

**FY22 Washington County Community
Organization Funding Grant Application
Training**



Washington County Community Organization Funding

- Washington County Community Organization Funding (COF) was established to provide financial support to charitable organizations within Washington County whose mission is to improve the community and quality of life for Washington County citizens.
- Each year during the budget process the Board of County Commissioners will determine a total allocation to be set aside for COF, the determination of funding awards is complete upon approval of the FY22 budget in May/June. This year's allocation is \$774,000.

Service Priority Areas

- COF was developed to implement a prioritized approach to funding local non-profits based upon addressing the specific needs in the community. In addition, the process will ensure fiscal and programmatic accountability.
- The Board of County Commissioners reviews and determines service priority areas and funding amounts annually. The individual Service Priority Areas are – Families & Children, Domestic Violence, Arts & Cultural, Seniors, Recreation, Other.

FY22 Service Priority Allocations

➤ Families & Children	\$255,380
➤ Domestic Violence	\$306,900
➤ Arts & Cultural	\$107,810
➤ Seniors	\$ 67,110
➤ Recreation	\$ 27,000
➤ Other	\$ 9,800

General Eligibility

- Must be a Board of County Commissioner recognized non-profit (1-108 List)
- Must have a valid 501 (c) 3 status with the Internal Revenue Service
- Must be incorporated as a business entity “In Good Standing” with the Maryland State Department of Assessments and Taxation
<https://egov.maryland.gov/BusinessExpress/EntitySearch>
- Must have an office in and provide services in Washington County
- Must have a recent audit or detailed financial statement to include in application submission

Application and Funding Requirements

- An organization may apply for funding for multiple programs, but a separate application must be completed for each program.
- Administrative costs (indirect costs) may not exceed 15% of the total funding received for any one program.
- Capital projects and expenses are not an eligible use of COF funds
- **One original application hard copy must be submitted by the deadline. The application must not contain tabs or be bound in hard or soft binders. It should be secured by a staple, clip, or rubber band and placed in a large manila type envelope. NEW IN FY2022!**
- An electronic copy of the application .pdf and budget worksheet is also required.

Submittal Check List Instructions

- Application - complete application signed by authorized individual such as Executive Director, or officer.
- Budget Spreadsheet- complete with narrative and explanation of expenses
- Grant Report – copy of your most recent year’s grant report. If your organization has never received COF funding you may omit.
- Audit/Financial Statement Must Be Current!
- IRS Form 990
- W-9 & Vendor Remittance Form – only organizations who have never received funds from the County or have a new mailing addresses.
- Electronic Submission – send .pdf application and budget spreadsheet electronically via email **NEW REQUIREMENT!**

Application Review & Rating

Applications will be reviewed by the Community Organization Funding (COF) Committee, which consists of a non-voting representative from the Office of Grant Management and a five-member board individually appointed by the Board of County Commissioners. Proposals will be rated using the following scoring criteria:

Criteria	Maximum Points
1. Statement of Need	20
2. Past Performance	5
3. Organizational Capacity and Staffing Plan	20
4. Program Plan	35
5. Collaborations, Partnerships, & Coordination of Services	10
6. Budget Spread Sheet and Budget Narrative	10
Maximum Score	100

Reporting on Outcomes

If awarded FY22 Community Organization Funds, you will be asked to submit a Grant Report providing outcome data relative to your award.

The reports will be due to the OGM by August 15, 2022. In addition you may be asked to provide documentation of expenditures.

Covid-19 Changes to Submission Process

The County Administration Building has restricted access due to the Covid-19 public health crisis. These restrictions have made it necessary to modify the Community Organization Grant application submission process. It is imperative that organizations follow the new procedures when submitting grant applications. Failure to follow the proper procedures may impact the receipt of grant funds.

FY22 Submission Procedures

- 1 original hard copy of the application and attachments is due no later than 3:00 p.m. on **December 3, 2020**. Drop off or mail to Office of Grant Management, 100 W. Washington Street, Room 2200, Hagerstown, MD 21740
- **Drop Off Instructions:** The doors of the County administration building are locked but there is a full time security person who will take your applications and place in a designated drop box in the lobby. Your hard copy must be placed in a large manila or similar envelope and labeled:
 - Community Organization Funding Grant Application
Attention: Office of Grant Management
- **Mailing Instructions:** Applications can be mailed to the address provided above and must be received by the due date to be considered for funding. Applicants intending to mail their applications should allow ample time for their application to be received by our office. Use of overnight or priority mail is encouraged. Please address applications to the attention of Julie Mackereth.
- **Electronic Submission Instructions:** Electronic application and budget spreadsheet emailed to jmackereth@washco-md.net and copying slapole@washco-md.net no later than 3:00 p.m. on **December 3, 2020**.

Frequently Asked Questions & Troubleshooting

- Why can't I open the application?
 - Install/Update Adobe Acrobat Reader
 - Open using Google Chrome browser for best results and download to your computer and then open the document
 - Call OGM and have the form emailed
 - Your computer may not have sufficient memory to open the form, try another computer. Often this issue occurs if using a laptop or tablet.
- I completed my application, but when I reopen it all my information is missing.
 - Immediately save the application forms to your computer
- The application I found online is from another year.
 - Do not google search the application form, go directly to the link provided for the forms.
 - Use f5 to refresh your browser

Questions?

Call 240-313-2040 to receive technical assistance and ask questions regarding the application.

Helpful Hint- Open and save application and forms as soon as possible to avoid any technical issues.

Reminder- County Offices are closed on November 11th for Veteran's Day and November 26th and 27th for Thanksgiving