

**Washington County Gaming Commission Grant
Application Instructions and Check List
2020 Funding Cycle
Office of Grant Management
100 W. Washington Street, Room 2200
Hagerstown, MD 21740
240-313-2040**

Please refer to the following instructions and check list when completing your Gaming Commission grant application to ensure your application is complete and submitted in the required format. The Gaming Commission may elect to not consider any application(s) which are incomplete or do not follow the required format.

All applications must be submitted electronically via email, no hard copies will be accepted.

- Submit an electronic .pdf of your Gaming Request application via email to jmackereth@washco-md.net and copying slapole@washco-md.net
- Include in your email the attachments listed below.

Application Check-list

Please label each attachment corresponding with the underlined titles below.

1. **REQUEST- (label with name of you Organization i.e. REQUEST- Acme Non-Profit)**
 - a. Include complete Request for Funding application that is signed by authorized official.
 - b. Organizations submitting multiple requests should have be marked Request A, Request B, etc.
 - c. All fields should be completed, if a section does not apply to your organization, please mark as “not applicable”.
2. **FINANCIALS**
 - a. Provide organization’s most recent annual financial statement showing revenue and expenses. Do not submit entire audit since this will likely be a large document, only provide the most current financial statement.
3. **GRPT**
 - a. Include a copy of your 2019 Gaming Fund Grant Report. Please be sure the form is completed and signed. If your organization did not receive funds in 2019 provide most recent years report. If your organization has never received Gaming Funds this report may be omitted. Please include a statement in your email submission that your organization has never received gaming funds and is not required to submit the gaming report.
 - b. Provide evidence of how funds most recently received from the Gaming Commission were expended. A statement that funds have been spent is not sufficient. Invoices, proofs of purchase or cancelled checks are required. Failure to provide this information may result in a denial of funding or a request to return undocumented funding expenditures.
4. **DOC (if applicable)**
 - a. Provide additional documentation to support your request such as estimates and quotes related to the request. If your organization is partnering with another entity please provide letter for the other organization committing to their portion of the project.

- b. If your organization submits more than one request, please label documents consistent with the request (example: Doc A, Doc B.)
5. **NORP (if applicable)**
- a. Provide a completed and signed Notice of Responsible Person Form. This is required only for unincorporated associations. If your organization is not an unincorporated association this is not necessary and may be omitted.
6. **W-9**
- a. Completed Internal Revenue Service form W-9 and Washington County vendor forms.

Application Due Date: Thursday, May 6th no later than 3:00 p.m.