



## Community Partnership Grants

## Frequently Asked Questions “FAQs”

As of January 6, 2026

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### **When does the FY27 Community Partnership Grant Application open?**

The FY27 Community Partnership Grant application opens on Tuesday December 2, 2025, through the Foundant Portal. The link to the application will be on the County website at <https://www.FrederickCountyMD.gov/CPG>. The link to Foundant portal is [HERE](#).

### **What is the deadline for the FY27 cycle grant applications?**

All grant applications are due before 4pm EST on January 20, 2026. The system will not allow applications to be submitted after that time. All draft or pending applications not submitted by 4pm will be deleted.

### **What types of organizations are eligible for funding?**

Only tax exempt 501(c)(3) agencies that have had operating activities for the past 3 years which includes generating revenues as well as operating and administrative expense activities may apply. The agency must deliver programs and services within the priority funding areas to residents living in Frederick County. Agencies must be compliant with Federal, State, and local human rights laws, IRS, Maryland Secretary of State's Charitable Division and Maryland Department of Assessment and Taxation. Agencies previously funded through the County must have met all reporting requirements for the years in which they were funded.

### **(Added 12/16/25) What backup are you looking for regarding the Good Standing with the IRS, as assessed via GuideStar's Charity Check (Candid)?**

Please upload a screenshot of the organization's current registration (if applicable) with GuideStar's Charity Check (Candid). The screenshot should show the organization's registration number (EIN Number). The pdf document must be dated after November 1, 2025.

### **My organization is not a 501(c)(3) agency. May we still apply?**

Only 501(c)(3) agencies are eligible to receive funding from the Community Partnership Grant program.

### **What if I have a fiscal sponsorship – may I apply through that?**

Agencies that operate under a fiscal sponsorship may apply, but the fiscal sponsor will be the applicant and the application submitted on behalf of a fiscal sponsored entity will count toward the fiscal sponsor's allowable grant application.

### **Can I apply under each priority area?**

The FY27 Community Partnership Grant Program allows one application. The applying organization will need to determine under which priority area the project fits best.

**(Added 1/6/26) How do we handle multiple organizations applying under one application or should each organization apply separately?**

Each organization needs to apply individually. Use your discretion based on the proposed project and concentrate on support specific to that project. You can include letters of support from other non-profits, to provide more information on the collaboration efforts and responsibilities within the project. There are no limitations on having multiple letters.

**How much funding will be awarded out under the Community Partnership Grant Program?**

The amount of funding available for the FY27 Community Partnership Grant Program will be determined during the FY27 budget process based on the resources available. Level funding from the FY26 Community Partnership Grant Program is anticipated but dependent on available resources.

**Is there a minimum or maximum grant award amount?**

There are no minimum or maximum award amounts for Community Partnership Grants.

**What is the period of performance for the FY27 Community Partnership Grant Program?**

The FY27 Community Partnership Grant period is July 1, 2026- June 30, 2027. All funds awarded must be used within the period of performance. No extensions are allowed through this grant program.

**How do I apply for Community Partnership Grants?**

To apply for a grant, log into the [online application system](#) and submit your request electronically. First time users must first create an account. Once you create an account, you can log-in with your username and password. The account you are creating is an "organizational" account, which means if awarded a grant, your organization will be using this same account to submit reimbursement requests, receipts, and mid-term and final grant reports.

**How does a first-time visitor log-in to the online application system?**

First time visitors must create an account to log in to the system:

- From the log-on page, click the link labeled 'Create New Account.'
- Enter the information requested on the 'Register' page and click the 'proceed to next step' button.
- When creating your account, please select a username and password that you will remember for future log-ins.
- Once you have created your account, you may log-in and apply.

**Can I create more than one username and email address for my organization?**

Please DO NOT log-in for your organization under different usernames. The system tracks user email addresses and EIN numbers; you will not be able to create more than one log-in with one email address. If you forget your username or password, use the online reminder.

**What if I used this online system to apply for grants with other agencies? Do I use the same username and password?**

All users must create a new username and password that is unique to Frederick County Government.

**Who should be our primary contact in your system?**

Applications should be completed and submitted by the person who will be responsible for all grant related follow-up reporting. Our online system can only assign a grant to one person in the system. If you have experienced staff turnover, be sure to contact us to update your users in the system. We will delete users no longer associated with your organization; this is an important security issue for your organization's grant account.

### **What browsers should we use?**

For optimal performance, please use Safari, Edge, Firefox, or Google Chrome. If you choose to use Microsoft Explorer, you may lose functionality. We cannot assist users that experience computer issues by choosing to use Microsoft Explorer.

### **What do I do if I forget my password?**

If you forget your password, you may have a reminder sent to your email.

1. From the log-in page, click the link labeled 'Forgot your password?'
2. Enter the email address associated with your online account and click 'Send Reminder.'
3. You will receive an email containing the password reset link.

### **Will the Finance Division have access to my username and password?**

The Finance Division will not have access to your secure password if you forget or lose the information. You will have to wait until the software sends you a reminder. This reminder may take up to 30 minutes to be sent; in most cases you should receive it within five minutes. Please be sure that the reminder email does not go into your junk or spam email.

### **Can I make changes to my application?**

Prior to submitting the application, you may edit your answers as often as you like. However, once you submit the application, you cannot change your answers.

### **Will I know if I have errors on my application before I submit it?**

When you complete a registration page/application and hit the 'next step' button, you will receive immediate notification if a field requires attention. You must correct the data before continuing to the next application page. Fields that are required are indicated with an "\*". You can copy and paste narrative passages from WORD documents. The ability to use spell check depends upon the internet browser you are using.

### **How do I submit all my required supplemental documents?**

You are required to upload supporting documents as requested by specific questions within the application. It is suggested that these documents be in a PDF format to upload to your application. It is also suggested that you prepare these documents in advance so that you can easily upload them at the time of submission.

### **How will I know my completed application was received?**

Once you have submitted a completed application, you will receive an email confirmation of submission.

### **Will I have access to my online account after I submit the application?**

Yes. When you create an organizational account, you are creating an account that will be used for both the application process and grant reporting.

**Can I print out documents from our organizational account?**

Yes. All documents may be printed from your account; this includes application, follow up forms, grant agreements, etc. Click on the “packet” button at the top of the page to open the document and then open and print the document using your browser print controls.

**What if our organization does not have a scanner?**

If the organization does not have a scanner, most phones can scan documents to save files or combine files.

**If my application is submitted with all required documents, does this mean our organization will be awarded a grant?**

Meeting the eligibility and applications requirements alone does not guarantee you will be awarded a grant. All applications will go through an evaluation process before final decisions are made.

**If my application is submitted without all the required documents, or with incomplete answers will it still be considered?**

If an application is not complete or the proper documentation is not attached to a submitted application, it will NOT move forward for evaluation. There will be no cure period to allow for corrections or missing information.

**Is there a limit on the number of grant requests we may submit?**

Yes. You are limited to one grant application. Please keep in mind that any application submitted through a fiscal sponsorship will count toward the applying organization’s submission count.

**Can I print a copy of my completed application?**

Yes. At the top of the application, please find a link labeled ‘Application Packet’. Click on this link, and then use the “Print” button in your web browser to print the application.

**Can I print a copy of the questions in the application?**

Yes. At the top of the application, please find a link labeled ‘Question List’. Click on this link and then use the “Print” button in your web browser to print the questions. Print the questions before completing the online application to ensure you have all the required data.

**Can I submit a paper application or supporting documentation?**

No. Only electronically submitted applications through the online grant portal ([HERE](#)) together with uploaded supporting documentation will be considered.

If you have any additional questions, need assistance, or have feedback on the process, please reach out to the Frederick County Community Partnership Grant Administrators at [CPG@FrederickCountyMD.gov](mailto:CPG@FrederickCountyMD.gov).

**(Added 1/6/26) Can I use the Frederick County Community Partnership Grant Program logo on my project?**

No. The Frederick County Community Partnership Grant Program logo should not be used on funded project materials or websites.