

Washington County, Maryland

General Fund Contingency



Funding Guidelines and Instructions

Washington County, Maryland General Fund Contingency Grant Request

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Purpose:

The Washington County General Fund Contingency Grant Allocation was established to provide organizations operating within Washington County, with funding for one-time projects or events that for various reasons were not budgeted or anticipated. The objective of the allocation is to remedy or address current financial issues or situations requiring a prompt response and resolution. The fund is designed to assist organizations with projects or events that would not otherwise qualify for general fund community organization funding or hotel rental tax funding.

The Board of County Commissioners may appropriate a portion of the General Fund Contingency annually to be awarded to targeted organizations meeting the funding goals. This portion of available funding may be adjusted annually at the discretion of the Board of County Commissioners.

Funding Goals:

The County will consider funding organizations that:

1. Have an unexpected circumstance requiring prompt resolution
2. Have provided evidence that the request meets a critical need in the community
3. Do not have an alternative source of funding
4. Have proven to be a valuable community resource

Ineligible Requests:

The General Fund Contingency cannot fund every request which is made; its resources are limited. In general, the following requests will not be considered for funding:

1. Requests that benefit individuals; this does not exclude individuals participating in a group event, activity, or project from receiving funding.
2. Normal and routine operating and administrative expenses of an organization
3. Organizations that support political candidates or organizations whose primary purpose is to influence or attempt to initiate legislation
4. For-profit ventures

Application Process:

Requests can be made throughout the fiscal year and are contingent on available funding. The general guidelines, application, and e-mail submission can be accessed and processed from the County's internet site (www.washco-md.net), printed and mailed or e-mailed in. All applications will be received by the Office of Grant Management (OGM). Upon receipt the OGM will:

- 1) Determine if the applicant is qualified to receive funding
- 2) Determine if the event or project is qualified to receive funding
- 3) Determine if the request meets the funding goals of the County Commissioners
- 4) Approve or deny the request with the concurrence of the County Administrator
- 5) Notify the applicant in writing as to the approval or denial of their request

Grant Request Limit:

Grant awards are limited to a maximum of \$2,000. The total cost of your event or project may exceed this amount, but no amount greater than the maximum award can be approved.

Distribution of Funds:

Grants are paid to the applicant, not to vendors for products or services. Unused funds must be returned to the Office of Grant Management within 30 days of the completion of the event.

Grant Report Form:

All organizations receiving grant funding will be required to complete a General Fund Contingency Grant Report and submit it with supporting documentation. The purpose of this form is to collect data for necessary reporting requirements, evaluate the event or project, and ensure accountability of the use of public funds. This report shall be submitted to the OGM within 60 days of the completion of the event or project. Should an organization be unable to provide this report within the allotted time period, the organization shall notify the OGM of the deficiency along with a projected submittal date.

For further information Contact:

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