

Questions from the Pre-Application Meeting

1. How do one-time grants do reporting?

Answer: For one-time grants, the awardee will receive a request to complete a report based on the proposed date of the actual purchase. There is only one report that will be completed for one-time grants.

2. How will an awardee know a report is due?

Answer: The Foundant grant management system will send an email to the contact of the organization, alerting them that a report is upcoming and due.

3. For a one-time grant application, what if there is only one vendor quote available for the purchase?

Answer: In the rare instance where only one quote/vendor is available for a specific purchase, include a statement with the quote you are providing that explains this circumstance.

4. What if an organizational budget has a large swing of money from year to year?

Answer: Include an explanation of any unusual organizational fiscal issues within your answer to the question regarding “Organizational Fiscal Status”.

5. If an applicant is new and only has one year of financial statements to provide, what should they do?

Answer: Include an explanation of this in the question regarding “Organizational Fiscal Status”.

6. How does an applicant include information about in-kind volunteer hours in their budget?

Answer: If an applicant is providing for in-kind volunteer hours in their budget, they should use the average prevailing industry wage for the like-kind type of service when determining a dollar figure for the in-kind support.

7. Are capital improvements an allowable one-time grant application?

Answer: A capital improvement is not disallowed, per se, as a one-time grant application and will be carefully evaluated on the basis of the actual application criteria, as well as other application specifics, for example, the ownership of the property, the timeline of the improvement, etc.

8. How should the “cost per unit” be calculated – on the total cost of the program/project or only the Frederick County portion of proposed funding?

Answer: You may answer this question on either the total cost or the Frederick County portion of funding; be sure the answer clearly shows the amount and type of funding that is the basis for the calculation.

9. How do I classify a grant request I making based on a repeat service?

Answer: Choose either the category “Expansion of an existing project” or “Increase in the number of people to be served” – whichever more closely fits your project scope.

10. How do we report “proposed unduplicated clients to serve” if we don’t track by unduplicated status?

Answer: Provide your best estimate for an unduplicated proposed number of clients you will serve.

11. Can you edit your application once it is submitted?

Answer: No, you cannot edit your application once it is submitted. If the deadline has not yet passed and you need to make a change, email the grant coordinator (kgoetz1@frederickcountymd.gov) who will revert your application status and make it available to you to edit provided there is time to do so before the application period closes.

12. Is it required that we submit audited or reviewed financial statements?

Answer: There is not a requirement for a specific type of financial statement. We suggest following the guidelines as published in the State of Maryland Charitable Organizations Division regarding financial statement requirements.