



FY23 Nonprofit Security Grants

**Montgomery County MD
Office of Emergency Management
and Homeland Security**



MONTGOMERY COUNTY OFFICE OF EMERGENCY MANAGEMENT & HOMELAND SECURITY

<http://www.montgomerycountymd.gov/OEMHS/>





Funding Guidelines

Applicants may use funding for:

- Current security personnel or to augment current security personnel
- To pay for a security assessment or plan
- To conduct security training
- To develop and execute a security drill
- To purchase new security cameras for their facility

Funds may **not** be used for:

- Equipment purchases
- Facility upgrades
- Supplies
- Expenses incurred before the date of a signed and executed contract





Eligibility Requirements

To be eligible to receive funds, individual organizations must:

- Be an IRS registered 501(c)3, tax-exempt non-profit organization or, if a religious organization, meet the requirements of a 501(c)3. For profit businesses are not eligible for this grant.
- Be in good standing with the Maryland State Department of Assessments and Taxation.
- Be physically located in Montgomery County.
- Be a non-profit organization experiencing threats, hate crimes or at significant risk of hate crimes based on its work, community, and/or known threats to similar organizations or communities nationally.
- Submit an electronic application form with project budget by October 26, 2022. Only electronic applications will be accepted. Organizations will be notified of award decisions in early December of 2021.





Criteria and Tips for Applying

- Applicants **MUST** demonstrate how their organizations are at risk of a hate crime, not ordinary criminal activity or property crimes.
- Include specific examples of threats received via mail, phone, email, etc. or hate crimes, like vandalism. Note if those have increased recently. These are not necessary to prove need; you may reference threats or violence targeting similar organizations, your community or faith in general.
- When quantifying your organization's need, please include budget estimates.
- Please note that the application must be completed in one sitting. You may not save your information and return later.





Criteria and Tips for Applying

- It is recommended that you craft your responses in a separate document, then copy and paste them into the form when you are ready to apply.
- There is extra space at the bottom of the application for additional information.
- Once the form is submitted, it cannot be changed. If there is a problem, contact us at OEMHS.grants@montgomerycountymd.gov
- Organizations will be notified of award decisions in early December of 2022.
- Applications are subject to the Maryland Public Information Act (MPIA) and the County must comply with the MPIA disclosure requirements when a request for documents is received.





Grant Terms and Conditions

- Funds ***must be used within one year of the date of execution of a contract*** and cannot be used for expenses outside of these dates.
- The County cannot reimburse for expenses incurred before the date of a signed and executed contract.
- This is a one-time program for security personnel, planning, training or security cameras.
- Organizations may request further grants through the standard County grants processes. Information and deadlines for FY23 are available at <https://mcmdgrants.fluidreview.com/>

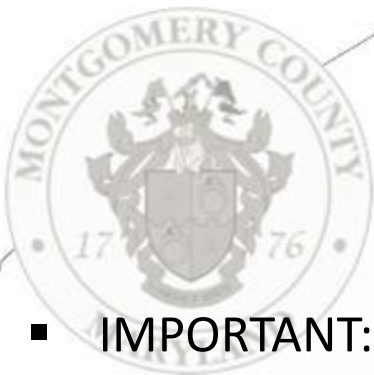




Grant Terms and Conditions

- Only one application per facility will be accepted. Organizations with more than one facility in the county may apply separately for each facility.
- Applicants may request up to a maximum of \$20,000 per facility.
- Umbrella organizations applying for grant funding on behalf of multiple organizations or institutions will be asked to provide the names of those member organizations or institutions.
- Umbrella organizations may request up to a maximum of \$100,000.
- If an individual organization applies for a grant but is also represented by an umbrella organization applying for grant funding on their behalf, funding will be limited to one grant application only.
- All eligible applications will be accepted and reviewed.





Finance and Accounting

- **IMPORTANT:** The name of your organization must precisely match the legal name used in registration as a nonprofit or religious entity with the Maryland State Department of Assessments and Taxation (SDAT) and with the County's Vendor ID system. To verify your organization's name and confirm it is in good standing, go to the SDAT Business Express site (<https://egov.maryland.gov/businessexpress/entitysearch>).
- Your organization must be considered in good standing with SDAT when applying and must maintain that status throughout the grant cycle.
- In order to apply for grant funds, your organization must be registered as a vendor with Montgomery County. You will be asked to provide the vendor ID # on the application; that number is a combination of three letters and five numbers, i.e. ABC12345. To register or to confirm your registration, please visit the Central Vendor Registration System: <https://mcipcc.net>





Finance and Accounting

- Documentation standards are very high when working with local government as we are subject to audits and must follow official procedures. Guidance will be given to recipients upon awarding of the grant. If you are unable to provide documentation of how the funds were used, your organization may be required to return the grant funds to the County.
- Payments to your vendors, staff or subcontractors must be made via payroll/direct deposit or check, with invoices and proof of payment preserved; cash payments will **NOT** be considered legitimate expenses.





Additional County Resources

- Securing Houses of Worship Trainings
- Active shooter/CRASE presentation with the Montgomery County Police Department.
For requests for the active shooter/CRASE presentation, please contact Community Engagement at MCPD_Engaged@montgomerycountymd.gov to schedule County wide
- Free security walk and consultation with Montgomery County Police Department for your facility.

For requests for a security walk-through of nonprofit facilities, please contact community service officers in the following Districts:

1D Rockville/Poolesville: 240-773-6070

2D Bethesda: 240-773-6700

3D Silver Spring: 240-773-6800

4D Wheaton/Olney: 240-773-5500

5D Germantown/Damascus: 240-773-6200

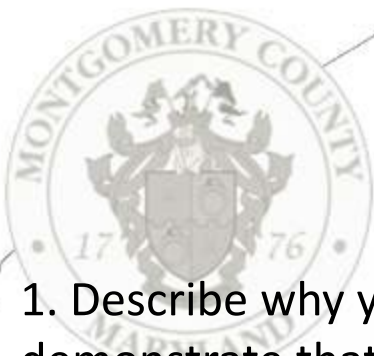
6D Gaithersburg/MVA: 240-773-5700



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Application Questions

1. Describe why your organization needs funds. Give specific examples that demonstrate that your non-profit organization is experiencing hate crimes or is at significant risk of becoming a target of hate crimes.
2. Please describe how you would use these funds and what you expect to accomplish through usage of these funds.
3. Please provide the estimated number of Montgomery County residents served by your organization. Include details like the number of residents present each day, at special events or services, etc.
4. Please provide a budget estimating how your organization will use these funds. For example, include the number of hours and estimated hourly rate if hiring security personnel or total estimate for plans, assessments, training or cameras.





Application Questions

5. What is the organization's current source of funding for security personnel and/or planning?
6. Are you an umbrella organization seeking grant funding on behalf of a larger group of organizations or facilities? If so, be prepared to include the names of the organizations you will support, as well as their tax ID info, contact information, and physical address/es.
7. Has your facility had a security assessment?
8. & 9. Has your organization had MCPD Civilian Response to Active Shooter Events (CRASE) training or OEMHS Securing Houses of Worship Training?





FAQs

1. We are registered as one nonprofit entity but have more than one site. If we wish to apply for security funding for more than one site, should we apply as an umbrella organization, or separately for each site?

You would not be considered an umbrella organization and should apply separately for funds for each facility (located at separate sites with distinct addresses), for a maximum of \$20,000 per facility.

2. Can the funds be applied retroactively for security costs or training already in progress?

No, expenses must be incurred after the date the final contract is signed and executed; any expense incurred before then or after the 12-month grant period concludes would not be eligible.

3. Do religious facilities and schools qualify for grants?

Yes, as long as they are an IRS registered 501(c)3, tax-exempt nonprofit organization located in Montgomery County or, if a religious facility, meet the requirements of a 501(c)3 and are in good standing with the State of Maryland Department of Taxation.

4. Is there a requirement for matching funds?

No, there is no requirement for matching funds.

5. Is there any weight given if we have received federal, state, or local funding?

No, but it is helpful for us to know what other sources of funding you may have and if and when that funding will end.





FAQs

6. Will applying for less than the maximum amount allowed make a difference?

No, but be frank about the true cost of your needs. If they exceed the amount allowed, include that total and explain that so we understand the true cost of the requirements.

7. Are there any additional criteria to be used in determining awards?

No, all of the criteria are detailed here. When determining awards, the reviewers will consider how to do the most good and impact the most people with the limited resources we have.

8. Can we apply for both security staffing and for development of a security plan and/or drills?

Yes, you may, but the total amount requested for your facility still cannot exceed \$20,000. It would be helpful for you to let us know if one of the requests is a higher priority and/or will serve a larger number of people.

9. How soon after the awards are announced can we expect to have a contract signed and executed?

Awards must be approved by the County Council after they are announced. We anticipate the total time from announcement to signed contract will be roughly eight weeks.

10. Who evaluates the applications and are grant requests funded at 100%?

Each application will be evaluated by three individuals with expertise in finance, grants/nonprofit management, and/or public safety. None of the applicants in the last cycle were funded at 100% of their request because the need exceeded funding, which we anticipate again this year.



FAQs

11. May we use the funds for cybersecurity training or bystander training?

No, the funds can only be utilized to train staff and residents related to hate crimes on site.

12. May we use the funds for cameras or other facility improvements, like security doors or fencing?

The funds can only be utilized to fund staffing, security drills, assessments or trainings, or in limited cases for the purchase of new security cameras (but not maintenance or service of existing cameras). Aside from cameras, no other facility upgrades or capital expenses are eligible for funding.

13. How can we schedule a free active shooter/CRASE presentation for our organization with the Montgomery County Police Department?

For requests for the active shooter/CRASE presentation, please contact Community Engagement at MCPD_Engaged@montgomerycountymd.gov to schedule County wide.

14. How can I arrange for a free security walk and consultation with County Police for our facility?

For requests for a security walk-through of non-profit facilities, please contact community service officers in the following Districts:

1D Rockville/Poolesville: 240-773-6070

2D Bethesda: 240-773-6700

3D Silver Spring: 240-773-6800

4D Wheaton/Olney: 240-773-5500

5D Germantown/Damascus: 240-773-6200

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Thank you!

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