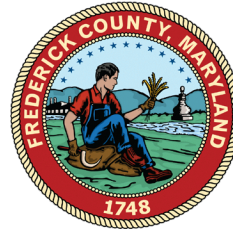# Frederick County Government

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Application Guidance

Application for grant funding cycle July 1, 2026-June 30, 2027 (FY27CPG)

Release date: **December 2, 2025**

Submission Deadline: **January 20, 2026** @ 4:00pm

Applications that are incomplete (missing requested information or documents or did not follow instructions) will not be considered. The applications will be marked as "incomplete" and will not move forward. NO EXCEPTIONS

Estimated Total Program Funding: $1,200,000

Cost Sharing: Not required

Submission Details: To Access electronic application click here

Point of Contact: CPG@FrederickCountyMD.gov

Click here to be added to the FY27 Community Partnership Grant Program Cycle updates and announcements

EXECUTIVE SUMMARY

COMMUNITY PARTNERSHIP GRANT (CPG) PROGRAM DESCRIPTION

Frederick County Government, County Executive, Jessica Fitzwater is pleased to announce the fiscal year (FY) 2027 Community Partnership Grant (CPG) Program. This program awards one-time competitive grants to non-profit community organizations to provide and to deliver services to Frederick County residents. Frederick County is honored to work with local nonprofits to enhance services and improve access to resources," said County Executive Jessica Fitzwater. "By fostering partnerships that are inclusive, collaborative, and innovative, we are continuing to build a stronger, more vibrant community the Frederick County Way."

What's new:

- Streamlined application with updated application components
- Logic Model Performance Measures
- Merit review process

The FY27 Community Partnership Grant application opens on December 2, 2025. Applications are submitted through the Foundant Portal. The link to the application is also posted on Frederick County's website under the Finance Division heading.

CPG GOALS

FCG will award up to $1.2 million in grant funding to support evidence-based programs that promote community relevance, planned partnerships, and produce positive impacts on intended outcomes. CPG grant funds are available through a competitive application process. Frederick County Government plans to fund community-based projects for a period of performance beginning July 1, 2026, through June 30, 2027, with a 12-month budget period.

Priority Funding Areas:	Examples of Programs:
Addressing Homelessness & Housing Solutions	Housing insecurity, affordable housing opportunities, financial literary, initiatives to help people age in place
Quality of Life	Childcare, support for seniors, youth empowerment and engagement, programs that increase community inclusion and belonging, and transportation innovation.
Public Health	Programs addressing food insecurity, mental health, behavioral health, substance use disorder, intimate partner violence, health equity, and maternal health
Supporting the Arts	Expanding access to cultural enrichment, using the arts to build bridges and make connections, placemaking, and providing community arts programming

Preference will be given to applicants who address any of the following:

- A match or leverage of CPG grant dollars for additional funding
- Collaborative impact models that avoid duplication of services
- Programs that include health literacy best practices, tools and resources, or programs that meet constituents where they are (e.g. rural locations); childcare, or transportation support to increase participant access
- Programs that address disparities or provide services to minority or underserved populations

PROGRAM HIGHLIGHTS

AWARD AMOUNTS AND DURATION

Although there are no minimum or maximum award amounts for the Community Partnership Grants, last year CPG funds supported 32 projects ranging from $10,000 up to $175,000. The amount of funding available for the FY27 Community Partnership Grant Program will be determined during the FY27 budget cycle. We anticipate level funding dependent on resources available.

An organization may submit only one (1) application.

Access electronic application (https://www.FrederickCountyMD.gov/CPG) opening on December 2, 2025, and closing promptly at 4:00 p.m. on January 20, 2026.

The Community Partnership Grant program is administered through the Division of Finance.

For questions or clarification, visit the County's website (https://www.FrederickCountyMD.gov/CPG) or contact CPG@frederickcountymd.gov.

ELIGIBILITY

A. ELIGIBILE ORGANIZATIONS

Organizations must be a 501 c (3)[1] agency or fiscal sponsor with operating activities for the past three (3) consecutive years which includes generating revenues as well as operating and administrative expenses activities.

Eligible organizations must provide direct programs and services to residents living within Frederick County and be in good standing, at the time of application, with the IRS Charities, Non-Profits, Charitable Organizations, the Maryland Secretary of State's Charitable Division, and the Maryland Department of Assessment and Taxation (SDAT)

B. ELIGIBLE ACTIVITIES

This one-time grant funding opportunity may be used to support evidence-based programs based on community relevance, planned partnerships, and positive impacts on intended outcomes. Grant funds may be used to continue an existing project, expand an ongoing project, or a new project. A new project could also include the purchase of equipment. Capital equipment is defined as an item with a useful life greater than one year and a per unit cost of $10,000 or more. All equipment not meeting this definition should be included in the non-capital equipment budget line item. All funds awarded must be used within

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[1] https://www.irs.gov/charities-non-profits/charitable-organizations/exemption-requirements-501c3-organizations

the period of performance. Direct project costs may include space fees, supplies, outreach and promotion, and other costs associated with event management.

No extensions are allowed through this grant program.

The following sections are not intended to be a comprehensive list of potential items of cost. Failure to mention a particular item of cost, including as an example in certain sections, is not intended to imply that it is either allowable or unallowable. CPG funds may not be used for the following:

- Alcoholic beverages,
- Bad Debts,
- Capital projects excluding movable equipment,
- Expenses which are reimbursed by a different grant,
- Funding cannot be used in a reserve account or indirect costs,
- Gift cards,
- Personal use or other uses not related to the business identified in the grant,
- Pre-award costs.

Key dates for CPG FY27 Cycle:

Date	Event
November 2025	Press Release
December 2, 2025	Application opens
December 9, 13, 17, 22, 30, 2025	Q&A
January 8, 2026	Q&A
January 20, 2026	Application closes @ 4:00pm
March 3-16, 2026	Evaluation Period
April 2026	County Executive presents proposed budget and announces awardees
May 2026	County Council adopts FY27 budget and awards are finalized
June - July 2026	Awards announced, kick-off meeting, and grant agreements completed
July 1, 2026-June 30, 2027	Period of Performance

PRE-APPLICATION SESSION/ TECHNICAL ASSISTANCE

A pre-application session will be held virtually on December 2, 2025, at 1:30 p.m. All potential applicants are encouraged to attend. This meeting will provide guidance on the application process, but specific application details will not be discussed. Additional Q&A sessions are listed on the website.

APPLICATION CONTENTS & FORMAT

Please carefully review the application guidelines for Community Partnership Grant Program before beginning your application.

A few general reminders as you complete your application:

Applications that are incomplete (missing requested information or documents or did not follow instructions) will not be considered. The applications will be marked as "incomplete" and will not move forward with evaluation. NO EXCEPTIONS

- There will be no cure period to allow for corrections or missing information.
- Once applications are submitted no edits may be made.
- Please do not use acronyms without defining first.
- Certain questions will contain links to specific forms that are required as part of the application.
- Please use the form provided and not an alternate format.
- You may need to combine several documents into one file before uploading them in response to a specific question - the system limits uploads to one document per question.
- FCG is not responsible for unreadable or missing documents in Foundant.

The system recognizes the "user" who is logged into the system and is completing this application as the "applicant" and he or she becomes the key contact of the organization.

Once you have submitted this application, and throughout the grant year, the "applicant", the user who is currently logged into the system and submitting this application, becomes the email contact for the organization.

GET READY

1. You are required to upload supporting documents within the application.
2. A PDF format is the preferred method to upload to your application.
3. Letters of support: Include only letters from partners detailing collaboration with this specific project, and that outline specific contributions. At least one letter of support is required. Do not include general letters of support.

New: Logic Model Performance Measures

The CPG program aims to show its impact and accountability to Frederick County stakeholders and the community. To demonstrate the effectiveness of the CPG program, two new concepts are introduced as simplified methods that will ultimately enhance programs and services. The first concept is an evidence-based program, while the second is a logic model designed to illustrate the impact on intended outcomes.

An evidence-based program is a program that shows **strong** or **moderate** proof of positive impact on intended outcomes. It is based on community relevance, strategic alignment and continuous performance monitoring**.**

Threshold evidence requirement must meet **at least one** of the following levels:

- **Strong Evidence**: two or more in-depth evaluations support the program model, or the program is likely to have caused positive outcomes as demonstrated by positive results replicated in similar contexts.
- **Moderate Evidence**: At least one in-depth evaluation supports the program model, or the program shows early signs that is achieving intended.

The logic model helps applicants develop an evidence-based program by considering the entire process, from inputs and activities to outputs and both short- and long-term outcomes. This model serves as a roadmap for your program, outlining how it is expected to function, the activities and resources required, and the desired outcomes of the project. The logic model performance measure template is available as a recommended resource, with examples provided for illustration purposes only.

FOUNDANT, GRANT INTEAPPLICATION GUIDANCECE SYSTEM:

Initial login

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, log-in and apply.
- The system will not allow applications to be submitted after that time. All draft or pending applications not submitted by 4pm will be deleted. Again, the Foundant System will close at 4:00 p.m., with no extensions.
- 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.

Organization profile updated: Once an account is created, log-in with the username and password. The account is an "organizational" account, which means if awarded a grant, the applicant organization will be using this same account to submit reimbursement requests, receipts, mid-term and final grant reports.

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.

- How to **print application**: 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.
- How to **print packet**: 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. All documents may be printed from your account; this includes application, follow-up forms, grant agreements, etc.

New: MULTI-PHASE MERIT REVIEW PROCESS

Initial Review

The core values of the Frederick County Government (FCG) peer review process are:

1. Expert Assessment
2. Transparency
3. Impartiality
4. Fairness
5. Confidentiality
6. Security
7. Integrity
8. Efficiency

The peer review process is designed to ensure that grant applications submitted to the Community Partnership Grants (CPG) program are evaluated fairly, equitably, and without bias.

Merit Review

Each application will go through multiple phases of merit review, including eligibility determination and peer review. Peer reviewers will assess the strengths and weaknesses of the presented information.

Selection Process

When making a funding decision, we consider:

- Funding preferences and priorities
- Amount of funding available
- Assessed risk

Risk Review

After peer review, successful applicants will be forwarded to internal staff for further review. Staff will then conduct a risk assessment and compliance check. To receive CPG funds, applicants must meet additional risk management criteria, including financial stability, past performance with County funding (if applicable), audit reports, and the ability to meet management standards.

We may also:

- Fund out of rank order.
- Fund applications in whole or in part.
- Fund application at a lower amount than requested
- Choose to fund any application under this APPLICATION GUIDANCE.

A fundable application list will be prepared and referred to the County Executive for final approval. There is no appeal process.

Funding Preferences: Clearly state your basis for requesting funding preference in the application. If qualified, your application will be moved to a more competitive position among fundable applications.

- A match or leverage of CPG grant dollars for additional funding
- Collaborative impact models that avoid duplication of services
- Programs that include health literacy best practices, tools and resources, or programs that meet constituents where they are (e.g. rural locations); childcare, or transportation support to increase participant access
- Programs that address disparities or provide services to minority or underserved populations

ADDITIONAL REQUIREMENTS:

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.

Reporting Requirements

Frederick County will disburse funds to awardees in advance on a quarterly basis or according to the approved grant agreement.

The program performance measure reporting and fiscal reporting requirements for this grant are due twice during the fiscal year. The first report is due by January 15, 2027, and the year-end report is due by July 30, 2027.

If there is a delay in submitting any assigned program or fiscal reports by the deadlines mentioned above, it may delay the payment of any remaining installments.

Installment payments for the third quarter will only be released after the first half of the fiscal year's report has been received unless an extension for filing a report is approved in advance.

TERMS AND CONDITIONS

- Funding for this award is contingent on continued funding from the County Executive and County Council. The application guidance does not commit FCG to make an award.
- The grant awards are for the time specified in the application guide.
- FCG reserves the right to accept or deny any or all applications if FCG determines it is in the best interest of FCG to do so. FCG shall notify the applicant if it rejects that applicant's proposal. FCG reserves the right to suspend or terminate an outstanding APPLICATION GUIDANCE.
- FCG reserves the right to issue addenda and/or amendments after the issuance of the APPLICATION GUIDANCE, or to rescind the APPLICATION GUIDANCE.
- FCG shall not be liable for any costs incurred in the preparation of applications in response to the APPLICATION GUIDANCE. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
- FCG may enter negotiations with an applicant and adopt a firm funding amount or other revisions for the applicant's proposal that may result from negotiations.

- If there are any conflicts between the terms and conditions of the APPLICATION GUIDANCE and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall take precedence, and it shall be the responsibility of the applicant to ensure compliance.

Administrative Requirements and Assurances

- The grantee will certify that the information submitted in the application is true and correct and understand that any misinformation submitted or omitted could result in the application being deemed ineligible.
- Submission of an application does not guarantee an award, and all eligibility guidelines, terms and conditions must be met to receive an award. There may be additional supporting documentation requested by the review team at any time during the process.
- Awardees will complete a grant agreement with the County prior to receiving their awarded funds. The grant agreement will outline the terms of the award, the reporting requirements and important grant dates.
- Applicants acknowledge that while financial information is kept confidential, the names of entities receiving grants, and the amount they receive, are public information and may be included in press releases issued by the County.
- The Grantee will promptly update the CPG Team (cpg@frederickcountymd.gov) regarding any material change to the information.
- The Grantee and the person signing the application on behalf of the Grantee have the legal authority to sign and bind the Grantee to its terms.
- The Grantee and the person signing on behalf of the Grantee, acknowledge that the grant may not be used for purposes that are prohibited by federal, state, or local laws or regulations.
- The funds received pursuant to the Grant Agreement cannot be used for expenditures for which the Grantee has received any other federal, state, or municipal funding for that same expense.
- The Grantee must acknowledge the Grant may only be used during the funding period from July 1, 2026, through June 30, 2027, for costs as outlined in the Application and/or modification request.

Award Notices

The Community Partnership Grants team will schedule a kick-off call with awardees to review all terms and conditions of the grant prior to grant agreements.

Frederick County will issue Community Partnership Grant Agreements during the month of June 2026.

ATTACHMENT, CHECKLIST, AND RESOURCES

ATTACHMENTS:

- Attachment 1: Community Partnership Grant Application - Signature Page
- Attachment 2: CPG Project Budget July 1, 2026-June 30, 2027. *This should **NOT** be a budget for full organization. This budget should reflect total direct revenue and direct expenses for the requested project/program. Notes/narratives should be completed for every line item of the new FY27 proposed budget. Be specific as to how expenses were calculated.*
- Attachment 3: Organization budget page

CHECKLIST:

Grant Application Checklist

RESOURCES:

- Logic Model Performance Measure Template
- Community Partnership Grant program FAQs
- Livable Frederick Master Plan and Dashboard
- Policy: Frederick County Policy on Financial Standing of Funded Entities

Contact Information

If you have any questions, need assistance, or have feedback on the process, please reach out to the Frederick County Community Partnership Grant Team.

Email: CPG@FrederickCountyMD.gov

Website: FY27 Community Partnership Grant Program