

MONTGOMERY COUNTY COUNCIL

FY 2011 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. The grants are for one year only, although organizations may reapply in subsequent years.

Note: If you have applied for a FY 2011 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 29, 2010. No applications will be accepted after that date.

A workshop for potential grant applicants will be held on January 13, 2010, 7 p.m., Council Third Floor Hearing Room, 100 Maryland Ave. Rockville, MD.

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 2011 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 or Ms. Michelle Grove 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. Heather Ritchie, Montgomery Coalition for Adult English Literacy at 301-881-3177 or hritchie@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.

Grants will be awarded for projects in Montgomery County only. Organizations must provide service or activities for Montgomery County residents in Montgomery County. 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.

III. DEADLINE AND CALENDAR

- A. **Deadline for applications is 4:00 p.m. Friday, January 29, 2010.**
- 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 copies of each application (original and 4 copies).** Applications should be stapled or clipped but not bound.

IV. APPLICATION and FUNDING

- A. Checklist of Required Information (Please be sure all of the following information is included in your application):
 - ☐ 1. Application Cover Page (See page 5)
 - ☐ 2. Application Narrative (See pages 6-7, Questions 1-14 and answer in no more than 5 single-spaced pages, using 12 point font)
 - ☐ 3. Project Budget (See page 8)
 - ☐ 4. Proof of applicant's not-for-profit and incorporation status (See page 9 for detailed requirements)
 - ☐ 5. Financial statement for applicant's last complete fiscal year.
 - ☐ 6. 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%)
 - ☐ 7. Salaries and positions of any of organization's employees earning \$100,000 or more. If none, indicate Not Applicable.
 - ☐ 8. Current list of applicant's Board of Directors.
 - ☐ 9. Lease or letter from facility owner if proposal is for a renovation project.
- B. Applications must be typed and submitted on the appropriate forms with the required attachments.
- C. 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, 2010 to execute.

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

V. 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 23, 2010 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. The Council Grants Manager provides interim funding recommendations after issuance of the Grants Advisory Group Report. However, the County Council makes final funding decisions on Council Grants as part of its action on the County Government's operating budget in May.

VI. 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 14, 2011 and July 15, 2011 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.

VII. 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, 2010.
- C. Grant funds will be disseminated consistent with the terms of the contract. No funds will be available prior to July 1, 2010. If your agency is funded, you are not permitted to be reimbursed for purchases made prior to July 1, 2010, 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, 2010.**

MONTGOMERY COUNTY COUNCIL
FY 2011 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 2002 or later

_____ Non-profit agency incorporated prior to year 2002

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. Please provide data and be specific. 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? 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 11 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. If none, indicate Not Applicable.
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.
2. Funds received will be used solely for the documented activities.
3. The applicant has read and will conform to the program guidelines and any other conditions imposed by the County in connection with the grant.
4. 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 2011 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?