

## **Community Organization Fund FY 2023 Submittal Check List**

### **The application submittal consists of the following:**

- One paper hard copy containing application, budget narrative spreadsheet, and attachments.
- An electronic submission of the application .pdf and budget narrative spreadsheet.

Application Submittal (one separate application for each program)

- \_\_\_\_\_ Cover page, Certification, and Signature
- \_\_\_\_\_ Statement of Need (one page maximum)
- \_\_\_\_\_ Past Performance (one page maximum)
- \_\_\_\_\_ Organizational Capacity and Staffing Plan (two page maximum)
- \_\_\_\_\_ Program Plan (four page maximum)
- \_\_\_\_\_ Collaborating Partnerships and Coordination of Services (one page maximum)
- \_\_\_\_\_ Budget Narrative Spreadsheet (Excel spread sheet) **Use**

**the FY23 Budget spreadsheet only!!**

Attachments: (only one set even if submitting multiple requests)

- \_\_\_\_\_ Copy of Grant Report for the most recent year that funding was awarded. A separate Grant Report is required for each program that was awarded funding. This requirement is for previously funded organizations and programs only. If you have never received funding this attachment and tab may be omitted.
- \_\_\_\_\_ Most recent Audit or Financial Statement
- \_\_\_\_\_ Copy of most recent IRS Form 990
- \_\_\_\_\_ W-9 & Vendor Remittance Form (only if your organization has not previously received County funds **or** has a change in address.)

**Electronic submission** – send .pdf application and budget spreadsheet electronically via email to [jmackereth@washco-md.net](mailto:jmackereth@washco-md.net) and copying [rsouders@washco-md.net](mailto:rsouders@washco-md.net). Attachments are not required in electronic submission.

*\*Please remove unused pages*

*\*Do not use tab dividers*

*\*Do not use any type of binder. Use staples, binder clips, or rubber bands to secure your application.*