

Resolution No.: 16-40  
Introduced: January 30, 2007  
Adopted: January 30, 2007

**COUNTY COUNCIL  
FOR MONTGOMERY COUNTY, MARYLAND**

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By: Council President George Leventhal and Vice President Marilyn Praisner

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**SUBJECT:** Amendment to Resolution 15-1688: County Council's FY 2008 Process for Grant Proposals from Non-Profit Agencies

**Background**

1. For the past two 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 County Council grant application form by a stated deadline; convened a Grants Advisory Group to provide non-binding comments on grant proposals; and made final funding decisions.
2. In July 2006, the Health and Human Services and Management and Fiscal Policy Committees met jointly to hear comments from the Grants Advisory Group and non-profit organizations regarding the FY 2007 process. During October 2006, the joint Committees held a worksession to improve the Council Grants Process for FY 2008 and to develop recommendations for the full Council. On October 31, 2006 the Council adopted resolution 15-1648 that established the guidelines for the FY08 Council grants process. On November 28, 2006 the Council adopted Resolution 15-1688 that amended the date that the application will be posted on the Council website. On December 12, 2006 the Council appointed the members of the Grants Advisory Group. On December 5, 2006 and January 25, 2007 the Health and Human Services and Management and Fiscal Policy Committees met to recommend evaluation criteria and additional guidelines for the Grants Advisory Group.

**Action**

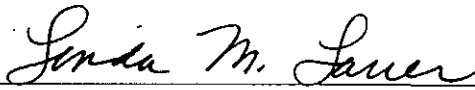
The County Council for Montgomery County, Maryland approves the following resolution:

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 County Council.

2. For FY 2008, the County Council will continue to have a grants review 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 and specific procedures were posted on the Council's website on December 15, 2006. The deadline for applications will be February 1, 2007. 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, especially emerging organizations, 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.
5. The Council will convene a Grants Advisory Group as a part of the FY 2008 process. The Grants Advisory Group will be asked to categorize and evaluate the applications according to the following criteria: cost-benefit ratio; degree and extent of public benefit; strength of organization; and strength of proposal. The Council directs the Grants Advisory Group to evaluate County Executive-recommended community grants that have not gone through a competitive process. Nonprofit organization funding requests for County matching funds for State Bond Bills will be reviewed by County Council Committees. As contained in the attached memorandum from Councilmember Trachtenberg, Chair, Management and Fiscal Policy Committee and Councilmember Leventhal, Chair, Health and Human Services Committee, the Council provides additional guidance to the Grants Advisory Group and additional information regarding the Fiscal Year 2008 Council Grants process. Grants Advisory Group members will be informed that their recommendations are advisory and final decisions are made by the County Council. The Grants Advisory Group will be asked to report to the Council by April 25, 2007.
6. 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 recommendations of the Arts and Humanities Council and MCAEL will be sent to the Council for final funding decisions.

7. The Grants Advisory Group, Arts and Humanities Council, MCAEL, 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.
8. Councilmembers, Council and Executive staff will work together over the next several months, along with nonprofit stakeholders, to develop new approaches for the Council and Executive's consideration for partnering and funding of nonprofits beginning with Fiscal Year 09. Proposals offered by Councilmembers, including those by Councilmembers Trachtenberg and Ervin should be among those considered.

This is a correct copy of Council action.



Linda M. Lauer, Clerk of the Council



MONTGOMERY COUNTY COUNCIL  
ROCKVILLE, MARYLAND

**MEMORANDUM**

January 29, 2007

TO: Councilmembers

FROM: Duchy Trachtenberg, Chair, Management and Fiscal Policy Committee *DT*  
George Leventhal, Chair, Health and Human Services Committee *GLL*

SUBJECT: FY 2008 grants process

We know that many different suggestions remain on the table for how best to evaluate grant applications from non-profit organizations. To bring closure to this issue for the FY 2008 budget process, we propose the following steps. We both have open minds as to how this process should work in FY 2009 and future years and look forward to discussing that in our joint committees after the conclusion of the FY 2008 budget.

We suggest that the Grants Advisory Group evaluate grant applications using the criteria agreed upon January 25 in our joint committee meeting (described in Peggy Fitzgerald-Bare's staff memorandum accompanying Agenda Item #9 for tomorrow's Council meeting). The group would then compose a document with a short narrative for each applying organization that would answer the questions posed in these criteria. The group's document would not rank, score or tier the applications. A list of specific committee tasks would be provided by the Grants Manager, Peggy Fitzgerald-Bare so that all review activity adheres to a uniform process.

After this document has been provided to councilmembers, our Grants Manager Peggy Fitzgerald-Bare will work with the two co-chairs of the Grants Advisory Group to develop a staff memorandum listing those grants that are most highly recommended. Peggy and the co-chairs will consult with the Grants Advisory Group to develop this staff memorandum.

At the very end of the budget process, the Council President will consult with councilmembers to develop a "President's List" of recommended grants for the Council to consider. The President's List may be informed by the recommendations in the staff

memorandum, but it is expected that the President will also use her judgment and the input of her Council colleagues in developing the list.

We believe this proposal makes full use of the time and input of the citizen volunteers and our highly experienced staff while also making it clear that final decisions will be made by elected officials.

We do not envision any further steps in the process other than those outlined above for FY 2008. At this time, we will not request participation of executive branch representatives in the Grants Advisory Group or wait for the County Executive to submit a supplemental appropriation in FY 2008.

We are available for any questions or comments and anticipate moving forward on this very critical process.