



MONTGOMERY COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES COMMUNITY SERVICES GRANT PROGRAM

FISCAL YEAR 2023

APPLICATION INSTRUCTIONS

I. PURPOSE

- The Community Services Grant program provides one-time grants to non-profit organizations serving Montgomery County residents. The program provides reimbursement to funded organizations for approved equipment and other capital purchases that support health and human service programs. The program goal is to promote a safe, healthy, and self-sufficient community.
- The Department will review and evaluate all submissions, but preference will be given to applications that directly contribute to the following service priority: **COVID-19 Pandemic**.

II. ELIGIBILITY

- All not-for-profit agencies, organizations, institutions, or associations providing services in Montgomery County and incorporated under 501(c) (3) of the Internal Revenue Code and offering health and human service activities consistent with the service priority listed in *Section I. Purpose* are eligible to apply.
- Grants will be awarded for projects implemented in Montgomery County only. Organizations must operate in and provide direct service to residents of Montgomery County. Organizations may have headquarters and/or administrative offices outside of Montgomery County; the organization must demonstrate that the client populations to be served by the award reside in Montgomery County.
- Organizations that have not received funding for the last three years will be given priority.

III. TIMELINE

- **Deadline for application submission is Friday, January 28, 2022 by 5:00 pm**

All Applications must be sent electronically to:
Community.ServicesGrants@montgomerycountymd.gov

- Grant applications will be reviewed by the Department of Health and Human Services and funding to selected organizations will be available for use beginning July 1, 2022
- Funded expenditures must occur between July 1, 2022 and June 30, 2023
- A final report will be due by August 1, 2023

IV. FUNDING

- Up to \$10,000 may be requested for a one-time award for capital improvements and/or equipment and their associated delivery and setup costs
- Requested funds should not duplicate or supplant funding for any existing activities or efforts
- Applicants are encouraged to identify in-kind services and or matching funds that are available and will be used to augment the proposed project
- All funded programs must initiate and complete purchases between July 1, 2022 and June 30, 2023
- Grant awards are distributed via reimbursement, upon receipt of proof of payment and other required documentation verifying the purchase of approved items
- The program will NOT fund:
 - Projects that have an existing deficit from a previous year or a previous project
 - Organizations that received previous awards and did not comply with the terms of the award, including submission of project reports and/or participation in a monitoring visit
 - Projects that will require more than a one-time grant award
 - Projects that are implemented before the start or after the close of the grant period
 - Vehicles, personnel, salary expenses of the organization or travel
 - Conferences or training costs not related to equipment purchases
 - Replacement of lost and/or reduced federal, state, United Way or other funding
 - Organizations that have an outstanding dispute with the Department and/or the County

V. APPLICATION

- Applications must be submitted on the specified grant program forms with the required attachments and adhering to the page limits specified in the application. To facilitate review, type responses using a 12 point font. The Grant Application Checklist should be attached following the Application Cover Sheet.

- Failure to adhere to Community Services Grant Program Application Instructions or provide the required attachments will result in rejection of the application.
- An organization may submit only one application per grant period and per organization. Only one group or organization may apply per year, including different branches, divisions, locations and/or units of same organization.
- Applicants must provide the following information:
 - Proof of applicant’s IRS not-for-profit designation and incorporation status
 - Complete project budget, including all needed equipment, quantities, specifications, manufacturer’s details, drawings, photographs or other renderings
 - Complete organization overall budget for applicant’s current fiscal year
 - Current list of applicant’s Board of Directors
- Narrative should clearly list all proposed items to be purchased, explain nature, and purpose of items, and how the proposed purchase will contribute to the priority stated in *Section I. Purpose*

VI. EVALUATION CRITERIA

Applications will be reviewed against the following criteria:

- How well the grant funds will contribute to the outcomes identified
- Requested funds are to be used for a capital expenditure (renovations, equipment, or technology improvements) or purchase of goods
- Alignment with the priority area
- Impact on the target population
- Applicant experience, capability and strategy for implementing the proposed project successfully
- Fit into the overall health and human services delivery system of Montgomery County

VII. REVIEW PROCESS

Applications are subject to the following levels of review:

- A. Acceptance – All applications will be subject to an initial review, including:
 1. Completeness of application
 2. Legibility and clarity

3. Compliance with Application Instructions, including the one-time only nature of the project
4. Fiscal accuracy

Incomplete applications will be returned to the applicant without consideration.

- B. Grant Review Panel – The Grant Review Panel includes public and private representatives. The Panel will be chaired by the Director of the Department of Health and Human Services or a designee. The Review Panel will review applications based on the Evaluation Criteria listed in Section VI.
- C. Recommendations to the County Executive – The Review Panel will present recommendations for awards to the Montgomery County Executive, who determines final approval and inclusion in the FY23 Recommended Operating Budget, based on the availability of funds. The final determination of awards is subject to County Council approval during its annual review of the FY23 budget.

VIII. CONDITIONS OF AWARD

Awardees will be required to:

- Submit an organizational invoice, requesting reimbursement of funds, along with documentation confirming payment and receipt of the approved items.
- Assure the County that the organization is compliant with Title VII of the Civil Rights Act of 1964, indicating that no person will be excluded from participation or be denied the benefits of any program, activity or service on the basis of race, sex, sexual preference, color, religion, ancestry, age, national origin or handicap.
- Acknowledge Montgomery County in all publicity and in all promotional or informational materials used in connection with the funded project, i.e., programs, handbills, posters, radio, and TV spots, etc.
- Submit to the County within 30 days of the completion of the project, a brief (not more than 3 pages) summary of how the grant award was used and how the award contributed to the stated outcomes.
- Assure item(s) will be used solely for purpose outlined in application for a period up to two years following the award of funds.
- If the awardee fails to comply, the Department and/or the County may seek return of all items purchased under this award.

IX. ADDITIONAL INFORMATION

- All questions concerning guidelines and eligibility should be directed to Montgomery County Health and Human Services well in advance of application deadline. For more information, please contact Kathleen Sheedy at 240-777-4518 or send an email to Community.ServicesGrants@montgomerycountymd.gov
- Grant applications will be reviewed, and grants announced by July 1, 2023
- Grant funds will be disseminated consistent with the terms listed previously. No funds will be available prior to July 1, 2023. If your agency is funded, you are not permitted to be reimbursed for purchases made prior to July 1, 2023, even if those items are consistent with requests made in your organization's grant application.