

**Washington County Gaming Commission Grant  
Application Instructions and Check List  
2022 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 must include:**

- An electronic .pdf of your Gaming Request application and all attachments submitted via email to [jmackereth@washco-md.net](mailto:jmackereth@washco-md.net) and copying [rsouders@washco-md.net](mailto:rsouders@washco-md.net).
- One Original and 4 hard copy submissions which include your Gaming Commission Grant Application with original signature along with the attachments listed below. The hard copies may be placed in soft cover binders or folders, or secured by staples or clips. Please avoid the use of large hard cover binders. Hard copies may be dropped off in person or mailed to the address below. If mailing please consider the use of overnight mail to ensure your application arrives by the due date.

Office of Grant Management  
Attn. Julie Mackereth  
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 statements showing assets, 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 2021 Gaming Fund Grant Report. Please be sure the form is completed and signed. If your organization did not receive funds in 2021 provide the 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.)

**Application Due Date: Wednesday, May 4<sup>th</sup> no later than 3:00 p.m.**