

INTRODUCTION

MEMORANDUM

October 2, 2009

TO: County Council

FROM: Linda McMillan, Senior Legislative Analyst *gome*

SUBJECT: **Introduction:** Resolution to Approve FY 2011 Council Grants Process

Attached at © 1-3 is a Council staff drafted resolution outlining the FY 2011 Council Grants process. The resolution follows the same process used in FY 2010. Dates have been changed to be appropriate for the FY 2011 budget cycle and language has been added to clarify that recommendations from the Council Grants Manager are a part of the process.

For FY 2010, the Council stated that, given the very difficult economic time for many of our residents, the Council was particularly interested in proposals that provide emergency and other assistance to the neediest members of our community. This information was included in the outreach materials provided to those applying for a Council Grant. Council staff will continue to include such direction in the FY 2011 information unless the Council wishes to amend this policy statement.

This resolution is scheduled for action as a part of the October 13, 2009 consent calendar.

<u>Attached</u>	<u>Circle</u>
Draft approval resolution	1-3
Frequently Asked Questions – Council Grants	4-5
FY 2010 Council Grants application and evaluation information	6-18

Resolution No.: _____
Introduced: _____
Adopted: _____

COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND

By: County Council

Subject: **County Council's FY 2011 Process for Grant Proposals from Non-Profit Agencies**

Background

1. For the past five years, the Council has adopted resolutions to guide the Council's internal process for reviewing applications and awarding funds. In each year, the Council held a community grants forum; solicited applications for grants; required all organizations to submit a Council Grant application form by a stated deadline; convened a Grants Advisory Group to provide non-binding comments on grant proposals; received recommendations from the Council Grants Manager, and made final funding decisions.

Action

The County Council for Montgomery County, Maryland approves the following resolution:

1. The County Council affirms that partnerships with the non-profit community are critical to meeting community needs. These partnerships may come through competitive contracts and non-competitive contracts, and from proposals made directly from non-profit agencies to the County Executive or Council.
2. For FY 2011, the Council will continue to have a Council Grants process that will require non-profit agencies seeking funds to submit a Council Grant application form or other acceptable form (such as a Community Services Grant application). The application will be posted on the Council's website by December 15, 2009. The deadline for applications will be February 1, 2010. No applications will be accepted beyond this date. While the Council is not interested in a burdensome application process, a common requirement for information enhances the Council's decision process and improves the County's accountability to taxpayers.

3. The Council will reach out to non-profit agencies through existing mailing lists, the media, and with a grant application workshop in order to facilitate an open and fair process. This effort will inform non-profit agencies about what they may seek funds for and what the requirements are to receive County funds through a non-competitive contract.
4. The Council is not placing limits on the amount that non-profit agencies may request or the number of applications submitted. Applications may be submitted for capital or operating funds.
5. The Council will convene a Grants Advisory Group as a part of the FY 2011 process. The Grants Advisory Group will be asked to categorize and evaluate the applications. The Council will provide information on the evaluation criteria in the Council Grant application. The Grants Advisory Group will evaluate County Executive-recommended Community Grants that have not gone through a competitive process. Grants Advisory Group members will be informed that their recommendations are advisory and final decisions are made by the Council. The Grants Advisory Group will be asked to report to the Council by April 23, 2010. Non-profit organization funding requests for County matching funds for State Bond Bills will be reviewed by Council Committees.
6. As a part of the FY 2010 process, the Council required non-profit organizations awarded funding as a Community Grant recommended by the County Executive or as a Council Grant to submit a one-page report describing the results achieved by February 1, 2010 and July 30, 2010. The Council will continue to seek ways for the County to better evaluate outcomes, including outcomes from programs and services provided by the non-profit sector. For FY 2011, the Council will also require non-profit organizations awarded funds to submit semi-annual reports. The Council requests the Grants Advisory Group to review the February 2010 reports for any programs that seek continued funding for FY 2011.
7. Non-profit agencies seeking funds for arts and humanities should apply directly to the Arts and Humanities Council, and those seeking funds for literacy, including ESOL, should apply directly to MCAEL, the Montgomery Coalition for Adult English Literacy. If any Council Grant applications fall into these categories, the Council will forward them to the appropriate organization; such applications will not be reviewed by the Grants Advisory Group. The Council will make final funding decisions for the Arts and Humanities Council and MCAEL as a part of its overall budget process. For FY 2011, the Council intends that grant awards to community-based non-profits for arts and humanities or literacy and ESOL programs will be made through grant programs administered by the Arts and Humanities Council and MCAEL respectively.

8. The Grants Advisory Group, Arts and Humanities Council, MCAEL, the Council Grants Manager, Council Committees, and the Council will make interim recommendations at various stages of the application review process. However, funding decisions are not final until the Council has completed its deliberations, reconciled expenditures and revenues, and taken action on the County Government's operating budget at the end of May.

This is a correct copy of Council action.

Linda M. Lauer, Clerk of the Council

FREQUENTLY ASKED QUESTIONS ABOUT THE MONTGOMERY COUNTY COUNCIL NONPROFIT GRANT PROCESS

What is the Purpose of the Council's Grants Process?

The Montgomery County Council believes that strong partnerships with nonprofit organizations are critical to meeting County objectives. Accordingly, the Council will consider funding programs and projects that advance the County's services, goals, and objectives in areas such as the following: health and human services, community development, education, recreation, and economic development.

Organizations interested in applying for arts and humanities grants should contact grants@creativemoco.com.

Organizations interested in applying for adult literacy or ESOL grants should contact rglass@mcael.org.

Who is Eligible to Apply?

Any organization, institution or association incorporated as a private, not-for-profit organization designated under 501 (c) (3) of the Internal Revenue Service that provides services or activities in Montgomery County is eligible to apply.

Grants will be awarded for projects in Montgomery County only. Organizations must provide service or activities for Montgomery County residents. Organization headquarters can be outside of Montgomery County as long as the organization demonstrates that the activities and services supported by grant funds benefit Montgomery County residents.

How Do I Apply?

Organizations interested in applying for a Council grant may access the application on the Council's web site at: www.montgomerycountymd.gov/council **on or about December 15**. If you do not have access to the Internet, you may call 240-777-7924 and an application will be sent to you in the mail. In December, you may also pick up an application at Legislative Information Services at the Council Office Building, fifth floor, 100 Maryland Avenue in Rockville.

What is the Deadline for Applications?

The application deadline is generally February 1. The exact date may vary slightly each year so be sure to check the Council Grant Application. They must be received in Council offices by that time in order to be considered for funding. Please note that no applications will be accepted after the deadline.

What is the Review Process?

The Council has appointed a community Grants Advisory Group to review and evaluate applications. Applicants may be asked to respond to questions from the Grants Advisory Group in a brief question and answer session. These sessions are tentatively planned to occur in March. Applicants will be contacted with additional information on the Question and Answer sessions.

The Grants Advisory Group will base their evaluations on the following criteria established by the County Council: cost-benefit; public benefit; strength of organization and strength of proposal. Additional detail on the evaluation criteria is contained in the Grant Application.

The Grants Advisory Group is scheduled to issue a written report to the County Council by late April. The report will be available on the Council's web site and will contain one-page evaluations of each grant

application reviewed by the Grants Advisory Group. This written report will not contain scorings or rankings of applications.

In early May, the Council's Grants Manager will provide recommendations regarding funding of grant applications. Further detail will be provided later in the spring. In late May, the County Council will make funding decisions as part of the County Operating Budget. Funding for any selected proposals will only be available after July 1, and after execution of a contract with Montgomery County Government.

Is There a Maximum Grant Amount?

The Council has not set a limit on the amount of funding an applicant can request. However, for the last two years, approximately 75%-80% of the proposals funded by the Council through its grants review process were \$50,000 or less.

Is There a Limit on the Number of Grant Proposals from an Organization?

The Council has not set a limit on the number of proposals from a single organization.

Is There a Restriction on the Types of Activities or Requests That Can Be Funded?

Generally not. In addition to program-related requests, the Council has funded capital equipment purchases, administrative support, staff training, and other "overhead" type requests. They must be specifically described and identified for a specific purpose. It is important to keep in mind that funds are for one year only. For the most recent grant cycle completed in May, due to the very difficult economic times for many of our residents, the Council indicated it was particularly interested in proposals that provide emergency and other assistance to the neediest members of our community.

Is there an overall amount of funding available for Council grants?

For the past two years the Council has set an overall 'target' for funding of Council and Executive grants in the range of \$4.7-\$5 million. However, final decisions are made by the Council as part of its actions on the operating budget and may vary from the target. In May, 2009, the Council approved \$1.8 million in Council grants and \$2.5 million in Executive grants.

Who Do I Contact if I Have Questions?

Questions concerning grant applications should be directed to _____ Council Grants Manager at 240-777-7924 or council.grants@montgomerycountymd.gov. General information about the Council Grants Process can also be found on the County Council's web page at www.montgomerycountymd.gov/Council. See the link on the main page, Council Grant Information.

F:\Community Grants\FY10 Grants Information\Funding Expo FREQUENTLY ASKED QUESTIONS.doc

MONTGOMERY COUNTY COUNCIL

FY 2010 Council Grant Application

The Montgomery County Council believes that a strong partnership with nonprofit organizations is critical to meeting the needs of County residents. Nonprofit organizations wishing to request funding through the County Council's grants process must submit a grant application for each funding request. The Council's grant application and attachments are described below.

Note: If you have applied for a FY 2010 Community Development Block Grant (CDBG), or Community Service Grant (CSG), you may also wish to submit that request through the Council grants process in the event the Executive does not recommend your CDBG or CSG request for funding. You may submit that application with required copies to the Council. You do not need to complete a separate Council grant application, although please do complete page 5 of the Council grant application and please respond to any of the questions on pages 6-7 that are not included in your CDBG/CSG application, particularly questions 7-14.

The deadline for applications is 4:00 p.m. Friday, January 30, 2009.

I. PURPOSE

The Council will fund projects that advance the County's services, goals and objectives in areas such as the following: community development, economic development, education, health and human services, and recreation.

For FY 2010 the Council is particularly interested in proposals that provide emergency and other assistance to the neediest members of our community.

If you are interested in applying for an arts and humanities grant, please contact Ms. Fran Abrams of the Arts and Humanities Council at 301 565-3805 or grants@creativemoco.com.

If you are interested in applying for an adult literacy or ESOL grant, please contact Ms. Debbie Bhattacharyya, Montgomery Coalition for Adult English Literacy at 240-514-2354 or dbhatt@mcael.org.

II. ELIGIBILITY

Any organization, institution or association incorporated as a private, not-for-profit organization designated under 501 (c)(3) of the Internal Revenue Service that provides services or activities in Montgomery County is eligible to apply.

An organization may seek funding from the Council regardless of whether it has previously applied for County grant funds from programs such as the Community Development Block Grant or Community Services Grant programs.

All funded projects must begin and be completed between July 1, 2009 and

June 30, 2010. Grant funds are allocated to an organization through a sole-source contract in the form of a reimbursement, only after the organization provides documentation verifying that it has purchased the items or provided the services delineated in the grant award. **The goods should not be purchased or services provided prior to the execution of the contract with the County and please note that contracts typically take 60-120 days after July 1, 2009 to execute.**

Funds to apply to prior year deficits will not be considered eligible under this grants program.

III. DEADLINE AND CALENDAR

- A. **Deadline for application is 4:00 p.m. Friday, January 30, 2009.**
- B. **Applications may be hand-delivered or sent by postal mail.** Hand-deliver or mail applications to the Legislative Information Services Office of the Montgomery County Council, 100 Maryland Avenue, 5th floor, Rockville, Maryland 20850. **Organizations must submit five complete copies of each application.** Applications should be stapled or clipped but not bound.

IV. APPLICATION and FUNDING

- A. Applications must be typed and submitted on the appropriate forms with the required attachments.
- B. Inclusion of in-kind services and or matching funds from other non-County sources are encouraged, but not required. These services or matching funds may be defined as any resources that expand the impact of the grant funds.
- C. Required information includes:
 - 1. Proof of applicant's not-for-profit and incorporation status (See Page 9 for detailed requirements)
 - 2. Financial statement for applicant's last complete fiscal year.
 - 3. Complete budget for applicant's current fiscal year (total organization budget). Include organization's major sources of funding, specified as a percentage of the total budget. (for example, private donations, 50%; Montgomery County government, 30%; private foundations, 20%)
 - 4. Salaries and positions of any of organization's employees earning \$100,000 or more.
 - 5. Current list of applicant's Board of Directors.
 - 6. Lease or letter from facility owner if proposal is for a renovation project.
- D. For capital items, narrative should clearly list all proposed items/services to be purchased, explain nature and purpose of items/services, and provide brief explanation of how purchase will contribute to County objectives.

V. SUPPORT RESTRICTIONS

Grants will be awarded for projects in Montgomery County only. Organizations must provide service or activities for Montgomery County residents. Organization headquarters can be outside of Montgomery County as long as the organization demonstrates that the activities and services supported by grant funds benefit Montgomery County residents.

VI. REVIEW PROCESS

Applications will be reviewed by Council staff for any missing information. Applications will also be reviewed by a Grants Advisory Group appointed by the County Council. Applicants may be asked to respond to questions from the Grants Advisory Group in a brief question and answer session. The Grants Advisory Group will provide the County Council with a report by April 24, 2009 that will include comments on all grant applications based on the following evaluation criteria established by the Council: cost-benefit, public benefit, strength of organization, and strength of proposal. Additional detail on evaluation criteria is contained in Appendix I.

VII. GRANT CONTRACT

A. Grantees will be required to:

1. Sign a contract detailing terms with Montgomery County. Please note that contractors must have insurance specified by the County.
2. Assure the County that they intend to comply with Title VII of the Civil Rights Act of 1964, indicating that no person will be excluded from participation or be denied the benefits of any program, activity or service on the basis of race, sex, sexual preference, color, religion, ancestry, age, national origin or handicap.
3. Acknowledgement must be given to Montgomery County Government in all publicity and in all promotional or informational materials used in connection with the funded project, i.e., programs, handbills, posters, radio and TV spots.
4. Submit one-page summaries to the County by January 15, 2010 and July 15, 2010 describing the results achieved with the funds awarded. (This is in addition to any other reports required by the contract)
5. If grant is awarded for the purchase of an item(s), the organization must assure item(s) will be used solely for purpose outlined in application for a period up to two years after grant. If the organization does not comply, all items will be returned to Montgomery County.

- B. The County must be made aware of outstanding grant applications currently under consideration or recent awards in connection with the same or similar project.**

VIII. OTHER INFORMATION

- A. Questions concerning grant applications should be directed to Peggy Fitzgerald-Bare, Council Grants Manager at 240-777-7924 or council.grants@montgomerycountymd.gov
- B. Grant applications will be reviewed and grants announced by June 1, 2009.
- C. Grant funds will be disseminated consistent with the terms of the contract. No funds will be available prior to July 1, 2009. If your agency is funded, you are not permitted to be reimbursed for purchases made prior to July 1, 2009, even if those items are consistent with requests made in your organization's grant application. **The grantee should not deliver any services or purchase any goods prior to the execution of the contract with the County, and receipt of a valid Purchase Order. Due to the nature of contracting with the County, the receipt of the Purchase Order will occur sometime after July 1, 2009.**

MONTGOMERY COUNTY COUNCIL
FY 2010 Council Grant Application

APPLICANT/AGENCY INFORMATION:

A. Organization/Agency Name: _____
Street Address: _____
City, State, Zip: _____
Telephone Number(s): _____
Fax Number(s): _____
Executive Director/CEO: _____
Contact person if different from Executive Director: _____
Email address for Director and/or Contact: _____
Website address (URL) for organization: _____

B. Amount Requested: _____

C. Please check one of the following in each of the 3 categories below: Your response to these questions is for information and categorization purposes only.

Non-Profit agency:

_____ Non-profit agency incorporated year 2000 or later

_____ Non-profit agency incorporated prior to year 2000

Purpose of funding request:

_____ Requesting operating funds

_____ Requesting capital funds

Type of activity to be funded:

_____ Community Development

_____ Economic Development

_____ Health, Behavioral Health

_____ Services to Older Adults, People with Disabilities

_____ Services to Children, Families (includes early childhood programs)

_____ Basic Needs, Emergency Services, Housing-related Services

_____ Youth Development Services (includes out-of-school time programs such as tutoring, mentoring, academic enrichment, recreation, and gang prevention programs)

_____ Other: Please specify _____

D. Give a brief summary of your application in the space below:

Signature

Date

APPLICATION NARRATIVE

Please answer in no more than 5 single-spaced, typed pages using 12 point font. If any questions do not apply to your proposal, indicate not applicable.

Agency information

1. Briefly describe the mission of your agency and the programs and service of your agency which support this mission. Please describe how your agency and services fit into the overall priorities for Montgomery County. (Please do not include attachments, annual reports or other supplemental documents.)
2. Describe how these grant funds will be used in collaboration with other agencies, if appropriate.

Project Description

3. Specifically describe the project for which these grant funds will be used. Clearly list all proposed items/services to be purchased, explain nature and purpose of items/services. Provide a timeline for when services will be provided.
4. Describe how this proposal improves or creates access for the population you wish to serve. Include any barriers to service delivery and how you propose to overcome them.
5. Provide information about the number of proposed staff and volunteers and their qualifications.
6. What innovative features, if any, are associated with the use of these funds?

Outcome Measurement

7. Specifically describe the outcomes that will result from the expenditure of these grant funds. What specifically do you want to achieve? Please include information on the numbers of persons to be served and any characteristics of the targeted population (e.g. low-income, frail elderly)
8. Describe the internal mechanisms for measuring outcomes. How will you measure whether you are successful?
9. If you are requesting funds for an existing program, indicate how long it has been in operation and describe results/outcomes achieved to date. Has the program achieved the goals you established for it?
10. If you are requesting funds for a new program, provide information on success of program in other jurisdictions, evidence of best practices, etc.

Project Budget

11. How does this grant request fit into your overall agency budget? In particular, please briefly describe any new actions your organization is taking as a result of funding challenges from the current difficult economic climate, for example, sharing expenses or resources with other organizations, program efficiencies, etc.

If your grant request is decreased, how will you accommodate this decrease to accomplish what you intend to do as described in Question 3? Is there a minimum County funding amount needed in order to accomplish your proposal? What is the per unit cost of the service or activity (grant request divided by number of individuals served)?

12. If this is not a new project, list any County funding previously received for this project. Please indicate the amount of funding in each prior year. (Does not count toward 5 page limit)
13. List all County funding awarded to your agency within the past five years. Please indicate the amount of funding in each prior year. (Does not count toward 5 page limit)
14. Will this project be completed by the end of FY 10 or is it expected to continue into future years? If the project is expected to continue, what is the plan to sustain the effort with other funding sources?

PROJECT BUDGET

The following budget information pertains to only the project for which you are requesting funds. This should not be your organization's total operational budget. Please separately identify each staff position for which you are requesting funding along with a per hour cost for each. Identify major categories of any operating expenses for which you are requesting funding, for example, rent, utilities, insurance, printing, supplies, etc. Operating and capital items should be listed by the number, type and unit cost. Renovation plans should be separately attached. Identify any non county funding sources specifically received for the project, if applicable.

<u>Items</u>	<u>Requested Grant Funds for this Item</u>	<u>Organization's Funds for this Item (If Applicable)</u>	<u>Total</u>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Total Amount Requested: \$ _____

ATTACHMENTS – ORGANIZATIONS

1. Proof of applicant's incorporation status issued by the State Department of Assessment and Taxation. This proof will consist of the following:
 - a. Articles of Incorporation-applicant must submit a copy of this legal document, signed and dated by the State Department of Assessments and Taxation.
 - b. Articles of Amendment-if applicant is not currently using the legal name listed in the Articles of Incorporation, applicant must also submit the Articles of Amendment which show the current legal name. This legal document must be signed and dated by the State Department of Assessments and Taxation.
2. Proof of applicant's not-for-profit status issued by the Internal Revenue Service, Department of the Treasury.
3. Financial statement for applicant's last complete fiscal year.
4. Complete budget for applicant's current fiscal year (total organization budget). Include organization's major sources of funding, specified as a percentage of the total budget. (for example, private donations, 50%; Montgomery County government, 30%; private foundations, 20%)
5. Salaries and positions of any of applicant's employees earning \$100,000 or more.
6. Current list of applicant's Officers and Board.
7. Copy of the lease or letter from the owner of the facility approving any renovation project (if applicable).

ASSURANCES

If the grant is awarded, the applicant assures that:

1. The applicant will administer funds.
3. Funds received will be used solely for the documented activities and that those activities are of a one-time-only nature.
4. The applicant has read and will conform to the program guidelines and any other conditions imposed by the County in connection with the grant.
5. The applicant organization intends to comply with the Title VII of the Civil Rights Act of 1964, indicating that no person will be excluded from participation or be denied the benefits of any program, activity or service on the basis of race, sex, sexual preference, color, religion, ancestry, age, national origin, or handicap. The

applicant further agrees to make every attempt to ensure that the program is accessible to persons with disabilities.

6. The filing of this application is made by the undersigned individual, officially authorized to represent the applicant organization by its governing board.

Signature of Person Completing Application:

Date

Typed Name and Title

Appendix I
Fiscal Year 2010 Montgomery County Council Grant Application
Evaluation Criteria and Supporting Questions

Cost-benefit analysis

- a. What is the per unit cost of the service or activity?
- b. What is the impact on the recipient relative to the cost?

Public benefit

- a. Is the need clearly identified and demonstrated?
- b. Is the target population clearly described and well served by this proposal?
- c. Is there justification for the program?

Strength of organization

- a. How long have these services been delivered by this agency and for how long has this program been receiving public funds?
- b. What is the number of volunteers and staff involved in the program? Does the proposal describe principal staff assigned to the program and their qualifications? Do they have experience and expertise relative to the proposed project?
- c. What other partner organizations is the applicant working with to address the needs of those served?
- d. Has the organization leveraged other non-county government funding for the proposal or other programs?
- e. Based on the budgetary information, does the organization have the capacity to carry out the proposed program, particularly with the severe downturn in the economy?

Strength of proposal

- a. Does the proposal clearly describe what the project proposes to do and what recipients will get out of it?
- b. Does it reflect an understanding of potential barriers to effective implementation of the program and the plan to address the barriers?
- c. Does the proposal outline the anticipated outcomes of the program and are the outcomes measurable and relevant?
- d. Does the proposal discuss the activities and timeline to achieve the anticipated outcome?
- e. If the proposal requests funds for an existing program, does it describe the results/outcomes achieved to date? Evaluate the results achieved to date.
- f. If the proposal requests funds for a new program, does it provide information on success of program in other jurisdictions, evidence of best practices, etc.?
- g. Are there specific plans for integration/coordination with other existing nonprofit organizations and County services?
- h. Does the proposal contain a sufficiently detailed program budget to be able to assess whether project budget is in line with proposed project?
- i. Does the proposal address plans for continuing support after the grant ends and the availability of other resources?
- j. Are there any major concerns with the budget?

Dear Community Partner:

The Montgomery County Council believes that a strong partnership with nonprofit organizations is critical to meeting County objectives and the needs of our residents. Accordingly, on October 14, 2008 the Council adopted a Resolution which again this year provides for a formal application process for nonprofit organizations to submit Fiscal Year 2010 funding requests to the County Council. On December 9, the County Council appointed a Grants Advisory Group to review applications and directed staff to post the grant application and directions on the County Council's web site.

The Council will accept applications for programs and projects that advance the County's services, goals, and objectives in areas such as the following: community development, economic development, education, health and human services, and recreation. In these very difficult economic times for many of our residents, the Council is particularly interested in proposals that provide emergency and other assistance to the neediest members of our community.

Organizations interested in applying for a FY2010 Council grant may access the application on the Council's web site at: www.montgomerycountymd.gov/council. If you do not have access to the Internet, you may call 240-777-7924 and an application will be sent to you in the mail. You may also pick up an application at Legislative Information Services at the Council Office Building, fifth floor, 100 Maryland Avenue in Rockville. Please be sure to use the Fiscal Year 2010 application as it contains some additional required information.

If you have applied for a FY2010 Community Development Block Grant (CDBG) or Community Service Grant (CSG), you may also apply for a Council grant, in the event the Executive does not recommend your organization for funding. You may submit applications from those grant programs along with required copies to the Council. You do not need to complete a separate Council grant application, although you will need to complete page 5 of the Council application, and respond to any of the questions on pages 6-7 that are not included in your CDBG/CSG application, particularly questions 7-14.

Important dates to remember:

- **January 14, 2009, 7:00-9 p.m.** – there will be a grants workshop in the Third Floor Hearing Room at the Council Office Building for anyone interested in learning more about the grants process. I will be there, along with Council staff who will be there to answer your questions and provide further information.
- **January 30, 2009, 4 p.m.** - is the deadline for applications. They must be received in Council offices by that time in order to be considered for funding. Please note that no applications will be accepted after that date.
- **February – March** – Grants Advisory Group will review and evaluate applications.

- **April 24** - the Grants Advisory Group is scheduled to issue its report.
- **Mid-Late May** - the County Council will make funding decisions as part of the FY2010 Operating Budget. Proposals that are selected for funding will be effective **July 1, 2009**.
- **Funds will become available approximately 60-120 days after July 1, 2009**, after execution of a required contract with Montgomery County Government that includes reporting and other requirements. The grant application provides further details.

If you have questions, please contact Peggy Fitzgerald-Bare, Council Grants Manager at council.grants@montgomerycountymd.gov or 240-777-7924.

Sincerely,

Phil Andrews
Council President