Montgomery County Department of Health and Human Services, Asian American Health Initiative
Empowering Community Health Organizations (E.C.H.O.) Project FY12
Workshop #2: Grants 101
Wednesday, November 9, 5:30-8:00pm, Silver Spring Civic Building, Spring Room

WORKSHOP SUMMARY

The Community Foundation for Montgomery County
The Community Foundation for Montgomery County (CFMC) is a local affiliate of The Community Foundation for the National Capital Region. The Community Foundation for Montgomery County works in three primary ways to make it easy and rewarding for individuals, families, and businesses to be philanthropic: Charitable Giving Funds, Philanthropic Advisory Services, and Philanthropic Leadership.

Grant Opportunities
CFMC awarded grants can range from $2,500 to $5,000. There are also capacity-building grants that can go up to $25,000. The CFMC recently simplified its grant process with an entry point called the Sharing Montgomery Fund. In FY12, the Sharing Montgomery Fund sought applications from organizations working in diverse issue areas benefiting low-income children, families, and seniors living throughout Montgomery County. In particular, CFMC sought applications for:
- Out-of-school time academic and enrichment programs for low-income children and youth
- Emergency “safety net” and prevention programs in health and human services for low-income children, adults, families, and seniors; and
- Literacy, income generation, workforce development, and other skill-building programs which help individuals and families lift themselves out of poverty and achieve financial self-sufficiency.

Eligibility and Application Process
Organizations who apply for the Sharing Montgomery Fund must be a 501 (c) (3) and serve Montgomery County residents. The application process generally opens every August. The Letter-of-Inquiry (LOI) application process for the Sharing Montgomery Fund FY2012 is now closed. As an example, last cycle’s process followed this timeline:
- August 3, 2011: Letter of Inquiry cover sheet, narrative, and required attachments were due by 5pm on August 3rd
- October 2011: Applicants will be notified in writing if their organization has been selected to submit a full proposal
- December 1, 2011: Full proposals must be submitted through The Community Foundation for Montgomery County’s website on or before 5pm
- April 2012: Grant awards will be announced
Montgomery County Council
The Montgomery County Council is the legislative branch of County Government. Through a formal annual application process, the Council accepts funding requests from nonprofit organizations that provide services in Montgomery County to County residents. A community Grants Advisory Group appointed by the County Council assists in the review process through evaluations of proposals. The Council makes decisions on the funding of proposals as part of its actions on the County Operating Budget.

Grant Opportunities
The Council Grants are awarded for one year only, generally $50,000 or less. The Council accepts applications for programs and projects that advance the County’s services, goals, and objectives, including, but not limited to the following areas:

- Community development
- Economic development
- Education
- Health and human services
- Recreation

Eligibility and Application Process
Any organization, institution or association incorporated as a private, not-for-profit organization designated under 501 (c) (3) of the Internal Revenue Service that provides services or activities in Montgomery County is eligible to apply. Grants will be awarded for projects in Montgomery County and for Montgomery County residents only. Organization headquarters can be outside of Montgomery County as long as the organization demonstrates that the activities and services supported by grant funds provide services in the County and to Montgomery County residents.

The Council offers a standardized grant application with firm deadlines:
- On or about December 15, 2011: Applications available on the Council’s web site
- January 27, 2012: Application deadline
- February-March: Grants Advisory Group Review and Evaluation of Applications
- Late April: Grants Advisory Group issues report
• Late May: County Council makes funding decisions on grants as part of County Operating Budget. Proposals selected for funding are effective July 1.
• Funds become available approximately 60-120 days after July 1, after execution of a required contract with Montgomery County Government.

In addition to grants from the County Council, there are the Executive’s Community Collaboration Grants through the Office of the County Executive. Most of the narrative questions on both the Council and Executive applications are identical. For more information about the Executive’s Community Collaboration Grants, see the online application http://www.surveymonkey.com/s/execgrants or email: exec.grants@montgomerycountymd.gov.

For More Information
• Montgomery County Council Website: http://www.montgomerycountymd.gov/council
• Other Montgomery County Government Grant Programs for Community Non-profits: http://www.montgomerycountymd.gov/mcgtmpl.asp?url=/content/pio/grants.asp
• Healthy Montgomery: www.HealthyMontgomery.org

Peggy Fitzgerald-Bare
Montgomery County Council Grants Manager
240-777-7924
Council.Grants@montgomerycountymd.gov

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**U.S. Department of Health and Human Services, Office of Minority Health**
The Office of Minority Health (OMH) was created in 1986. The Office is dedicated to improving the health of racial and ethnic minority populations through the development of health policies and programs that will help eliminate health disparities. OMH was reauthorized by the Patient Protection and Affordable Care Act of 2010.

**Grant Opportunities**
The OMH administers grant programs in an effort to facilitate community linkages and strategies that use scarce resources efficiently across national lines. These grants are awarded to support community organizations and evidence-based efforts to eliminate health disparities. OMH grant funding may range in amount, for example, small individual grants for OMH state offices or health departments are approximately $125,000. Multi-partner grants may be funded at around $400,000 per year. For more information, stay connected to the OMH Resource Center at http://minorityhealth.hhs.gov.

**Eligibility and Application Process**
OMH looks for innovative projects to improve ethnic minorities’ access to care and improve their overall health status from a variety of groups. OMH then proposes potential projects to other federal agencies (e.g. HRSA, CDC, SAMHSA). There are no regular cycles for OMH grants and generally follow a three or five-year period. The best way to keep informed about available grants is through the OMH Resource Center at www.minorityhealth.hhs.gov.
For More Information

- OMH Website: www.minorityhealth.hhs.gov

Stacey Williams
Acting Director/Grants Coordinator
Division of Program Operations
Office of Minority Health
U.S. Department of Health and Human Services

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Holy Cross Hospital Foundation

The Holy Cross Hospital Foundation, Inc. is a 501(c) 3 not-for profit organization with the purpose of raising philanthropic funds to support the mission and operational success of Holy Cross Hospital and improve the health of our community. Holy Cross Hospital, including its Community Health Division, collaborates with many community organizations in the area on health outreach and education. Many of these efforts address health disparities among racial and ethnic minorities in Montgomery County. Holy Cross Hospital works closely with its partners on different outreach strategies to target the communities they represent.

Grant Experience

While the Holy Cross Hospital Foundation does not award external grants, it is a recipient of several grants from the Maryland Department of Health and Mental Hygiene and Susan G. Komen for the Cure, that require collaboration with other partners such as AAHI. Through the Minorities Community Empowerment Project (MCEP) and the Komen-Community Assisted Mammogram Program (K-CAMP), Holy Cross Hospital, AAHI, and other partners reach underserved populations in the area.

Importance of Partnerships and Collaborations

Partnerships are key for Holy Cross Hospital. Staff members are continually meeting with community-based organizations, such as yours, to learn about your work and impact in the community. These efforts are helpful for the hospital to expand its community outreach and to identify potential partners for future grant opportunities.

For More Information

- Holy Cross Hospital Foundation Website: http://www.holycrosshealth.org/ways-to-give
- Holy Cross Hospital Website: http://www.holycrosshealth.org
- News release about the Holy Cross Hospital Foundation’s grant from Susan G. Komen for the Cure: http://www.holycrosshealth.org/body.cfm?id=554&action=detail&ref=7

Barbara Goliday
Director, Corporate and Foundation Relations
Holy Cross Hospital Foundation
301-754-7101
golidayb@holycrosshealth.org
TIPS AND ADVICE

• Remember your strengths as a community- or faith-based organization, including a deep understanding of linguistic and cultural nuances, and insight into community dynamics.
• Grantors see community organizations as innovators who discover unique ways to address the needs of the community, including how to improve access to care and overall health status.
• Many funders want to see successful partnerships and collaborations. Partner and collaborate with other organizations that may have similar goals.
• Be sure your proposal reflects the criteria stated the grant request and includes all required components.
• Demonstrate community needs and trends by utilizing relevant facts and data to support your proposal (e.g. qualitative and quantitative information, pilot data).
• Be able to show both program outputs and outcomes.
• Be realistic in your proposal and demonstrate feasibility.
• Know your audience and research past grantees and funded projects.
• Stay in contact with funders. Many funding offices welcome questions from applicants throughout the process. Even if your proposal was not accepted, determine areas of improvement for the future.

AUDIENCE Q & A

Question 1: What are some key qualifications for a grant writer?
• Identify someone who can demonstrate experience with the types of funds your organization is seeking.
• Request and contact references.

Question 2: It has been a challenge to find the right grant resources and grant writers. Are there non-profit organizations that can help?
• Suggestions include Non Profit Montgomery www.nonprofitmontgomery.org, the Association for Fundraising Professionals (AFP), and Grant Professionals Association (GPA) http://grantprofessionals.org/

Question 3: We offer services that are very broad, how do we flag ourselves in terms of activities? What organizations should we partner with?
• Identify which particular needs are high priorities and then find out what other organizations are providing similar services.
• Highlight the area you want to focus on then reach out to agencies, such as the Department of Health and Human Services, that may be able to direct you to other organizations in your community.

Question 4: Where can I go to find more information about non-profits in the area?
• Check out Non Profit Montgomery www.nonprofitmontgomery.org.

Question 5: If you already receive County-based funding, can you apply again or are we eligible for additional County-based funding?
• If you have already applied for a FY2013 Community Development Block Grant or Community Service Grant, you may also apply for a Council grant in the event the Executive does not recommend your organization for funding. For more information, please see the Council Grant’s Frequently Asked Questions: http://www.montgomerycountymd.gov/content/council/pdf/doc/frequentlyaskedquestionsfy13.pdf
Question 6: How do you measure the outcomes of a proposed grant? How does it weigh in when awarding new grantees versus an organization that has been approved in the past?

- Priority is given to those who can demonstrate results. The content of what is being proposed is taken into account.
- Review committees may look at how well the proposal relates to the program’s goals rather than if it’s a new grantee or a renewal application. They look at how the community is being served best.

Question 7: Being a non-hierarchal structured staff, how will that affect a grant application?

- Be sure to determine who will undertake which task and be clear in your proposal as to how the work will get done.

WORKSHOP FEEDBACK

Responses from the workshop evaluation forms. Note: Numbers may not add to 100 due to rounding.

Applying for Grants (check all that apply)

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<tr>
<td>My organization has never considered applying for a grant(s).</td>
<td>19%</td>
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<tr>
<td>My organization is hesitant to apply for grant(s) due to a past failed attempt(s).</td>
<td>2%</td>
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<tr>
<td>My organization has started thinking about applying for a grant(s), but do not intend to within the next month.</td>
<td>19%</td>
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<tr>
<td>My organization intends to apply for a grant(s) in the next month.</td>
<td>11%</td>
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<tr>
<td>My organization has applied for a grant(s) within the past 6 months</td>
<td>20%</td>
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<td>My organization has applied for a grant(s) over 6 months ago</td>
<td>7%</td>
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<tr>
<td>My organization has applied for a grant(s) in the past and intends to apply for more grants in the future.</td>
<td>22%</td>
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Active Grants (check one)

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<tr>
<td>My organization currently has 1-2 active grants.</td>
<td>13%</td>
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<td>My organization currently has 3-4 active grants.</td>
<td>6%</td>
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<td>My organization currently has 5 or more active grants.</td>
<td>16%</td>
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<td>My organization does not currently have active grants, but did in the past.</td>
<td>10%</td>
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<tr>
<td>My organization does not currently have any active grants.</td>
<td>55%</td>
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Workshop Ratings

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<th>Poor</th>
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<th>Average</th>
<th>Good</th>
<th>Excellent</th>
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<tr>
<td>Value of topic</td>
<td>3%</td>
<td>52%</td>
<td>48%</td>
<td></td>
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<tr>
<td>Quality of content</td>
<td>3%</td>
<td>63%</td>
<td>34%</td>
<td></td>
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<tr>
<td>Quality of panelists</td>
<td>3%</td>
<td>63%</td>
<td>34%</td>
<td></td>
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<tr>
<td>Usefulness of handouts</td>
<td>6%</td>
<td>50%</td>
<td>44%</td>
<td></td>
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<tr>
<td>Length of workshop</td>
<td>3%</td>
<td>24%</td>
<td>45%</td>
<td>27%</td>
<td></td>
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<tr>
<td>Time for questions and answers</td>
<td>22%</td>
<td>53%</td>
<td>25%</td>
<td></td>
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<tr>
<td>Overall rating of workshop</td>
<td>3%</td>
<td>56%</td>
<td>41%</td>
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Disclaimer: This document presents a summary of the discussions shared throughout the workshop. For more detailed information, please refer to the respective organization.
Sharing Montgomery's FY2011 Giving

Sharing Montgomery's giving is currently stewarded by four donor-led grants committees that conduct thorough due diligence on each grant opportunity.

The following is the breakdown of how those committees distributed our Sharing Montgomery dollars in FY 2011, which totaled $600,000 to nonprofit organizations serving the diverse needs of the County's low-income children, families and seniors.

FY11 Sharing Montgomery Grants by Issue/Need

Key:
- **Safety-Net** = Emergency and long-term safety-net services that help families in crisis lift themselves out of poverty. This includes hunger relief, emergency shelter, affordable housing, health clinics, mental health services, and wrap-around care for high-need individuals and families.
- **Education** = High-quality programs serving children and youth from low-income families, including: pre-school program that ensure kids gain the basic skills necessary for kindergarten; academic programs which equip kids with critical skills and knowledge; and leadership, enrichment, and wrap-around programs which enable kids to make smart choices, discover their talents, and gain skills necessary for adulthood.
- **Workforce** = Workforce development programs which help low-income, unemployed and under-employed individuals secure gainful employment, including: access to higher education and professional accreditations; English language and literacy classes; career counseling, skill-building, and job training programs; and income generation opportunities.
2011 Grantees of The Community Foundation for Montgomery County's Community Leadership Funds

Last year, the individuals, families, and businesses who house their charitable giving funds at The Community Foundation gave over $5.9 million in grants to 250 Montgomery County nonprofits. Our giving includes approximately $600,000 in discretionary grants from The Community Foundation for Montgomery County’s four community leadership funds to support nonprofits serving the County’s most vulnerable children, families, and seniors.

The **Sharing Montgomery Fund**, led by a committee of donors, has a 15-year track record of vetting and supporting some of the best local nonprofits that serve the County’s low-income children, families, and seniors.

The **Nonprofit Advancement Fund for Montgomery County** strengthens the leadership and management capacity of nonprofits, especially small and emerging organizations that serve the County’s diverse communities.

The **Excel Beyond the Bell Fund** supports high-quality summer programs that enable low-income children and youth to make smart choices, discover their talents, and succeed in school and beyond.

The **Neighbors In Need Montgomery Fund** supports nonprofit organizations providing emergency services to County residents in crisis because of the economic downturn.

The grantees of our community leadership funds play a vital role in supporting the health and vibrancy of Montgomery County. To learn more about these organizations and upcoming opportunities to see their programs in action, contact Lauren Stillwell, Donor Services Manager, at lstillwell@cfncr.org or (301) 588-2544.

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**A Wider Circle**—To support its Neighbor to Neighbor program which provides basic home furnishings to low-income families.

**Asian American LEAD**—For the organization’s academic support and enrichment for children of low-income Asian American families working to stabilize their lives and move out of poverty.

**Asian Pacific American Legal Resource Center**—To support direct legal services for low-income Asian Americans in Montgomery County with a particular focus on employment, domestic violence, family law, housing, and immigration.

**Ayuda**—To provide legal counseling and support services to low-income Latino and African immigrants living in Montgomery County.

**Bethesda Cares**—To provide emergency rent, utility, and prescription assistance for low-income residents.

**Career Catchers**—To support its one-on-one career counseling and job-skill training for very low-income, unemployed, and under-employed adults.

**CASA de Maryland**—To support the Center for Employment Training in Gaithersburg, which provides permanent and temporary employment opportunities as well as legal counseling.
Centro de Apoyo Familiar—To support the organization, which seeks to build healthy communities by providing social service referrals, counseling, economic empowerment opportunities and support services for Latino families.

CentroNia—To support the bilingual, multicultural early childhood education programs and support services for low-income families at its Takoma Park center.

Child Center and Adult Services—To support bilingual mental health services for low-income, uninsured and under-insured residents.

Chinese Culture and Community Service Center—To strengthen this multi-service agency which provides educational, cultural, health, and social services programs to Chinese American residents.

Class Acts Arts—To support interactive, educational arts programming to engage low-income, academically at-risk children and incarcerated youth in positive self-expression.

College Tracks—To support its college access program which provides low-income minority and immigrant students with assistance in exploring post-secondary education opportunities and navigating the college application process.

Community Bridges—To support empowerment and leadership programs for low-income girls and their families in Silver Spring/Takoma Park.

Community Ministries of Rockville—To support its Latino Outreach Program which provides English language instruction and school-readiness classes for Latino families.

Court Appointed Special Advocates Program of Montgomery County—To support the recruitment, training, and supervision of community volunteers to serve as advocates on behalf of abused and neglected children in the County foster care system.

Crossway Community—To support its work in providing intervention, outreach, and emergency services for Montgomery County families in crisis, especially to single mothers and their young children.

Dwelling Place, Inc.—To support transitional housing and support services for formerly homeless families working toward self-sufficiency.

Eastern Montgomery Emergency Assistance Network, Inc.—To support rent and utility assistance for Montgomery County families in crisis.

Family Services, Inc.—To support the Keys to Success Program, a bilingual summer program which provides academic support, job skills, career planning, and parenting classes for teen parents from Gaithersburg and Watkins Mill High Schools.

Gandhi Brigade—To support leadership development, community engagement, and multimedia production training for diverse youth in middle and high school.

George B. Thomas, Sr. Learning Academy, Inc.—To support the Saturday School, which provides academic tutoring and mentoring for students in grades 1-12 throughout the county to help address the achievement gap.
**Home Care Partners**—To support home-care aide services which enable low-income seniors in Gaithersburg to live independently.

**Identity, Inc.**—To support its positive leadership development programs for Latino youth from the UpCounty area, including those who are at-risk of gang involvement, teen pregnancy, and academic failure. Additional funding supports its enriching summer camp for academically at-risk middle school youth, in partnership with the BlackRock Center for the Arts and the Montgomery County Department of Recreation.

**IMPACT Silver Spring**—To support its community organizing in multicultural communities, and strategic work with Montgomery County Health and Human Services Department. Additional funding supports the Long Branch Athletic Association programs which provide positive team sport activities and mentoring for low-income youth.

**Interfaith Works**—To support emergency and long-term support services for low-income families, including shelter for the homeless, rent and utility assistance for families struggling to remain in their homes, clothing centers, and case management for high-need families trying to break cycles of poverty.

**Korean Community Service Center of Greater Washington**—To support case management for the emergency services needs of low-income Korean American families and individuals in Montgomery County affected by the economic crisis.

**Latino Economic Development Corporation**—To support the Foreclosure Intervention Counseling Program, which offers bilingual training and one-on-one counseling on home foreclosure prevention and intervention to low and moderate-income Latinos and other immigrants.

**Liberty’s Promise**—To support its after-school and professional internship programs which equip low-income, immigrant youth with job skills and civic education.

**Literacy Council of Montgomery County**—To support its English language classes for adults seeking to increase their reading, writing, and speaking skills.

**Manna Food Center**—To support core operations of collecting surplus food, storing it safely and distributing it throughout the County to families at risk of hunger.

**Maryland Multicultural Youth Center (affiliate of the Latin American Youth Center)**—To support a summer work-skills development and internship program for low-income youth to increase academic achievement, develop career goals and adopt healthy lifestyle habits.

**Maryland Vietnamese Mutual Association**—To support the organization’s resource referrals and intergenerational support services for low-income Vietnamese American children, families, and seniors.

**Mary’s Center for Maternal & Child Care, Inc.**—To support emergency and referral services for low-income residents of the Long Branch community of Silver Spring.

**Mental Health Association**—To support the Family Foremost Center, which promotes healthy family functioning and child development by providing training, mentoring, and case management support services to low-income families with young children.
Mercy Health Clinic—To support the clinic, which provides medical care and prescriptions to uninsured, low-income residents in Gaithersburg and Germantown.

Metropolitan Community Development Corporation—To support this multi-service agency, which provides support services for families in crisis, pro bono legal counsel, and an academic enrichment summer camp program for children from low-income, single parent and immigrant families.

Ministries United Silver Spring Takoma Park—To support prescription assistance for low-income residents affected by the economic crisis.

Mobile Medical Care—To provide subsidized medications for low-income, uninsured and under-insured individuals with chronic care conditions.

Montgomery County Coalition for the Homeless—To support its emergency shelter for individuals and families in crisis, including its Safe Havens program for chronically homeless adults with mental illness.

Montgomery Housing Partnership—To support academic enrichment for children of low-income families living in affordable housing through the Community Life preschool and after-school academic programs. Additional funding supports its summer partnership with Gandhi Brigade, Passion for Learning, and Class Acts Arts to provide enriching learning experiences for middle school youth.

National Center for Children and Families—To support the childcare, after-school, and recreation services of the Greentree Shelter, which provides temporary housing and support services for homeless families.

Nonprofit Montgomery!—To support its work to build the collective strength, visibility and influence of Montgomery County nonprofits.

Nonprofit Village—To support Montgomery County’s first multi-tenant nonprofit center which provides nonprofits with rental stability, infrastructure support, and opportunities for collaboration.

Passion for Learning, Inc.—To support its Dig Lit program, an after-school literacy and technology program for academically at-risk middle school students.

Planned Parenthood of Metropolitan Washington—To support its Montgomery County Latino Teen Education Program which provides bilingual health education, prevention, and outreach services to at-risk Latino teens and their families.

Primary Care Coalition—To support the Tree House Child Assessment Center which provides comprehensive services for victims of child maltreatment, including medical examinations, mental health assessments, ongoing mental health therapy and victim advocacy services.

Red Wiggler Community Farm—To support the vocational training for adults with developmental disabilities, which provides therapeutic benefits, job skills, income, confidence, and social connections.

Round House Theatre—To support its Intersections program which engages low-income elementary and middle school students in the performing arts to enhance their literacy and critical thinking skills.

Shepherd’s Table—To support the Eye Clinic, which provides vision screenings and prescription glasses for low-income, uninsured residents.
**St. Joseph’s House**—To support its before- and after-school care, weekend respite, and emergency 24-hour care for children with severe and multiple developmental disabilities.

**Stepping Stones Shelter**—To support homeless families in overcoming housing and employment barriers as they work toward self-sufficiency.

**Sunflower Bakery**—To provide on-the-job training in baking and food preparation for individuals with developmental and cognitive disabilities.

**Top Banana**—To support its grocery delivery service for low-income seniors and adults with disabilities, enabling them to live independently.

**Upper Montgomery Assistance Network**—To support emergency financial assistance for families facing eviction, foreclosure, and loss of vital utility services.

Visit us online to make a secure gift to our community leadership funds and learn more about the work of our grantee organizations addressing the critical needs of our most vulnerable neighbors.

**The Community Foundation for Montgomery County**
8720 Georgia Avenue • Suite 202 • Silver Spring, MD, 20910
301-588-2544
www.TheCommunityFoundationMC.org
A regional affiliate of The Community Foundation for the National Capital Region
How can I submit a Letter of Inquiry (LOI) and when is the deadline?

All LOI documents must be submitted through the Community Foundation’s online grant application form by 5pm on Wednesday, August 3, 2011. The online application form may be accessed through www.thecommunityfoundationmc.org.

No hard copies are required. Faxes will not be accepted.

What format should we use for the e-documents?

All Application materials must be submitted as PDF documents. When naming your file, please do not use special characters (such as /, *, %, etc.) or spaces in the file names. Such files are unrecognized as PDFs to some systems. A list of PDF generators can be found in the LOI guidelines.

Please do not include imbedded headers, footers, or page numbers on any of your documents.

What are the eligibility requirements of the Sharing Montgomery Fund? What are the geographic restrictions?

To be eligible to submit an LOI, your organization must be a 501(c)(3) organization with programs that directly serve low-income Montgomery County residents.

Organizations headquartered outside the County are eligible to apply. However, they must specifically demonstrate the impact of the services they offer in the County.

What tips can you recommend to help us strengthen our request to the Sharing Montgomery Fund?

Please be sure to clarify how your programs serve the needs of low-income Montgomery County residents: children, youth, adults, families, and/or seniors.

Also, please clearly state the projected outcomes for the Montgomery County residents. That is, please explain how your programs will measurably impact the lives of participants/clients, both in the short- and long-term.

What types of programs has the Sharing Montgomery Fund supported in the past?

The Sharing Montgomery Fund has supported a wide variety of organizations addressing the diverse needs of low-income children, families, and seniors throughout Montgomery County.

A brief sample of recent grantee programs includes services for people with disabilities, early childhood education, after-school and summer enrichment programs for youth, emergency food &
shelter, job-skill training, health clinics, affordable housing, ESOL classes, civic engagement and leadership development, legal services, and mental health counseling.

You may view a list of the Sharing Montgomery Fund’s most recent grantees online at www.thecommunityfoundationmc.org.

**Is the required organizational budget to be based on our current fiscal year or a projection of the coming fiscal year?**

This will depend on the dates of your fiscal year:

- For a July 1 – June 30 fiscal year, submit your organization’s projected FY12 budget as the current budget and the FY11 budget-to-actuals as your previous year’s budget.
- For a January 1 – December 31 fiscal year, submit your current 2011 budget with year-to-date actuals and your final 2010 budget-to-actuals.
- For an October 1 – September 30 fiscal year, submit your projected FY12 budget and FY11 budget-to-actuals.

**What are the page limitations and are they spelled out in the LOI guidelines?**

Yes, page limitations are spelled out in the LOI Guidelines. The Letter of Inquiry cover (1 page) and narrative (3 pages) should be uploaded as a single PDF document, no longer than 4 pages. Please be sure to use a font that is easy to read (e.g. Times New Roman, Arial).

**What is the purpose of the optional one-page addendum?**

The Community Foundation staff would like to be able to share with you information regarding invitation-only funding applications, special events, and professional development opportunities focused on specific issues, such as:

- Emergency services for low-income families
- Workforce Development
- Youth Development and Academic Enrichment
- Capacity-building, for your organization and/or other nonprofit partners

If you have not already shared information about those plans and programs within your LOI narrative, you may submit a one-page addendum briefly describing those efforts.

**Are there any organizational eligibility requirements that would prevent an organization from being considered for a grant? (i.e., organizations that have been incorporated for less than a year, have a large/small budget, etc.)**

The Sharing Montgomery Fund only supports 501(c)(3) organizations with programs that directly serve Montgomery County residents. There are no specific eligibility requirements/restrictions related to budget size, or years of operation.

**May we request a general operating support grant?**

Yes, organizations can either request general operating support or requests for specific programs.
**Does the Sharing Montgomery Fund make grants to support capital campaigns or fundraising events?**

No, the Sharing Montgomery Fund does not support capital campaigns or fundraising events.

**May an organization submit a proposal for a multiple-year grant?**

No, the Sharing Montgomery Fund does not make multi-year grants. However, you can reapply for the same program each year.

**May we submit multiple LOIs to the Sharing Montgomery Fund?**

No. We would encourage you to either apply for general operating support or select one program that best fits the Sharing Montgomery Fund guidelines.

**My organization recently received a grant from one of the other funds at The Community Foundation. Is my organization eligible to submit a Letter of Inquiry for the FY12 Sharing Montgomery Fund grant cycle?**

Yes, your organization is eligible to apply to the Sharing Montgomery Fund. Receiving a grant from another family, corporate, or community leadership fund at the Community Foundation does not disqualify your organization from consideration.

**My organization intends to submit a proposal to a different Community Foundation fund this year (e.g. The Community Foundation for the National Capital Region’s regional Neighbors In Need Fund.) If we are awarded a grant from the Sharing Montgomery Fund, will we be eligible to receive funding from other funds of the Community Foundation?**

Yes, you may be eligible to receive a grant from another fund even if you have been awarded a grant from the Sharing Montgomery Fund.

**May we include supplemental attachments with our LOI, such as letters of recommendation from community partners, copies of media coverage of our programs, etc.?**

If you are requesting funding for a partnership, then you may submit a letter of agreement or recommendation from your partner organization(s). Please contact Aylin Guven at aguven@cfncr.org for instructions on how to submit that document with your application.

Otherwise, please do not submit copies of media coverage, annual reports, or other documents.

**How competitive is the Sharing Montgomery grant process?**

Although we anticipate that there will be considerable interest, we have no way of knowing how many organizations will submit proposals for the Sharing Montgomery Fund this year.

Even if your LOI is not selected to receive a grant, we still appreciate receiving your application as it provides the Community Foundation staff with details about your programs which we may be able to share with our foundation colleagues and donor families. Also, having your updated contact information will allow us to contact you about other funding opportunities available through the Community Foundation and our foundation colleagues.
If my organization submits an LOI, is it possible that the organization may be awarded less money than requested?

Yes, it is possible that your organization will be awarded a smaller grant than what was requested.

If our proposal does not receive funding, can we request feedback from the reviewers or a debriefing of some other kind from the Community Foundation?

If you have questions, you may contact Anna Hargrave at ahargrave@cfncr.org or (301) 588-2544 X 1# or Aylin Guven at aguven@cfncr.org or (301) 588-2544 X 3#. We will endeavor to be as responsive to questions from applicants as the volume of requests allows.

When will we be notified if we will receive a Sharing Montgomery Fund grant?

By early October 2011, The Community Foundation will notify you in writing if your organization will be invited to submit a proposal, which will be due by December 1, 2011.

If selected for the proposal stage, Community Foundation staff may also arrange a site visit in either the fall (October – December) or winter (January – February). Funding decisions will be announced in April 2012.

What’s the funding timeline for an FY12 Sharing Montgomery Fund grant? How soon must the grant funds be utilized?

Grant funds should be used within one year of the date received. (I.e. any time between April 1, 2012 through April 1, 2013.)

Is there a way for an organization to apply for a grant from a donor advised fund?

Organizations may not apply directly to funds established by individuals, families, and businesses.

However, the Community Foundation’s staff often shares information about local nonprofits addressing critical community needs with individuals and businesses interested in expanding their local giving. By submitting an application through the Sharing Montgomery Fund, you will enable the Community Foundation staff to provide the most up to date information about your programs to donors who may be interested in giving and/or volunteering for your organization.

What if I still have questions? Can I talk to staff about our proposals?

Please contact us directly if you have specific questions about your program’s eligibility or the review process.

Aylin Guven
Donor Services Officer
aguven@cfncr.org
(301) 588-2544 x 3#
Sharing Montgomery Fund  
FY 2012 Letter of Intent Guidelines  
The Community Foundation for Montgomery County  
An Affiliate of The Community Foundation for the National Capital Region

The Community Foundation is now accepting Letters of Intent for the Sharing Montgomery Fund’s FY2012 Grant Cycle through close-of-business (5:00 PM) on Wednesday, August 3, 2011. Please note that all applications must be submitted online through the Community Foundation’s website (www.thecommunityfoundationmc.org).

The Community Foundation for Montgomery County’s Sharing Montgomery Fund has a 15-year track record of supporting local nonprofits addressing the needs of the county’s low-income children, families, and seniors. Since its inception, Sharing Montgomery has given over $2 million to local organizations serving our most vulnerable neighbors.

Eligibility for the Sharing Montgomery Fund  
The Sharing Montgomery Fund only makes grants to 501(c)3 nonprofit organizations with programs or services which directly serve the needs of low-income children, youth, adults, families, and/or seniors living in Montgomery County. In particular, we wish to support:

- quality out-of-school time academic and enrichment programs for low-income children and youth;
- emergency “safety net” and prevention programs in health and human services for low-income children, adults, families, and seniors; and
- literacy, income generation, workforce development, and other skill-building programs which help individuals and families lift themselves out of poverty and achieve financial self-sufficiency.

Grants may support programs or continuation funding, including general operating support. Grant awards may range from $2,500 to $5,000. Partnerships between nonprofits may be eligible for larger grant awards.

FY2012 Grant Application Process  
The Letter of Intent cover sheet, narrative, and attachments must be submitted through The Community Foundation for Montgomery County website on or before 5 pm on August 3, 2011. No hard copies are required. Faxes will not be accepted.

All applicants will be notified in writing by early October, 2011 if your organization has been selected to submit a full proposal by the December 1, 2011 deadline. Applicants will be notified in writing by early April, 2012 if selected to be funded.
I. Executive Summary Cover Sheet (1-PAGE LIMIT)

Please note that the online submission process requires applicants to upload the cover sheet (1 page) and narrative (3 pages) as a single PDF document. The cover/narrative document must not exceed 4 pages in total.

Please use this format to provide all of the requested information on a one-page introductory cover sheet. Information presented on the cover sheet will be utilized to determine compliance with the defined eligibility criteria. Organizations that do not comply with eligibility criteria will not be invited to submit a proposal.

1. Organization name, address, main phone, fax, and website
2. Name and email/phone of Executive Director
3. Name of main contact for this proposal, if other than Executive Director and email/phone/fax
4. Tax exempt status/EIN Number
5. Fiscal Agent Organization name, address, and Director of the organization (IF APPLICABLE)
6. Total organizational budget (current year)
7. Program/Project budget (if applicable)
8. Fiscal year (MM/YYYY – MM/YYYY)
9. Requested Amount
10. Purpose of Request (Limit: 75 words)
11. Type of Request: General Operating Support or Program Support
12. Organization’s mission (Limit: 75 words)
13. Program Area
14. Geographic area(s) served (LIST ALL THAT APPLY)*
   - Montgomery County, MD Countywide
   - Up-County (such as Germantown, Gaithersburg, Olney)
   - Mid-County (Rockville, Wheaton)
   - Down-County (Bethesda, Silver Spring, Takoma Park)

15. Population(s) served – (LIST ALL THAT APPLY FOR EACH CATEGORY)*

Gender
- All
- Male
- Female

Age
- All Ages
- Early Childhood (0-4)
- Children (5-12)
- Youth (13-16)
- Older youth (16-24)
- Adults (25-59)
- Seniors (65+)

Race/Ethnicity
- All
- African-American or Black
- American Indian or Alaska

Income
- All
- Moderate to Low-Income (i.e. between the Federal Poverty Line and the Montgomery County “self sufficiency” wage.)
- Low Income (100% of Federal Poverty Line)
- Very Low Income (below Federal Poverty Line)

Special Populations
- Immigrants
- Incarcerated / Formerly-Incarcerated
- LGBT
- Military (active, families,
Sharing Montgomery Fund - FY12 Letter of Intent Guidelines (Continued)

Native
☐ Asian or Pacific Islander
☐ Caucasian
☐ Hispanic/Latino
☐ Middle Eastern

veterans)
☐ Persons with Special Needs/Disabilities

*Note for questions 14-15: For program requests, please only list the geographic area served and client demographics served by that program. For general operating requests, please list the geographic area and client demographics for the organization’s work as a whole. For question 15, it is not necessary to reprint the demographic categories that do not apply to your program/organization.

II. NARRATIVE (3-PAGE LIMIT)

The Letter of Intent narrative should include all information requested below. Please utilize the section headings presented in bold type to organize requested information. It is not necessary to reprint the questions in the narrative. The narrative portion of the application should not exceed 3 pages. Please use a standard typeface no smaller than 11 points and no less that 1” margins.

As a reminder, the online submission process requires applicants to upload the executive summary cover sheet (1 page) and narrative (3 pages) as a single PDF. The cover/narrative document must not exceed 4 pages in total.

For All Requests: Information on Your Organization
1. Briefly describe your organization’s history, key milestones, and challenges:
   a. Describe current programs and activities.
   b. Describe the most important accomplishment(s) of the past year to three years.
   c. Describe the most significant challenge(s).

For General Operating Requests
1. What specific community need or issues does your organization address? Please describe the strategies your organization utilizes to tackle these issues. Explain, as clearly as possible, how the identified strategy (or strategies) is implemented?
2. What are the short- and long-term outcomes for your organization? What project objectives and activities will your organization implement to achieve the short-term outcomes? Describe your specific activities/strategies using a timeline over the course of this request.
3. What measurable outcomes (defined as concrete changes or impact) has your organization achieved over the past year?

For Program Requests
1. What specific community need or issues does this program seek to address? Please describe the strategies this program utilizes to tackle these issues. Explain, as clearly as possible, how the identified strategy (or strategies) is implemented?
2. What are the short- and long-term outcomes for this program? What objectives and activities will your organization implement to achieve the short-term outcomes for this program? Describe your specific activities/strategies using a timeline over the course of this request.
3. For an existing program, what measurable outcomes (defined as concrete changes or impact) have been achieved over the past year?
III. ATTACHMENTS

In addition to the cover/narrative document, please submit the following:

1. Organization’s current annual operating budget with year-to-date actuals
   (Please refer to the enclosed sample budget format).

2. Organization’s annual operating budget from the previous fiscal year with actuals.
   (Please refer to the enclosed sample budget format).

3. Current project budget, for program requests only (see attached budget format). Please be
   sure to identify other funding sources for this project/program. Include amounts and indicate
   whether these have been received, are committed, or are projected.

4. Board of Directors, with community affiliations.

5. Key Staff List (for those directly involved in program request)

6. (OPTIONAL) If applicable, an addendum about your organization’s special initiatives not listed
   in the narrative.*

*OPTIONAL One-Page Addendum

The Community Foundation periodically shares information regarding invitation-only funding
applications as well as events and professional development opportunities focused on specific
issues.

If you have not described the following in your LOI narrative, you may submit a one-page addendum
with brief descriptions of plans you are developing or programs you recently implemented which
address the following issues.

☐ Emergency services for low-income families
☐ Workforce Development
☐ Youth Development and Academic Enrichment
☐ Capacity-building, for your organization and/or other nonprofit partners
SAMPLE BUDGET FORMAT

Please submit separate organizational and project budget information.

If you already prepare organizational and project budgets that include the following information and approximate this format, please feel free to submit them in their original forms. You may reproduce this form on your computer and/or submit separate pages for income and expenses.

Budget for the period: ____________ to ____________

<table>
<thead>
<tr>
<th>Item</th>
<th>EXPENSES</th>
<th>INCOME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; wages</td>
<td>Amount</td>
<td>Source</td>
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<td>(breakdown by individual $ position and</td>
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<td>indicate $ full or part-time)</td>
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<tr>
<td>Fringe benefits &amp; payroll Taxes</td>
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<tr>
<td>Sub-Grants to Partner Orgs.</td>
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<td>Consultants &amp; professional fees</td>
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<td>Training</td>
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<td>Printing &amp; copying</td>
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<td>Telephone &amp; fax</td>
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<td>Postage &amp; delivery</td>
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<tr>
<td>Rent &amp; utilities</td>
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<tr>
<td>In-kind expense</td>
<td></td>
<td></td>
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<tr>
<td>Other (specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL EXPENSE</td>
<td></td>
<td>TOTAL INCOME</td>
</tr>
</tbody>
</table>

Amount  FT/PT  Source

Government grants & contracts (specify) $____
Foundations (specify) $____
Corporations $____
Religious Institutions $____
United Way, Combined $____
Federal Campaign & other federated campaigns $____
Individual contributions $____
Fundraising events & products $____
Membership income $____
In-kind support $____
Other (earned income, consulting fees, etc. Please specify) $____

TOTAL INCOME $____
BALANCE $____
Nonprofit Resources in Montgomery County

- **Maryland Nonprofits (MANO)** is a membership organization for nonprofits. Member organizations get access to resources that help with organizational development and operational support. [www.marylandnonprofits.org](http://www.marylandnonprofits.org)

- **Nonprofit Montgomery** serves as a resource for nonprofits in Montgomery County. They provide information on cost saving techniques, help nonprofits coordinate their work, and work to build a collective voice for the sector. [www.nonprofitmontgomery.org](http://www.nonprofitmontgomery.org)

- **Nonprofit Roundtable of Greater Washington** is the regional organization behind Nonprofit Montgomery, and provides leadership and support on a regional level. [www.nonprofitroundtable.org](http://www.nonprofitroundtable.org)

- **Nonprofit Village** helps nonprofits minimize office expense by providing opportunities to share building space, office equipment and IT support. [www.thenonprofitvillage.org](http://www.thenonprofitvillage.org)

- **Montgomery County Office of Community Partnerships** works to build strong partnership between the County’s nonprofits organization and the County government. [www.montgomerycountymd.gov](http://www.montgomerycountymd.gov)

- **The Community Foundation for the National Capital Region** [www.thecommunityfoundation.org](http://www.thecommunityfoundation.org)

- **The Community Foundation for Montgomery County** [www.thecommunityfoundationmc.org](http://www.thecommunityfoundationmc.org)

- **The Community Foundation for Prince George’s County** [www.thecommunityfoundationpgc.org](http://www.thecommunityfoundationpgc.org)
FREQUENTLY ASKED QUESTIONS ABOUT THE MONTGOMERY COUNTY COUNCIL NONPROFIT GRANTS PROCESS

What is the Purpose of the Council’s Grants Process?

The Montgomery County Council believes that strong partnerships with nonprofit organizations are critical to meeting County objectives. Accordingly, the Council will consider funding programs and projects that advance the County’s services, goals, and objectives in areas including, but not limited to, the following: health and human services, education, recreation, and economic development.

In these very difficult economic times for many of our residents, the Council is particularly interested in proposals that provide emergency and other assistance to the neediest members of our community.

Organizations interested in applying for arts and humanities grants should contact Ms. Michelle Grove of the Arts and Humanities Council at 301-565-3805 or Michelle.Grove@creativemoco.com. Their website address is: www.creativemoco.com/grants

Organizations interested in applying for adult literacy or ESOL grants, please contact Ms. Heather Ritchie, Montgomery Coalition for Adult English Literacy at 301-881-3177 or hritchie@mcael.org. Their website address is www.mcael.org.

Who is Eligible to Apply?

Any organization, institution or association incorporated as a private, not-for-profit organization designated under 501 (c) (3) of the Internal Revenue Service that provides services or activities in Montgomery County is eligible to apply.

Grants will be awarded for projects in Montgomery County and for Montgomery County residents only. Organization headquarters can be outside of Montgomery County as long as the organization demonstrates that the activities and services supported by grant funds provide services in the County and to Montgomery County residents.

How Do I Apply?

Organizations interested in applying for a FY2013 Council grant may access the application on the Council’s website at: www.montgomerycountymd.gov/council. If you do not have access to the Internet, you may call 240-777-7924 and an application will be sent to you in the mail. You may also pick up an application at Legislative Information Services at the Council Office Building, 5th floor, 100 Maryland Avenue in Rockville.

PLEASE NOTE THAT THIS YEAR THERE ARE TWO OPTIONS FOR SUBMITTING A COUNCIL GRANT APPLICATION:
1. PAPER COPIES AS IN PRIOR YEARS (5 sets of application and all required attachments hand-delivered or sent by postal mail to the Legislative Information Services Office of the Montgomery County Council, 100 Maryland Avenue, 5th floor, Rockville, Maryland 20850)

OR

2. APPLICANTS MAY SUBMIT THEIR APPLICATION AND REQUIRED ATTACHMENTS IN AN ELECTRONIC FORMAT BY FOLLOWING THE INSTRUCTIONS ON PAGES 3-4 OF THE COUNCIL GRANT APPLICATION. If you choose this submission option, we strongly urge you to submit your application well in advance of the deadline. In that way, if you encounter any technical difficulties, you will have time to address them or submit your application in hard copy prior to the deadline.

If you have already applied for a FY2013 Community Development Block Grant or Community Service Grant, you may also apply for a Council grant in the event the Executive does not recommend your organization for funding. You do not need to complete a separate Council grant application, although please do complete page 8 of the Council grant application and please respond to any of the questions on page 9 that are not included in your CDBG/CSG application.

What is the Deadline for Applications?

January 27, 2012, 4 p.m. is the deadline for receipt of applications. They must be received in Council offices by that time in order to be considered for funding. Please note that no applications will be accepted after January 27, 2012.

What is the Review Process?

The Council has appointed a community Grants Advisory Group to review and evaluate applications. Applicants may be asked to respond to questions from the Grants Advisory Group in a brief question and answer session. These sessions are tentatively planned to occur in March. Applicants will be contacted with additional information on the Question and Answer sessions.

The Grants Advisory Group will base their evaluations on the following criteria established by the County Council: cost-benefit; public benefit; strength of organization and strength of proposal. Additional detail on the evaluation criteria is contained in Appendix I of the Council Grant Application.

The Grants Advisory Group is scheduled to issue a written report to the County Council by April 20, 2012. The report will be available on the Council’s web site and will contain one-page evaluations of each grant application reviewed by the Grants Advisory Group. This written report will not contain scorings or rankings of applications.
In early May, the Council’s Grants Manager will provide recommendations regarding funding of grant applications. Further detail will be provided later in the spring. In late May, the County Council will make funding decisions as part of the Fiscal Year 2013 budget.

Funding for any selected proposals will only become available approximately 60-120 days after July 1, 2012, after execution of a required contract with Montgomery County Government that includes reporting and other requirements, including insurance. Organizations should not deliver any services or purchase any goods prior to the execution of the contract with the County, and receipt of a valid Purchase Order. The grant application provides further details.

Is There a Maximum Grant Amount?

The Council has not set a limit on the amount of funding an applicant can request. However, for the last five years, approximately 75%-80% of the proposals funded by the Council through its grants review process were $50,000 or less.

Is There a Limit on the Number of Grant Proposals from an Organization?

The Council has not set a limit on the number of proposals from a single organization.

Is There a Restriction on the Types of Activities or Requests That Can Be Funded?

Generally not. In addition to program-related requests, the Council has funded capital equipment purchases, administrative support, staff training, and other “overhead” type requests. They must be specifically described and identified for a specific purpose. It is important to keep in mind that funds are for one year only.

Is There an Overall Amount of Funding Available for Grants?

For FY2013, the Council has not yet made a decision whether to set an overall funding target for grants. Last year, the Council ultimately funded $1.5 million in Council grants in late May, 2011, as part of the Council’s actions on the operating budget.

What Changes/Additional Information is Required in This Year’s Application?

- The project budget template in this year’s Council grant application has more detailed expenditure categories.

- Additional information is provided regarding required attachments.

- As noted previously, applicants may submit their application and required attachments in paper copies (5 sets required) as in prior years, OR via electronic submission (see pages 3-4 of Council grant application for detailed instructions for this submission option).
Please note that nonprofit organizations may also apply for funding to the County Executive’s Community Collaboration Grants through a separate application process. Most of the narrative questions on both the County Council and County Executive grant applications are identical, and the deadline for both applications is January 27, 2012. To learn more about the County Executive’s grant application process, go to http://www.montgomerycountymd.gov/mcgtmpl.asp?url=/content/pio/grants.asp.

Who Do I Contact if I Have Questions?

Questions concerning grant applications should be directed to Peggy Fitzgerald-Bare, Council Grants Manager at 240-777-7924 or council.grants@montgomerycountymd.gov. General information about the Council Grants Process can also be found on the County Council’s web page at www.montgomerycountymd.gov/Council. See the link on the left column of the main page, Council Grant Information.
Council Grants

General Information on Council Grants

The Montgomery County Council believes that a strong partnership with nonprofit organizations is critical to meeting County objectives and the needs of our residents.

Through a formal annual application process the Council accepts funding requests from nonprofit organizations that provide services in Montgomery County to County residents. A community Grants Advisory Group appointed by the County Council assists in the review process through evaluations of proposals. The Council makes decisions on the funding of proposals as part of its actions on the County Operating Budget.

The Council accepts applications for programs and projects that advance the County’s services, goals, and objectives, including, but not limited to the following areas: community development, economic development, education, health and human services, and recreation.

Timetable (exact dates vary slightly each year):

On or about December 15

Council Grant application available on Council web site.

January 27, 2012

Deadline for Applications

February-March

Grants Advisory Group Review and Evaluation of Applications

Late April

Grants Advisory Group issues report.

Late May

County Council makes funding decisions on grants as part of County Operating Budget. Proposals selected for funding are effective July 1.
Funds become available approximately 60-120 days after July 1, after execution of a required contract with Montgomery County Government. The grant application provides further details.

For additional information:

Peggy Fitzgerald-Bare, Council Grants Manager
Council.Grants@montgomerycountymd.gov
240-777-7924
County Grant Information

Community Development Block Grants
Department of Housing and Community Affairs
Application Deadline: APPLICATION DEADLINE HAS PASSED
Contact People: Angela Dickens, 240-777-3630, or Matthew Greene, 240-777-3631

Community Services Grants
Department of Health and Human Services
Application Information: November 16, 2011
Contact Person: Traci Anderson, 240-777-1269

Executive’s Community Collaboration Grants
Office of the County Executive
Contact Person(s): Beryl Feinberg (240-777-2768) or Melanie Coffin (240-777-2779)
Contact Email: exec.grants@montgomerycountymd.gov

This is discretionary funding included in the County Executive’s annual recommended budget to support non-profit organizations delivering services consistent with the County Executive’s mission statement. Priority consideration will be given to safety net services and out-of-school time activities for youth. Please complete the application on http://www.surveymonkey.com/s/execgrants requesting funds and describing the program. Please remember to attach the required documentation of Internal Revenue Service tax-exempt 501 (C) (3) status. The Office of Management and Budget will only accept the electronically completed grant applications. If you have questions, please e-mail exec.grants@montgomerycountymd.gov.

Eligibility: Any organization, institution or association incorporated as a private, not-for-profit organization designated under 501 (C) (3) of the Internal Revenue Service that provides services or activities in Montgomery County is eligible to apply. Grants will be awarded for projects in Montgomery County only. Organization headquarters can be outside of Montgomery County as long as the organization demonstrates that the activities and services supported by grant funds benefit Montgomery County residents.

Please note that applications for the Executive’s Community Collaboration Grants are subject to the Maryland Public Information Act (MPIA) (found at Md. Code Ann., State Gov’t., §10-611 through -628 (MPIA) and the County must comply with the disclosure requirements of the MPIA when a request for documents is received.

County Council Grants
Office of the County Council
Application Deadline: January 27, 2012

Contact Person: Peggy Fitzgerald-Bare, 240-777-7924

English Literacy Grants
Montgomery Coalition for Adult English Literacy (MCAEL)
Application Deadline: March 2012, check information page for more details
County Grant Information

Application Deadline: March 2012, check information page for more details
Contact Person: Heather Ritchie, 301-881-3177

Arts and Humanities Grants
Arts and Humanities Council of Montgomery County
Arts Integration Residency Grants
Next Deadline: Wednesday, November 16, 2011 for projects to take place between January 1 and June 15, 2012
Download FY12 Arts Integration Residency Grant guidelines here:

Contact Person: Michelle Grove, 301-565-3805 X28

HOME Grants (for housing developers)
Department of Housing and Community Affairs
Application Deadline: N/A
Contact Person: Cager, Lawrence C., 240-777-3620

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