

Community Partnership Grants

Frequently Asked Questions “FAQs”

What is the deadline for grant applications? *All grants are due by 4 pm on December 1, 2016. The system will not allow applications to be submitted after that time.*

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 user name 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.*

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

All users must create a new user name and password. This process 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, Firefox or Google Chrome. If you use choose to use Microsoft Explorer you may lose functionality. We cannot assist users that choose to use Microsoft Explorer and experience computer issues.

How do I submit multiple grant applications for my organization? Do I have to create a new account for each application?

No. Once you register and create your log-in user name and password, you have created the organizational “account.” You can use the same log-in account to apply for both One-Time and Operating grants. When you log-in to your account, go to the “Apply” link located in the left hand menu. A window will open and show all applications available. Click on the application name to open, which is a blue link.

What types of organizations are eligible for funding? *Any tax exempt 501(c)3 agency located in Frederick County and providing a direct human service to residents living in Frederick County. Agencies must be in compliance with Federal, State and local human rights laws. Previously County funded agencies must have met all reporting requirements for the years in which they were funded.*

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 from Frederick County Government Citizens Services Division <administrator@grantinterface.com>.*

Will the Citizens Services Division have access to my user name and password?

The CSD 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.

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 user name 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 user name and email address for my organization?

Please DO NOT log-in for your organization under different user names. 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 user name or password, use the online reminder.

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 an 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 will I know my completed application was received?

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

How do I submit all my required supplemental documents?

In the attachment section of the grant application, you are required to upload supporting documents including a list of your current board members and their addresses and your organization's most recent financials. 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.

Will I have access to my online account after I submit an 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. If you are awarded a grant, you will be also be accessing this account to submit reimbursement requests and support documentation.

Can I print out documents from our organizational account?

Yes. All documents may be printed from your account; this includes applications, 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?

We have a tool that is called "Fax to File" that converts documents from hard copy to digital format so that they may be uploaded into the grant application. Once you have signed in, on the left hand menu, choose the "Fax to File" option under the "tools" heading. Click on the "Fax to File" option and a new window will open that provides directions on how to access this tool. You will need access to a fax machine to convert the documents.

How do I submit vendor quotes?

In the grant application, you are required to upload two vendor quotes for each item requested if you are requesting a grant for purchases.

What do you consider an acceptable attachment as a "vendor quote"?

A vendor quote is required to be on the vendor's letterhead, or have their address and phone number, contain a description of the item(s), the company item "number(s)" or sales code(s) for each item, and have each unit's price along with a total. Applications without vendor quotes for purchase requests will not be considered. Click on the "browse" button to search for your saved quotes/documents and then upload files by clicking the appropriate buttons in each of these sections. The "Fax to File" tool can be used to convert a paper document to digital for uploading if you do not have a scanner.

Can I attach my "shopping cart" on the vendor's web site as the quote?

No. Please do not attach "shopping carts" as your vendor quote. Attaching a web link or copying the webpage link is not acceptable. Applications that submit vendor quotes via a web link will not be considered.

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.

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

Yes. You are limited to a one (1) One-Time Grant and one (1) Operating Grant.

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 on 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 will be considered.

Are you holding any grant information sessions and are they mandatory? *Yes, the Citizens Services Division is requiring that any organization who plans to submit grant applications and was not previously awarded a grant in FY16 or FY17 attend the information session on October 27, 2016 at 2 pm at Winchester Hall in the 1st Floor Hearing Room. Attendance is mandatory for any organization who has never applied or did not received CPG funding in FY16 or 17. It is optional for agencies funded in FY16 or FY17.*