



Washington County Together We Serve Grant Guidelines

Office of Grant Management
100 W. Washington Street, Room 2200
Hagerstown, MD 21740
240-313-2040

The Covid-19 pandemic has resulted in increased demand on many local non-profits, particularly those serving vulnerable populations such as seniors, the homeless, and low-income households. These populations have been particularly impacted by both the health crisis and the resulting economic downturn. Furthermore, non-profits are also faced with unplanned or budgeted expenses associated with ensuring their services can be delivered safely for both staff and clients.

Washington County has established this grant program to provide assistance to local non-profit to allow them to address the increased need for services caused by the Covid-19 pandemic and to provide funds necessary for non-profits to safely provide services during the health crisis.

Eligible Applicants are limited to agencies providing:

- Health and mental health services,
- Food, essential supplies, and shelter
- Services for the disabled, elderly, or homeless population, low-income households, or other vulnerable populations

General Eligibility

- Must be a charitable organization recognized by the Internal Revenue Service as a 501(c) (3) with a “valid” Status which has been operating in Washington County for at least two years.
- Must be incorporated as a business entity “In Good Standing” with the Maryland State Department of Assessments and Taxation
- Must have an office in and be actively providing services within Washington County, that can be measured and quantified

Ineligible Organizations

- Churches (religious entities) are not eligible to receive funds. Separate organizations that may operate within a church facility and possess their own 501(c)(3) status may be eligible. For example, a homeless shelter or food pantry distribution site.
- Political or governmental organizations or sub-organizations
- Umbrella organizations



- Endowments
- Individuals
- For-profit entities

Policies Affecting Eligibility

- An applicant must provide its services without discrimination on the basis of race, creed, sex, age, color, national origin, marital status, familial status, sexual orientation, or disability.
- All funds must be used exclusively in Washington County and cannot be distributed outside of the County.

Application Period and Award Timeline

- Maximum award is \$20,000
- All funds must be expended by November 1, 2020.
- Grant report including documentation of all expenditures is due within 30 days of expending funds or by November 15, 2020, whichever is sooner.
- Completed applications are to be submitted to the Office of Grant Management (OGM). While there is no due date, applications will be considered until available funding is exhausted through November 1, 2020.
- Only one application per organization.
- Applications will be processed in the order they are received.
- The Office of Grant Management may request additional information to determine eligibility for funding.

Eligible Expenses

Examples of eligible requests include but are not limited to:

- Cost of providing personal protective equipment to service providers
- Increased sanitization costs directly associated with Covid-19
- Increased food and essential supply distribution related to Covid-19 pandemic
- Tele-health delivery costs
- Costs associated with providing services virtually and safely to clients
- Increased homelessness prevention services such as eviction and utility shut-off assistance directly related to Covid-19's impact on the local economy.
- Overtime expenses directly related to Covid-19
- Salaries of temporary employees hired due to increased need for services or loss of volunteer labor related to Covid-19.
- Costs related to homeless shelters ability to maintain safe operations and to prevent spread of the virus in local homeless population.



Ineligible Expenses

Examples of ineligible expense include but are not limited to:

- Salaries/Fringe for new or permanent positions
- Construction or renovation labor costs
- Revenue replacement
- Costs that were previously budgeted for in the organization's most recent budget year.
- Expenses that have been or will be reimbursed under any other State or Federal program
- Costs that have been incurred prior to March 1, 2020 or after November 1, 2020.

Public Documents

Please be aware that any and all applications submitted, as well as supporting documentation may be considered public documents. As such, all applications and supporting documents may be viewable and obtainable by the public under the provisions of the Public Information Act, MD Code Ann., State Government Article 10-613.