Washington County
Community Organization Funding

Application Guidelines and Requirements for Fiscal Year 2028 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 (BOCC) will determine the total allocation to be set aside for COF. Determination of the funding awards for fiscal year 2028 will be complete when the BOCC approves the County budget allocations in May-June 2027. 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 both 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 BOCC has approved the following priority service area and percent of funding available:

- Families and Children: 41.2%
- Domestic Violence: 32.2%
- Seniors: 11.4%
- Arts & Cultural: 11.3%
- Recreation: 2.8%
- Other: 1.1%

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 with the Maryland State Department of Assessments and Taxation (SDAT) and be "In Good Standing" at the time of application submission. Proof of such must be included in the application package. Status can be verified by visiting Register Your Business Online | Maryland.gov

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.

Application

Applications will not be considered based on the following criteria:

1. Applications are not completed in their entirety including signature of authorized representative and submitted on the approved forms by the established due dates.
2. Funds requested are intended to benefit an individual or to fund an endowment.
3. Are not in good standing with the State of Maryland at the time of application (proof required).
4. Do not impact at least one of the prioritized service areas.
5. Have unpaid liens or judgments against the corporation or association.
6. Have unpaid or past due obligations to the Washington County Treasurer or any other government entity.
7. Have not submitted Grant Reports as required or have outstanding obligations to the County.

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. If requesting funding for more than one program, you must complete a separate application and all required attachments for each request. Please be sure to indicate that you are submitting multiple requests in the section on the top right-hand corner of the Community Organization Funding Overview.

Administrative costs may not exceed 15% of the total amount of the request.

Applicants should provide a complete copy of their organization's 2025 audit and 990 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.

Eligible Expenses

The Committee will consider funding requests for operating and capital expenses and/or projects. Please note that all grant funds must be expended within a one-year period. Capital projects should be able to be completed, and funds expended within this 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. **Any requests for funding of an endowment or for the benefit of an individual will be denied.**

Application Due Date and Submittal Instructions

Applications are due to the Office of Grant Management, 100 West Washington Street, Room 1601, Hagerstown, MD 21740 no later than **Wednesday, January 6, 2027, at 12:00 noon**. Application packets must be submitted in their entirety and will not be checked by OGM staff. The process for funding requests and allocations has become more and more competitive over the past few years. OGM staff will not be checking applications for accuracy or completeness at the time of submission. You are urged to check and double-check your documents against the submittal checklist provided as part of the funding packet. The application will be accepted as submitted and stamped received by office staff and will not be checked for omissions or errors. **There will be no exceptions to these requirements.**

Application Submission Procedures

Each organization is to submit **six hard paper copies and one electronic copy** by the grant deadline. Paper copies must NOT be submitted in a hard or bound cover and should simply be secured by staple, binder clip, or rubber bands. Do not use tab dividers. Each hard copy, as well as the electronic copy, must contain the application(s) and all required attachments. All paper copies should be placed in a manila or similar large envelope and may be mailed or dropped off at the Office of Grant Management located on the first floor (Room 1601) of the County Administration Building. The electronic copy must contain the application(s) and all required attachments combined into **one PDF** and then emailed attention cahrens@washco-md.net and cc jmackereth@washco-md.net. Please title your PDF with your organization's name.

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, regardless of postmark date. Use of expedited mail services is encouraged. Mailed applications should be addressed to:

Washington County Office of Grant Management
100 W. Washington Street, Room 1601
Hagerstown, MD 21740
Attn: Julie Mackereth, Senior Office Associate

Grant Reporting

Submission of a grant report is no longer a requirement of the application process. For any organization that was funded in FY27, a grant report denoting full expense of the grant funds and supporting documents must be submitted by June 30, 2027. Failure to submit a fully funded and complete grant report by the above due date will jeopardize any funding award in FY28 cycle that may be granted.

Funding Award Period, Allocations, and Disbursements

The funding awarded in fiscal year 2028 must be expended between July 1, 2027, and June 30, 2028. Funding cannot be carried forward into the next fiscal year. Any unspent funding must be returned to the BOCC by August 30th of the next fiscal year. Final funding allocations for fiscal year 2028 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 2027 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. Applicants are strongly encouraged to review the application and submit questions or issues two weeks before the application deadline. While staff will attempt to answer all questions and assist with resolving technical issues, high volumes of inquiries may adversely impact staff's response time. Questions or clarifications should be emailed to cahrens@washco-md.net

Completing the Application

Each section of the application has specific instructions for the applicant. If requesting funds for multiple programs, please indicate such in the top right-hand corner of the Community Organization Funding Request Overview. Please adhere to the page limits for each section.

Please use the 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 committee. Committee members are individually appointed by the BOCC, will be responsible for the review and ranking of applications. Funding requests will now be rated using a scoring rubric, a copy of which is available on the OGM COF Funding webpage. Below is a listing of the criteria included in the rubric.

Criteria	Maximum Points
1. Application Submission	10
1. Statement of Need	20
2. Past Performance	5
3. Organizational Capacity and Staffing Plan	10
4. Program Plan	30
5. Collaborations, Partnerships, & Coordination of Services	10
6. Budget Spread Sheet and Budget Narrative	15
Maximum Score	**100**

The rubric is 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 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

Expenditures - The applicant is solely responsible for expenditures that exceed the amount of any allocation awarded as well as any expenditures that are not consistent with the intent and scope of the approved application's submitted program or project.

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. The grant report is **not required** as part of the FY28 application process but note that any organization that was funded in FY27 must submit a grant report denoting full expense of the grant funds and supporting documents by June 30, 2027. Failure to submit a fully funded and complete grant report and supporting expenditure documents by the above due date will jeopardize the organization's funding, if awarded, in the FY28 cycle.

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 approved submission 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 BOCC 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.