

## Washington County FY23 Surplus Funding Nonprofit Assistance Program

### General Purpose and Overview

Washington County FY23 Surplus Funding Nonprofit Assistance Program was established to distribute surplus funds set aside by the Board of County Commissioners (BCC) to provide assistance to local nonprofits serving Washington County citizens. This program was developed to provide an objective and systematic approach to reviewing and awarding funding to ensure funds are distributed fairly and equitably to nonprofits meeting the most prioritized and urgent needs of the community. Emphasis is on efficient use of funds and achieving result-based programmatic outcomes which positively impact the citizens of Washington County. The amount of funding available is **\$1,831,447**.

### General Eligibility

#### Organization Requirements

1. Must be a charitable organization recognized by the Internal Revenue Service as a 501c3 with a valid status
2. Must be incorporated as a business entity "In Good Standing" with the Maryland State Department of Assessments and Taxation
3. Must have an office in and provide services within Washington County
4. Must have a recent audit or detailed financial statement to submit

### Ineligibility

Applications/applicants will not be considered that:

1. Are not completed in their entirety and submitted on approved forms by the established due dates.
2. Fund an endowment
3. Benefit an individual
4. Are political, or governmental organizations or sub-organizations
5. Have a forfeited incorporation status with the State of Maryland
6. Are from a church or religious entity. Separate organizations that may operate within a church facility or possess their own 501c3 status *may* be eligible.
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 other outstanding obligations to the County

### Application and Funding Requirements

Surplus Funding Nonprofit Assistance is limited to organizations that have an office located within and provide services in Washington County. An organization may only submit one request for funding. This restriction includes organizations which were funded through surplus funds this year by vote of the Board of County Commissioners. Requests for funding are capped at \$100,000. Organizations must be able to expend awarded funds within one year of receipt or return the funds to the County. In addition, applicants must complete a grant report providing an accounting of the funds.

The FY23 Surplus Funding Assistance Program is not an annual grant program. Organizations are encouraged to use this funding to support one-time projects or meet urgent needs. Capital and

operating expenses are eligible, but organizations should have a plan to sustain operating costs in future years independent of these grant funds.

### **Eligible Costs/Expenses**

This program will provide funding for both direct operating and capital expenditures. Grant funds may not be used for indirect costs.

The Washington County Board of Education and Washington County Public Schools is considered a political/government organization and therefore cannot benefit from these grant funds. Accordingly, a booster organization or other entity, whose purpose is to support school-based programs or extracurricular activities, cannot receive funding for real property, goods, or materials that become the property of the Washington County Board of Education or Washington County Public Schools. If the booster organization or other entity intends to retain ownership of these items, the Request for Funding packet must include a letter signed by the Superintendent of Schools (or his/her designee) which indicates that Washington County Public Schools will hold no ownership rights to the real property, goods or materials. Booster organizations or other entities can request funds for activity fees, transportation or like purposes without the need to include the referenced letter.

### **Application Review Process**

The Surplus Funding Nonprofit Assistance Committee, which consists of a five-member committee individually appointed by the County Commissioners, will be responsible for the review and funding recommendations for this program. Proposals will be scored using the following criteria:

<b>Criteria</b>	<b>Maximum Points</b>
Statement of Need	20
Organizational Capacity and Staffing Plan	15
Program/Project Plan	25
Collaborations, Partnerships, & Coordination of Services	15
Sustainability/Continuity Plan	15
Budget Spreadsheet and Budget Narrative	10
<b>Maximum Score</b>	<b>100</b>

Other factors that will be considered when recommending funds include, but are not limited to:

- Community need
- Geographic and programmatic diversity
- Previous program performance
- Anticipated return on investment for the community
- Number of individuals served/assisted

Committee recommendations will be presented to the Board of County Commissioners for final approval. Once approved, award letters will be sent out and funds disbursed.

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

Applications are due to the Office of Grant Management, 100 W. Washington Street, Room 2200, Hagerstown, MD 21740 **no later than December 20, 2022, at 3:00 pm**. Applications that are submitted past the due date or time or are not complete or signed will not be considered for funding.

## **Application Submittal Procedures**

Each organization is to submit one (1) original paper copy of the application and attachments by the grant deadline. This paper copy must NOT be submitted in a hard or bound cover and should simply be secured by staples, binder clips, or rubber bands. The hard copy must contain the application and all required attachments. The application can be mailed or dropped off at the Office of Grant Management located on the second floor of the County Administration Building. Please refer to Application Submittal Checklist for more details.

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. Rachel Souders, Senior Grant Manager

## **Funding Award Period and Disbursement**

The FY23 Surplus Funding Nonprofit Assistance Program grant awards must be expended within one year of award date (based upon date of award letter). Funds will be disbursed in one lump sum shortly after the award date. Any unspent funding must be returned to the County within 60 days of the end of the grant period.

If an unforeseen circumstance prevents an organization from expending funds as indicated in their application, the organization must contact the Office of Grant Management to discuss a potential budget modification prior to expending any grant funds. Organizations who expend grant funds on items not included in their grant application without an approved modification may be required to return grant funds.

## **Reporting**

Applicants must track and maintain service data to report specific details on the services provided, number of recipients, and any outcome data as proposed in the application. At the end of the grant's one year performance period, applicants must complete a Grant Report that is specific to their program's goals and budget. Organizations should also retain all fiscal documents supporting expenditures funded by the grant, including invoices, receipts, and cancelled checks. The Grant Report will be due 30 days after the end of the grant performance period and forms will be provided by the Office of Grant Management. Failure to submit a timely and complete program report may have an impact on the receipt of future funding from the County.

**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 grant-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 it shall obtain all licenses, permits, insurance, and government approvals, if any, necessary in the performance of proposed services.