

# Washington County Community Organization Funding

## Application Guidelines and Requirements for Fiscal Year 2023 Funding

### General Purpose and Overview

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 budgeting process, the Board of County Commissioners (BCC) will determine the total allocation to be set aside for COF. Determination of the funding awards for fiscal year 2023 will be complete when the BCC approves the County budget allocations in May-June 2022. Organizations or programs that receive statutorily-mandated funding will continue to receive allocations in accordance with those mandates. The Office of Grant Management (OGM) is responsible for the management of COF, including administration, oversight, compliance, and the application process.

### Service Priority Areas

Community Organization Funding was developed to implement a prioritized approach to funding local non-profits based upon addressing the specific needs in the community. In addition, the fund and its procedures will ensure higher accountability programmatically and fiscally. Emphasis is on efficient use of funds and achieving results-based programmatic outcomes that positively impact the community. Priority service areas will be reviewed and determined for each fiscal year. The BCC has allocated \$774,000 in available funding for Fiscal Year 2023.

The priority services areas and funding amounts available for fiscal year 2023 are:

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

### General Eligibility

Organization Requirements:

1. Must be a Board of County Commissioners-recognized non-profit (1-108 List)
2. Must be a charitable organization recognized by the Internal Revenue Service as a 501(c)(3) with a “valid” Status
3. Must be incorporated as a business entity “In Good Standing” with the Maryland State Department of Assessments and Taxation
4. Must have an office in and provide services within Washington County
5. Must have a recent audit (preferably) or a recent detailed financial statement to submit

## **Ineligibility**

Applications/applicants will not be considered that:

1. Are not completed in their entirety and submitted on the approved forms by the established due dates
2. Fund an endowment
3. Benefit an individual
4. Have a forfeited incorporation status with the State of Maryland
5. Does not impact at least one of the prioritized service areas
6. Have unpaid liens or judgments against the corporation or association
7. Have unpaid or past due obligations to the Washington County Treasurer or any other government entity
8. Have not submitted Grant Reports as required or have outstanding obligations to the County

## **Application and Funding Requirements**

Community Organization Funding is limited to charitable organizations that have an office located within and provide services in Washington County, and have been added to the list of County Commissioners recognized non-profits (1-108 List).

An organization may not submit multiple applications for the same program under more than one service priority area. An agency may submit more than one application if they are requesting funding for different programs. A separate application submittal must be completed for each program. Only one set of Attachments is required for organization submitting multiple requests.

Administrative costs may not exceed 15% of the total funding received for any one program. The committee and the OGM may determine a more appropriate or lesser percentage for agencies receiving allocations under multiple service categories.

Applicants should provide a complete copy of their organization's most recent certified audit verifying that the agency is on sound financial footing and able to implement a quality program. If an audit is not available, a detailed financial statement, signed by the organization's fiscal representative(s), must be included with their application in order to be considered for funding.

## **New Eligibility for Capital Expenses in FY23**

This year the Committee will consider funding requests for capital expenses and/or projects. Please note that all grant funds must still be expended within a one year period. Capital projects should be able to be completed and funds expended within this time period. The grant awards will be disbursed in four quarterly installments, so applicants should have a plan in place for completing the project or purchase with this funding structure in mind.

## **Application Submittal: Due Date and Submittal Instructions**

Applications with required attachments are due to the Office of Grant Management, 100 West Washington Street, Room 2200, Hagerstown, MD 21740 no later than **December 9, 2021 and no later than 3 p.m.** Applications that are submitted past the due date or time, or are not complete and/or not signed will not be considered for funding.

### **Application Submission Procedures**

This year each organization is to submit **One original** paper copy by the grant deadline. This paper copy must NOT be submitted in a hard or bound cover and should simply be secured by staple, binder clip, or rubber bands. The hard copy must contain the application(s) and all required attachments. **Do not use tab dividers as in previous years.** Each paper copy must be placed in a manila or similar large envelope. The application can be mailed or dropped off at the Office of Grant Management located on the second floor of County Administration Building.

**If mailing your application, please make sure that you allow sufficient time for the mail to be received. Applications that are received after the grant deadline will not be accepted or considered for funding.** Use of expedited mail services is encouraged. Mailed applications should be addressed to:

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

### **Electronic copy submission**

In addition to the hard copy submission, please submit an electronic .pdf of your application and budget spreadsheet via email to [jmackereth@washco-md.net](mailto:jmackereth@washco-md.net), and copying [rsouders@washco-md.net](mailto:rsouders@washco-md.net). The electronic version should be submitted no later than **December 9, 2021 at 3:00 p.m.** The attachments are not required to be included in your electronic submission. You will receive a confirmation of your electronic submission within 24 hours (normal business days). If you do not receive this confirmation, please contact our office at 240-313-2040 to make sure your email was received.

### **Funding Award Period, Allocations, and Disbursements**

The funding awarded in fiscal year 2023 must be expended between July 1, 2022 and June 30, 2023. Funding cannot be carried forward into the next fiscal year. Any unspent funding must be returned to the BCC by August 30th of the next fiscal year. Final funding allocations for fiscal year 2023 will be determined during the County's budgeting process. Applicants will be notified in writing as soon as the budgetary process is complete. Funding disbursements to awarded applicants will be made on a quarterly basis starting July 2022 and will be 25% of the total award amount for each quarter.

### **Technical Assistance**

Technical assistance is available to all organizations making a request. Those seeking assistance should contact the Office of Grant Management as soon as possible. Technical assistance is available via email or phone.

### **Completing the Application**

Specific instructions are noted in the application for each section to be completed by the applicant. If requesting funds for multiple programs, please indicate how many applications are being submitted on the Cover Page. Please adhere to the page limits for each section. The application submittal consists of the following (check list):

## Hard Copy Submission

### Application Submittal (for each program)

- Cover page with 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 Spreadsheet (Excel Spreadsheet)

### Attachments (only one per organization regardless of multiple requests)

- 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 (if no audit, must provide a Financial Statement)
- Copy of most recent 990
- W-9 and Vendor Remittance form (Only for organizations who have never received funding in previous years or who have new mailing address)

Please use the instructions on the Application Submittal Checklist to assemble your application packet. If you do not need to use all the pages allotted for each section in the application, please omit the blank pages from your submittal.

## Application Rating and Review Process

The COF Committee, which consists of a non-voting representative(s) from the OGM and a five-member board individually appointed by the BCC, will be responsible for the review and ranking of applications. 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
<b>Maximum Score</b>	<b>100</b>

The criteria are itemized with respective weights for a maximum total of 100 points. An applicant may receive up to the maximum points or a portion of this score depending on the merit of the proposal responses. Additional factors that will be considered in making funding recommendations include, but are not limited to:

- The total amount of funding allocated for Community Organization Funding
- The amount of funding allocated to each priority service area

- The geographic distribution and/or duplication of services within the County
- Previous program performance, if applicable

### **Additional Responsibilities of Funding Recipients**

Budget Expenditures - The applicant is solely responsible for expenditures that exceed the amount of the approved budget and those that are not consistent with the intent and scope of the approved application's program services.

Data Collection and Reporting Requirements - Applicants must track and maintain service data in order to report specific details on the services provided, number of recipients, and also any outcome data as proposed in the application. Applicants must complete an annual Grant Report for each program that is specific to their program's goals and budget. This report for the period of July 1 to June 30 is due to the OGM by **August 30** after the close of the County fiscal year. Failure to submit timely and complete program reports may have an impact on the receipt of future funding from the County.

Program Modifications – No changes in the proposed services will be authorized without the written approval of the OGM prior to implementation. Examples of Program Modifications include, but are not limited to: 1) any changes in the funded staff positions that deviate from the approved budget, 2) changes in program scope, e.g., a change in target population or services to be provided and 3) changes in the duration or intensity of services.

Retention of Records - Funded applicants shall retain and maintain all service/program records relating to this funding as required by existing internal policy as determined by applicable federal, state, or local law or regulation. The applicant agrees that the OGM authorized representatives shall have access to all financial records pertaining to the provision of COF-funded services for the term of three (3) years from receipt of the funding.

Additional Terms - Applicants shall accept any additional terms and conditions governing the use of these funds as imposed by the BCC to conform to the requirements of federal, state, or local law as may be necessary.

Compliance with Laws - Applicant shall comply with all federal, state and local laws, regulations, policies, and ordinances applicable to the services provided and that it shall obtain all licenses, permits, insurance, and government approvals, if any, necessary in the performance of proposed services.