



Community Use of Public Facilities

MONTGOMERY COUNTY INTERAGENCY COORDINATING BOARD

FACILITY FEE ASSISTANCE PROGRAM (FFAP)

What is the FFAP?

The Facility Fee Assistance Program (FFAP) was created to alleviate the financial cost for some users by helping them to pay for the use of public school, libraries, or county office buildings when they are providing a service that directly benefits vulnerable or at-risk youths or limited-income individuals and families. The program is administered by the Montgomery County Office of Community Use of Public Facilities (CUPF). Since the FFAP only allows the applicant to obtain a reduction in fees for use of facilities, therefore it should not be compared to a grant, which often involves cash installments or cash payments. The FFAP does not involve any physical cash transactions.

Who can apply for a subsidy?

Nonprofit organizations (501(c) 3) or local informal charitable community groups generally considered a nonprofit by the IRS, and whose program or service's primary goal is to serve vulnerable youth or low-income individuals are encouraged to apply. If your organization's services are free or are provided at a reduced cost to some targeted populations in an economically distressed area, you should consider applying for the subsidy. Programs and activities not specially directed to benefit vulnerable youth or low-income individuals would not be eligible.

Where Can this Subsidy be used?

MCPS Schools or meeting rooms in public libraries, county office buildings (Executive and Council), Clarksburg Cottage, Regional Service Center, and District 3 Police Station, provided times are available for community use. Generally, priority is often given to areas of high need, and where the residents may have greater financial and educational challenges.

Can the FFAP be used for any activity?

The FFAP is a subsidy or fee reduction assistance that must be used for programs that directly serve or benefit vulnerable youths or low-income individuals in spaces scheduled by CUPF. Please note the FFAP cannot be used to conduct fundraising events. Some of the programs the FFAP has helped in the past have included food and toys distributions, English language acquisition classes, educational programs, youth development, job services, and skills enhancements. The subsidy may not be used for programs or events that benefit an organization or its members.

What is the maximum of fee reduction can I get?

It's all contingent upon funding availability, as the facilities fees for the qualified user can be reduced by up to \$5,400 for FY18. Participating organizations may be required to pay a portion of the facility charges, and the unused portion of a subsidy cannot be transferred to another program not covered in the initial award.

How do I apply for the subsidy?

After reviewing the criteria for eligibility, please complete the online request form available at: <http://www.montgomerycountymd.gov/CUPF>. Click on the Programs tab, then select the FFAP from the drop-down box. You may submit the form either online or at the address below:

Office of Community Use of Public Facilities - Attn: Subsidy Program

CUPF@montgomerycountymd.gov

FFAP Lines: 240-777-2718 or 240-777-2703

255 Rockville Pike, Suite 201 - Rockville, MD 20850

CUPF's Main line: 240-777-2725 – for after-hours problems, call 240-490-2873