

## Community Partnership Grants Questions

**Below please find a summary of questions and responses that were asked during the October 8<sup>th</sup> Information Session and via email since that meeting.**

1. My agency was not able to attend the October 8, 2015 information session. Can the agency still apply? *No. Attending the information session meeting was mandatory. Only agencies that had representation at that meeting can apply.*
2. Can you add me to your email distribution list for future funding? *For future funding inquiries please refer to the CPG website: [www.FrederickCountyMD.Gov/CPG](http://www.FrederickCountyMD.Gov/CPG). In addition we will send out press releases. It can be expected that future funding cycles will be announced around this time in 2016.*
3. My agency is a government agency that would like to partner with another agency to operate a program. Can we apply? *No. Only 501c3 organizations are eligible to apply at this time.*
4. Clarify 30 day vendor quote requirement? *When making one time purchases, you must include vendor quotes that were obtained less than thirty days before being submitted.*
5. My organization's budget is part of a regional budget for my parent organization. How do I show that budget for the CPG application? *Report on your local budget only. Do not include the budget of the entire region.*
6. My organization operates on a calendar year. The CPG Organization and Program Budgets request information on a fiscal year. How do I proceed? *CPG is funded on a fiscal year so your budget must be shown in that manner. All agencies are required to submit budgets in the fiscal year format.*
7. Are fiscal year budgets required for the application and for reporting? *Yes. CPG is funding on a fiscal year. All application and subsequent reports (for funded agencies) are required to be submitted based on fiscal year data.*
8. My organization would like to submit an application to purchase food. We do not have the storage to buy in bulk. Can we purchase gift cards?. *If submitting an application for one time funds, suggestion would be to use the funds to enhance storage options. If submitting an application for operating funds, routine purchases of food could be considered an allowable expenditure if tied to outcomes. Gift card purchases will not be approved for one time or operating grants.*
9. Can a non-profit apply for two small one time grants? *No. Funding is limited. Agencies can apply for one (1) one-time grant only.*
10. Will partial grants be awarded if the full amount requested is not able to be funded? *It is possible that agencies would be awarded less than the full amount requested. We may contact your agency to see if you can still provide a portion of the same service on the reduced amount. This would be pertinent to discuss within your application.*
11. Some agencies have current MOU's with Frederick County that do not expire until the end of June 20156. Can those agencies still apply for funding within this process to

extend those services? *Yes. Applications should be for the period beginning after the MOU ends. The funds will begin after the MOU ends.*

- 12.** Can agencies with MOU's apply for funding in the current year for a service that is different from the services provided under the MOU? *Yes*
- 13.** Can agencies address more than one of the three target areas in their request for funding? *Yes. However, select the primary area when asked which of the three you are targeting. The other target areas can be mentioned within the text of the application.*
- 14.** Can multiple vendor units of service be identified? *Yes, just ensure this is clear within the application.*
- 15.** There doesn't seem to be enough space to address the cost per unit. *Character limits were increased on October 9, 2015.*
- 16.** How much is the budget for CPG? *The current budget for the remainder of fiscal year 2016 is \$250,000. We are expecting that the budget for FY 2017 will be \$500,000. However, this is subject to the budget being approved. Please refer to the budget calendar.*
- 17.** If the budget is \$250,000 and the process goes for 18 months do we assume that the funding will be level? *The \$250,000 is allocated for 6 months. County staff plan for FY2017 allocations to be similar. In other words, 12 months of funding for CPG's would be \$500,000. For an agency's application, the agency should request funding for a specific time period as indicated in the application guidelines. Once the operating grant funding awards are announced, and the FY2017 budget has been approved, agencies will receive quarterly disbursements of funds for the period of time that was approved.*
- 18.** Can an agency apply for operating funds for January – June only? *Yes*
- 19.** Might an agency get funding for one period but not the other? *The application will either be approved or not approved. If it is approved, it is approved for the entire period at the indicated amount (assuming sufficient FY 2017 funding is available).*
- 20.** Does the County have requirements for specific demographic or income information for individuals served through our programs? *No the County does not require that but eligibility information such as income will be considered when the review panel is allocating funding to those agencies that have demonstrated the greatest need.*
- 21.** Can agencies apply for both one-time and operating grants? *Yes, all agencies can apply for both one (1) one-time and one (1) operating grant during this cycle for a total of two applications. No agency can submit a request for more than two applications.*
- 22.** How do we obtain vendor quotes? *Vendor quotes should be obtained from the source that you are planning to use to make the purchase (online retailer, store, etc). It can be a page from an online catalog. You will need to provide more than one quote.*
- 23.** Does a one-time purchase mean one item? Can we purchase several pieces of audio visual equipment for workshops? *Yes, several related items can be purchased to serve one purpose as part of a one-time grant application.*