



APPLICATION INFORMATION AND REQUIREMENTS
FY23 COMMUNITY PARTNERSHIP GRANT PROGRAM

GENERAL INFORMATION

The Community Partnership Grant (CPG) program is an open and competitive process for Frederick County Government to enter into partnership agreements with community 501(c)(3) agencies and organizations to fund identified human needs within Frederick County. The County Executive's overall goal is to coordinate and align public and non-profit sector resources to create and enhance support services to positively impact children, youth, seniors, and families.

The County seeks applications for grant funding from eligible entities to address needs in the following specific areas (with examples of previously funded programs):

- **Senior Needs** - Examples: age in place services; senior centers; medical/wellness services; "Navigation Specialists" to connect seniors with services/activities; case management; transportation to medical providers.
- **Housing Needs** – Examples: homelessness prevention services; expanded shelter operations, especially for families; shelter transition services; shared housing for low-income seniors; case management to help reduce duration of homelessness; low-income senior housing repair.
- **Community Needs** – Examples: affordable mental health services; improved drug abuse prevention, treatment, rehabilitation and/or advocacy services; youth activities that operate in safe and secure out-of-school environments; improved emotional, social, cognitive and physical child/youth development; mentoring, anti-bullying, and leadership skill building; child nutrition programs; Adverse Childhood Experiences (ACEs) informed services.

Grant uses are in two categories: **One-Time Grants** and direct service **Operating Grants**.

- **One-time Grants:** These grants fund one-time purchases for something that will directly serve Frederick County residents. Items purchased must support an organization's provision of direct services to Frederick County citizens, addressing one of the three target areas of Senior Needs, Housing Needs or Community Needs. However, organizations cannot use funds in part or full for real estate down payments or purchases. Purchases could include (but are not limited to) one-time expenses such as a van to provide transportation for a program, child development equipment, computer hardware/software for a youth computer lab, etc. One-time grants have a maximum cap of \$25,000 each. One-time grant applications must include at least two (2) vendor quotes uploaded with the application, dated no more than 30 days prior to the date of the application. ***Note: We will be unable to consider any application submitted that***

does not contain TWO quotes for the specific item(s) proposed for purchase.
Applications without two quotes will be marked “incomplete” and closed.

- **Operating Grants:** These grants will support programs and services offered through organizations that provide direct services to Frederick County citizens. Services must address one of the three target areas – Senior Needs, Housing Needs and/or Community Needs. County funds devoted to this grant program are limited. Applicants should recognize that large requests may be difficult to fund and should use their best professional judgment when requesting funding. Applicants should base requests on appropriate and actual expected expenditures.

Applicants may apply and be considered for both one (1) operating grant and one (1) one-time grant. However, any grant applications submitted through a fiscal sponsorship count toward the sponsoring agency’s own one (1) operating grant and one (1) one-time grant application count.

FUNDING AVAILABILITY AND DISBURSEMENT INFORMATION

Funding for CPG awards from Frederick County Government is dependent upon the resources available each budget year.

Applicants and awardees should be aware that the amounts are subject to change from year to year. The grant period for the FY23 CPG grants is July 1, 2022 through June 30, 2023.

Frederick County disburses funds to awardees in advance. Operating Grants disburse in four equal installments, with payments usually issued by the end of the first month of each new quarter during the fiscal year. Frederick County disburses one-time grants in advance, on a date that aligns with the purchase plans of awardees.

ELIGIBILITY CRITERIA TO APPLY

- An applicant must be a 501(c)(3) agency located in Frederick County, Maryland, providing a direct human service to residents living within the County. The County can consider organizations located outside of Frederick County, Maryland for funding only if the organization provides services to Frederick County, Maryland residents.
- Agencies must be in good standing with the IRS (as assessed via GuideStar’s Charity Check), the Maryland Secretary of State’s charitable division, and the Department of Assessment and Taxation’s Maryland Personal Property tax division.
- Agencies must be in compliance with Federal, State and local human rights laws.
- Agencies that previously received a Frederick County grant award or other funding must have met all grant and reporting requirements for the years in which they received funding.
- Each individual applicant (based on a unique federal tax identification number) may submit one (1) one-time grant and one (1) operating grant application, only. Any application submitted by a fiscal sponsor on behalf of another entity through a fiscal sponsorship counts toward the sponsoring agency’s application limit.

APPLICATION PERIOD

Applications open November 10, 2021 at 4:00 p.m. and close December 14, 2021 at 4:00 p.m. Late submissions are not accepted, and we will delete any applications still in draft form after 4:00 p.m. on December 14, 2021.

APPLICATION REVIEW PROCESS

The Frederick County Government Community Partnership Grant program is an open and competitive process. A review team assesses all applications to ensure the organization's capacity to meet the following:

- Provide a direct human service within Frederick County identified as a priority targeted need (as defined in these guidelines).
- Demonstrate knowledge of the intensity of the need for the service, based on the most current data available.
- Provide the service either at less expense than the County or more effectively, at a reasonable per client cost.
- Explain how this funding will enhance current direct services or provide services to more people that are eligible.
- Demonstrate cooperation with other agencies providing the same or similar service.
- Demonstrate a diverse funding base and not rely entirely on County funds for the proposed program(s) or for its continuance.
- Demonstrate strong fiscal and organizational management through a diverse board of directors with local representation, and well-developed organization and program budgets and narrative.
- Demonstrate the ability to effectively address any issues identified in the organization's most recent CPA-assisted financial statement report.

Note: Any application submitted that does not meet all of the eligibility criteria above, or is incomplete, or has missing or incorrect information or attachments, as per the grant application instructions, will be marked as "incomplete" and will not move forward with evaluation. In addition, the review panel will not consider any extraneous narrative, documents or other information not specifically requested within the application.

REVIEW PANEL

A review panel will evaluate, score and rank each FY23 grant application. The review panel will consist of a mix of public and private sector subject matter experts and will also include Citizens Services Division staff, fiscal staff and other appropriate Frederick County Government representatives. The review panel evaluates and ranks all proposals. The review panel submits

their collective recommendation to the County Executive and Budget Office for their review and final recommendation as which awards to include with the proposed FY23 budget.

Any applicant submitting or planning to submit a proposal for CPG funding may not contact a member of the review panel to discuss their proposal at any time during the application period up until award announcement. Applicants should direct technical questions regarding the grant application software to the CPG Grant Administrators listed below.

GRANT NOTIFICATION

April (TBD), 2022: The County Executive presents the proposed FY23 budget and announces the proposed FY23 CPG awardees.

May (TBD), 2022: The County Council adopts an FY23 budget, and the County Executive announces the final FY23 CPG award recipients and amounts.

June, 2022: Grant award letters are released from the Citizens Services Division and awardees accept the grant.

July, 2022: Awardees complete Grant Agreements.

GRANT AWARD REQUIREMENTS

Operating Grants – Awardees will enter into a Grant Agreement that will outline the program/project’s measureable objectives and outcomes and the reporting requirements. Awardees will submit periodically scheduled program and fiscal reports not less than twice during the fiscal year. Awardees will submit their grant reports online through the grant interface system.

One-time Grants – Awardees will submit a report, documenting the approved purchase, after completing the purchase, and will upload copies of invoices/receipts. Awardees will submit their grant reports online through the grant interface system.

Program Monitoring (both operating and one-time grants) – Program monitoring is intended to review progress of the program accomplishments and to discuss any concerns the grantee may have in meeting the program goals. Citizens Services Division staff may monitor CPG grantees at least once within the grant award year. The monitoring may include a scheduled on-site visit by staff, who will review programmatic and financial documentation related to the program/project(s) funded with County funds. Staff may find it necessary to make more than one visit if a grantee receives funding for multiple programs.

Publicity – CPG awardees will work closely with the CPG Grant Administrator when releasing information about their grant award to the press or other news media. At a minimum, marketing materials related to the program, project or purchase funded by the CPG grant shall include the following (as applicable and appropriate): ***This program (purchase/project) is funded in part by a Community Partnership Grant from Frederick County Government.***

Frederick County CPG Grants Administrators:

Kelli Goetz, Director of Operations, Citizens Services Division
301.600.1410

Kgoetz1@frederickcountymd.gov

Maigan Pechnik, Executive Assistant, Citizens Services Division
301.600.1454

Mpechnik1@frederickcountymd.gov