generally the solicitations will be made by ETC Senior Staff members and they will be to certain key industry or category service providers.

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

Deborah Tillett - President & Executive Director

Valerie Ellis - Facilities Manager

Celene Monroe - Marketing & Engagement Manager

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*:

Criteria for targeting a corporate entity for solicitation will include: commitment to overall community, value to overall community, interest in entrepreneurship, and a history of providing financial and in-kind contributions to growing the business community and Baltimore's economic revitalization. The corporate entities public or private foundations may or may not be controlled donors. All potential donors, who are donors with respect to ETC, the Council, or the Board of Estimates will not be targeted or singled out in any way and will be solicited, if at all, in the same manner as all other potential donors.

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:

ETC will not provide exclusive access to ETC clients. In the event that any contributing developer, business, or other person or entity subsequently makes any proposal to or seeks any assistance from ETC, such contributions shall be disclosed to the ETC Board and, if applicable, to the Board of Estimates, the Mayor, or other City agency official. In such event, the City's ethics rules shall be followed.

PART E. PERSON RESPONSIBLE FOR CUSTODY, ACCOUNTING, AND DISTRIBUTION OF DONATIONS

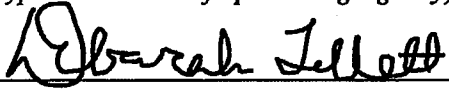
Name Deborah Tillett
Address 101 N. Haven Street, Suite 301
Baltimore, MD 21224
Telephone (202) 494-4028

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: February 3, 2021

FOR: Emerging Technology Centers
{Type/Print Name of Sponsoring Agency}

BY: 
{Signature}


Deborah Tillett, President & Executive Director
{Type/Print Name and Title}

101 N. Haven Street, Suite 301, Baltimore MD, 21224
{Type/Print Office Address}

202-494-4028
{Type/Print Office Telephone Number}

dtillett@etcbbaltimore.com
{Type/Print Email Address}

APPROVED BY THE BOARD OF ESTIMATES


Clerk MAR 24 2021 Date

PERSON RESPONSIBLE FOR CUSTODY, ACCOUNTING, AND DISTRIBUTION OF DONATIONS)

Deborah Tillett, President and Executive Director
Emerging Technology Centers
101 N. Haven Street, Suite 301
Baltimore, MD 21224
443-451-7000
dtillett@etcbaltimore.com

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

Emerging Technology Centers (ETC) will be the distributing entity. Joshua Marshall at Marshall Financial Services will oversee the accounting in accordance with managing the accounting records for the ETC. ETC Funds will be distributed by Marshall Financial Services based on prior approval from Executive Director Deborah Tillett.

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.

Funds will initially be held in a general account. If unused funds remain after all program expenses have been accounted for, the remaining amount will be transferred to a dedicated account and held for use towards the following year's program.

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

All program expenses are clearly identified and approved by Emerging Technology Centers management as they are incurred. Financial reports comparing program receipts vs. expenses are reviewed monthly. As noted in Section II, unused program funds will be transferred to a dedicated account for future use.

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.

Donations, like expenses, are clearly identified for their program use as part of normal accounting procedures. Normally unused funds will be held for future use.