Community Organization Funding FY28 Submittal Checklist

Applications for the FY28 funding cycle will be accepted as presented to the Office of Grant Management (OGM). The process for funding requests and allocations has become increasingly competitive over the past few years. In response to this, the OGM has implemented a new and more streamlined funding process. OGM staff will not be checking applications for accuracy or completeness at the time of submission.

The application packet must contain each of the following items in this order. If requesting funding for more than one program, provide a complete application package for each request including all items listed below. Submission also requires the signature of an authorized representative of the organization. **A complete submission consists of six hard paper copies of all the following delivered to the OGM and one electronic submission in a PDF one file format. You are urged to check and double check your documents against the submittal checklist below.**

- □ Overview
- □ Statement of Need (one page maximum)
- □ Past Performance (one page maximum)
- □ Organizational Capacity and Staffing Plan (two page maximum)
- □ Program Plan (two page maximum)
- □ Collaborating Partnerships and Coordination of Services (one page maximum)
- □ Letters of Support
- □ Signature of authorized representative
- □ Budget Spreadsheet (**Use the FY28 budget Excel spreadsheet only)**
- □ Copy of your IRS 501c3 determination letter
- □ SDAT Proof of Organization In Good Standing
- □ Most recent Audit or Financial Statement
- □ Copy of your 2025 IRS Form 990
- □ Excel Spreadsheet of current board members that includes address and denotes officers
- □ W-9 & Vendor Remittance Form (only if your organization has not received County funds in the past **or** has a change in address.)

All paper copies should be placed in a manila or similar large envelope and may be mailed or dropped off at the OGM located on the first floor (Room 1601) of the County Administration Building. The electronic copy must be combined into **one PDF** in the above listed order and emailed attention cahrens@washco-md.net and cc jmackereth@washco-md.net.

The grant report is **not required** as part of the FY28 application process but note that any organization that was funded in FY26 must submit a grant report denoting full expense of the grant funds and supporting documents by June 30, 2026. 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 FY28 cycle.

Please remove unused pages and do not use tab dividers or binders. Please use staples, binder clips, or rubber bands to secure your application.