

8-10-18

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 dtilet@etcbaltimore.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

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 lunch time workig sessions or learning sessions, breakfast round tables and tech hackathons collaborating across the city.
The sponsorships contribute towards 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: September 1, 2018

II. Proposed ending date of solicitation efforts: June 30, 2020

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

Vallerie Ellis - Facilities Manager

Amanda Gosling - Membership Manager

Celene Monroe - Marketing and Community Coordinator

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*:

The solicitations will be to industry service providers for specific events.

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:

The solicitations are expressly for on and only one event and for the sole purpose of advancing knowledge for private sector companies that are associated with the ETC.

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: July 23, 2018

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

BY: 
{Signature}

Jeffrey P. Pillas, Treasurer
{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@etcbaltimore.com
{Type/Print Email Address}



ETC.
HHC

Contact: Jeff Pillas
410-837-9305

MEMORANDUM

TO: Honorable President and Members of the Board of Estimates

FROM: William Cole, President & CEO
Baltimore Development Corporation

DATE: July 23, 2018

SUBJECT: Endorsement of Governmental/Charitable Solicitation Application

ACTION REQUESTED OF BOARD OF ESTIMATES:

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Baltimore City Ethics Board to permit the employees of the Emerging Technology Centers (ETC) to solicit funds for ETC programs. The ETC is requesting this initiative for the period of September 1, 2018 until June 30, 2020.

AMOUNT OF MONEY AND SOURCE OF FUNDS:

No general funds are involved in this transaction. Sponsorship will be solicited from Baltimore-area businesses and private foundations.

BACKGROUND/EXPLANATION:

The Emerging Technology Centers would like to create a Public Private Partnership for the purpose of supplementing the ongoing City subsidy to ETC, Baltimore's technology business incubator. 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.

Board of Estimates

ETC - Endorsement of Governmental/Charitable Solicitation

Date: July 23, 2018

Page 2

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 one and only one event and for 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 B, 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 that has been pre-approved

Board of Estimates
ETC - Endorsement of Governmental/Charitable Solicitation
Date: July 23, 2018
Page 3

by the Ethics Board. Ethic Regulation 96.36B sets out the standards for approval, which include the requirement that the program, function or activity to be benefitted and the proposed solicitation campaign must be endorsed by the Board of Estimates or its designee.

MBE/WBE:

It is a stated goal of ETC to recruit more WBE/MBE companies--and this goal will be emphasized regarding the sponsorship funding effort. Currently, ETC's portfolio of over 110 companies is made up of 40% MBE/WBE companies. Please note this statistic varies based on individual companies and their business status and ETC's variable company graduation rate which averages 25 months.

APPROVED BY THE BOARD OF ESTIMATES:

Bernice H. Taylor
Clerk

AUG 08 2018

Date