

**Washington County Gaming Commission Grant
Application Instructions and Check List
2024 Funding Cycle
Office of Grant Management
100 W. Washington Street, Suite 1601
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 and copying nphillips@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 2023 Gaming Report submitted to jmackereth@washco-md.net and copying nphillips@washco-md.net. Please be sure the form is completed and signed. If your organization did not receive funds in 2023, please provide the most recent year's 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**
 - NOTE: If your organization has never received Gaming Funds, this requirement does not apply to you. Please submit a statement indicating that your organization has never received Gaming Funds and therefore is not required to submit the Gaming Report.
- **5** hard copy submissions of your Gaming Commission Grant Application (with original signature) and all 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. Applications received after the due date will not be accepted, regardless of postmarked date.

Mail or drop off hard copies at the address below:

Office of Grant Management
Attn. Julie Mackereth
100 W. Washington Street, Suite 1601
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 your 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 is only needed for unincorporated associations.
- 6) **W-9**
 - a) Completed Internal Revenue Service Form W-9 and Washington County vendor form. This is only required if your organization has not previously received Gaming funds or if your mailing address has changed since receiving funds.

Application Due Date: Thursday, May 2nd no later than 3:00 p.m.