

**Washington County Gaming Commission Grant  
Application Instructions and Check List  
2023 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). This should be submitted in a single scanned .pdf file and NOT several individual files. The .pdf should include all required attachments and supporting documents.
- A separate electronic .pdf of your 2022 Gaming Report submitted to [jmackereth@washco-md.net](mailto:jmackereth@washco-md.net) and copying [rsouders@washco-md.net](mailto:rsouders@washco-md.net). Please be sure the form is completed and signed. If your organization did not receive funds in 2022 provide the most recent years report. If your organization has never received Gaming Funds this report may be omitted. Please provide a statement that your organization has never received gaming funds and is not required to submit the gaming report. 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. **DO NOT SUBMIT A HARD COPY OF YOUR GAMING REPORT**
- **One Original and four 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 binder 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.

Mail or drop off hard copies at the address below:

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

**Application Checklist**

- 1) **APPLICATION FORM**
  - a) Include complete Request for Funding application form signed by authorized official.
  - b) If you have multiple requests, mark each request in upper right corner, Request A, B, etc.
  - c) All fields should be completed, if a section does not apply to your organization, mark n/a.
- 2) **COPY OF IRS DETERMINATION LETTER**

- a) Include a copy of your organization's 501c3 status determination letter issued from the Internal Revenue Service.
- 3) **FINANCIALS**
  - a) Provide organization's most recent annual financial statements showing assets, revenue, and expenses. Do not submit entire audit since this is likely a large document. Only provide the most current financial statement.
- 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 supporting documents consistent with the request.
- 5) **NORP (if applicable)**
  - a) If your organization is not incorporated, provide a completed and signed Notice of Responsible Person Form. This only needed for unincorporated associations.
- 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 previously received Gaming funds or if your mailing address has changed since receiving funds.
- 7) **Grant Report**
  - a) Report on most recent years funding, if you have not received funds from the Gaming Commission just include a statement that your organization has never received gaming funds.
  - b) Must include documentation of expenses such as receipts, cancelled checks.
  - c) Should only be submitted electronically.

**Application Due Date: Wednesday, May 3rd no later than 3:00 p.m.**