OFFICE OF GRANT MANAGEMENT
DIVISION OF BUDGET & FINANCE

Washington County
Community Recovery Nonprofit Grant
Instructions and Checklist

Please refer to the following instructions and checklist when completing your Community Recovery Nonprofit Grant application to ensure your application is complete and submitted in the required format. Incomplete applications or those which do not follow the required format may not be considered for funding.

All applications must include
- ✓ Completed Community Recovery Nonprofit Grant Application
  - o All fields must be completed, and questions thoroughly answered.
  - o Must be signed by applicant and Authorized Signatory for agency
- ✓ Copy of IRS Determination Letter
- ✓ Completed Financial Budget Template (Excel Spreadsheet)
- ✓ Most recent audit/financial statement
- ✓ W-9 form
  - o This form is only required if your organization has never received funds from Washington County government or you have an address change.

Applications are to be submitted via email to CommunityRecovery@washco-md.net . The application and each required attachment must be individual electronic files labeled appropriately. Labels should include the organization's name (i.e., Community Recovery Nonprofit Grant Application – Acme Nonprofit, IRS Determination Letter – Acme Nonprofit, etc.) **Hard copy applications will not be accepted**.

Applications Due Date: Wednesday, October 19, 2022, at 3:00 p.m.

Questions and Technical Assistance- Please submit questions to CommunityRecovery@washco-md.net

Applicants are strongly encouraged to review the application and submit questions or issues prior to the week before the application deadline. While staff will attempt to answer all questions and assist with technical issues, high volumes of inquiries during the last week may adversely impact staff's response time.