

**Washington County Gaming Commission Grant
Application Instructions and Check List
2021 Funding Cycle
Office of Grant Management
100 W. Washington Street, Room 2200
Hagerstown, MD 21740
240-313-2040**

Please refer to the following instructions and check list when completing your Gaming Commission grant application to ensure your application is complete and submitted in the required format. The Gaming Commission may elect to not consider any application(s) which are incomplete or do not follow the required format.

All applications submission must include:

- An electronic .pdf of your Gaming Request application submitted via email to jmackereth@washco-md.net and copying sbuchanan@washco-md.net. Only send the application, without attachments.
- One hard copy submission which includes your Gaming Commission Grant Application with original signature along with the attachments listed below. The hard copy should NOT be in hard or soft binders, simply staple, binder clip or secure with a rubber band. The hard copy must be placed in a manila type envelope marked Gaming Commission Grant Application, Attention Office of Grant Management if dropping off at County Administration Building. If mailing please mail to:

Office of Grant Management
100 W. Washington Street, Room 2200
Hagerstown, MD 21740

Application Check-list

1. APPLICATION

- a. Include complete Request for Funding application that is signed by authorized official.
- b. Organizations submitting multiple requests should have be marked Request A, Request B, etc.
- c. All fields should be completed, if a section does not apply to your organization, please mark as “not applicable”.

2. FINANCIALS

- a. Provide organization’s most recent annual financial statement showing revenue and expenses. Do not submit entire audit since this will likely be a large document, only provide the most current financial statement.

3. GRPT

- a. Include a copy of your 2020 Gaming Fund Grant Report. Please be sure the form is completed and signed. If your organization did not receive funds in 2020 provide most recent years report. If your organization has never received Gaming Funds this report may be omitted. Please include a statement that your organization has never received gaming funds and is not required to submit the gaming report.
- b. Provide evidence of how funds most recently received from the Gaming Commission were expended. A statement that funds have been spent is not sufficient. Invoices, proofs of purchase or cancelled checks are required. Failure to provide this information

may result in a denial of funding or a request to return undocumented funding expenditures.

4. DOC (if applicable)

- a. Provide additional documentation to support your request such as estimates and quotes related to the request. If your organization is partnering with another entity please provide a letter from the other organization committing to their portion of the project.
- b. If your organization submits more than one request, please label documents consistent with the request (example: Doc A, Doc B.)

5. NORP (if applicable)

- a. Provide a completed and signed Notice of Responsible Person Form. This is required only for unincorporated associations. If your organization is not an unincorporated association this is not necessary and may be omitted.

6. W-9

- a. Completed Internal Revenue Service form W-9 and Washington County vendor forms. (This is only required if your organization has not received funds from Washington County government previously or you have an address change.)

Do not use binders or tab dividers, as our office will be scanning and making copies of the submissions for distribution and will need to remove both binders and tabs. Just submit your hard copy in the order listed above and secured with paper clips, staples, binder clips or rubber bands. We appreciate your cooperation with this requirement as it will reduce the time necessary to distribute the applications.

Application Due Date: Wednesday, May 5th no later than 3:00 p.m.