

MONTGOMERY COUNTY

FY 2017 Community Grant Application

General Instructions

The Montgomery County government 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's Community Grants process (County Council or County Executive) must submit a grant application for each funding request. The grants are for one year only, although organizations may reapply in subsequent years.

Important Notes:

- **For FY 2017, all Council and County Executive Grant applications must be submitted through the Online Grants Portal:**

www.MCMDgrants.fluidreview.com

- Should you require assistance, please email:
 - Joan Schaffer, Council Grants Manager at Council.Grants@MontgomeryCountyMD.Gov

Or

- Jed Millard at ExecGrants@MontgomeryCountyMD.Gov
- **The deadline for receipt of all applications is 4:00 p.m. Tuesday, January 13, 2016. *No applications will be accepted after that date.***
- **Workshops for potential grant applicants will be held December 8, 9 and 10, 2015.**
 - Tuesday, December 8
2:00 PM at the Upcounty Regional Services Center located at 12900 Middlebrook Road in Germantown
 - Wednesday, December 9
7:00PM in the 3rd Floor Council Hearing Room of the Council Office Building located at 100 Monroe Street, 3rd Floor in Rockville
 - Thursday December 10:
10:00AM at the White Oak Community Center located at 1700 April Drive in Silver Spring

The content of all workshops will be the same and will cover both Council and Executive Grants. You do not have to pre-register to attend.

- You may apply for more than one grant, but you must submit a separate application for each program you for which you desire funding.
- For each program application, you can apply to the County Council, the County Executive or both. While County Executive and County Council grants use the same application process, if you are applying for both types of grants, you must complete a separate application for each.
- If you have applied for a FY 2017 Community Development Block Grant (CDBG) or Community Service Grant (CSG), you may also wish to submit your application through the Council grants process in case the Executive does not recommend your request for funding.
 - **CDBG or CSG:** Please note, unlike in prior years, you will be required to submit your request using the online Council Grants application, found at www.MCMDgrants.fluidreview.com
- If you are interested in applying for an **arts and humanities grant**, please contact the Arts and Humanities Council at 301-565-3805 or visit their web site for information on grants at: www.creativemoco.com/grants.
- If you are interested in applying for an **adult literacy or ESOL grant**, please contact Ms. Kathy Stevens, Montgomery Coalition for Adult English Literacy at 301-881-1136 or kstevens@mcael.org. The web site address is www.mcael.org.
- Also, please note that applications for Community Grants are subject to the Maryland Public Information Act (MPIA) (found at Md. Code Ann., State Gov't, 10-611-628) and the County must comply with the disclosure requirements of the MPIA when a request for documents is received.

I. APPLICATION DEADLINE

Deadline for receipt of applications is 4:00 p.m. Tuesday, January 13, 2016.

II. HOW TO APPLY (Application Process)

Applications must be submitted through the online portal: www.MCMDgrants.fluidreview.com. Please be sure to include your organization's name on each of the attachments.

You will be asked to supply a name for each application submitted. We recommend including CC (County Council) or CE (County Executive) in the

name of each application to make it easier for you to rapidly identify each application.

More detailed instructions are included on the portal as part of the actual application.

III. COUNTY EXECUTIVE APPLICATION REVIEW PROCESS

After review by Executive staff, the County Executive will include a number of grants that successfully address his key priorities in the budget he recommends to the Council on March 15, 2016. At that time, applicants will have a very brief period to ensure that they have submitted necessary documentation for Council review. This documentation includes:

- Proof of Legal Name – Articles of Incorporation
- An IRS 501(c)3 determination letter
- Proof of Good Standing with the Maryland Department of Assessments and Taxation
- Organizational Income Statement and Balance Sheet
- Organizational Budget
- A list of county-provided funding received by the organization in the past three years
- A listing of the organization's Board of Directors with information about the Board Treasurer and Board financial support
- A list of staff members earning over \$100,000/year

If you have already submitted an application to the County Council, these documents will already be on file.

Once all information is received, the application will go through the Council Application review process described below.

IV. COUNCIL APPLICATION REVIEW PROCESS

Upon receipt, Council Staff will review all applications 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 29, 2016 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 at the end of this document.

The Council Grants Manager will provide preliminary funding recommendations to the County Council after issuance of the Grants Advisory Group Report.

The County Council will make final funding decisions on Council and Executive Grants as part of its action on the County Government's operating budget in May.

Grants approved for funding by the County Council will be announced by June 1, 2016.

V. FUNDING IMPLEMENTATION PROCESS

A. 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. (Some advance payment is permitted for certain contracts that are \$25,999 or less). No goods may be purchased nor services provided prior to the execution of a contract with the County and receipt of a valid Purchase Order. Please note: Contracts typically take 60-120 days after July 1, 2016 to execute.

B. No funds will be available prior to July 1, 2016. If an organization is funded, it is not permitted to be reimbursed for purchases made prior to July 1, 2016 or receipt of a valid purchase order, which ever is later, even if those items are consistent with requests made in the organization's grant application. Grant funds awarded under this grant program may not be used to reduce prior year deficits.

C. In addition to the required attachments for this grant application, organizations awarded funding will typically have to provide the following documentation in order to execute a contract with Montgomery County:

- Detailed Scope of Services and Budget
- Insurance certification
- W-9
- Most recent IRS 990
- Registration with the Montgomery County Central Vendor Registration System (CVRS) if the organization is not already registered
- Proof that the organization is *In Good Standing* with the Maryland State Department of Assessments and Taxation (SDAT) at the time of contract Execution
- Where appropriate, information about background checks conducted for staff and volunteers

D. Other requirements for organizations awarded funding:

- 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.
- Acknowledge the Montgomery County Government in all publicity and in all promotional or informational materials used in connection with the funded project, e.g., programs, handbills, posters, radio, TV spots, and other media communications.
- Submit semi-annual progress reports to the County by January 31, 2017 and July 31, 2017 describing the results achieved with the funds awarded. (This is in addition to any other reports required by the contract). These semi-annual reports will be submitted through the grants portal and will ask for progress against objectives outlined in your proposal.
- If funding is awarded for the purchase of an item or items, the organization must assure that for a period of two years after the grant award, those items will be used solely for the purpose outlined in the application. If the organization does not comply, all items will be returned to Montgomery County.

**Fiscal Year 2017 Montgomery County Council
Grant Application Evaluation Criteria and Supporting Questions**

Cost-benefit analysis

- a. What is the cost of the service or activity and number of recipients?
- 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 received public funds?
- b. What efforts have been made to recruit/utilize volunteers in the program and/or leverage community resources?
- c. What other partner organizations is the applicant working with to address the needs of those served?
- d. Has the organization substantially leveraged other non-county government funding for the proposal or other programs? If the organization is asking for the majority of its funding through the County, has it provided a compelling rationale for its reliance on County funding? Does the organization's financial statement show a diversity of funding sources?
- e. Does the organization's financial statement indicate actual revenues and expenditures were in line with budgeted projections?
- f. Based on the budgetary information, does the organization have the capacity to carry out the proposed program?

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 the proposal outline the anticipated outcomes of the program and are the outcomes measurable and relevant?
- c. If the proposal requests funds for an existing program, does it describe the results/outcomes achieved to date? Evaluate the results achieved to date.
- d. 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.?
- e. Are there specific plans for integration/coordination with other existing nonprofit organizations and County services?
- f. Does the proposal contain a sufficiently detailed program budget to be able to assess whether project budget is in line with proposed project?
- g. Does the proposal address plans for continuing support after the grant ends and the availability of other resources?
- h. Are there any major concerns with the budget?