

COMMUNITY PARTNERSHIP GRANTS

APPLICATION INFORMATION AND REQUIREMENTS

GENERAL INFORMATION

The Community Partnership Grant (CPG) program is an open and competitive process for Frederick County Government to enter into partnership contracts with community 501(c)(3) agencies and organizations to fund identified human needs within Frederick County. The County Executive's overall goal is to coordinate and align public and non-profit sector resources to create and enhance support services to positively impact children, youth, seniors, and families.

The reestablishment of county funded public-private partnerships with non-profits was a recommendation of the Community Needs Leadership team, established by the County Executive in FY15. Recommendations from intensive research with other county governments, consultations with other local non-profit funders, and the Leadership Team's report have informed the priority human service needs to be funded by CPG funds. Applications are solicited from entities that will address needs in the following specific areas:

- **Senior Needs** - Examples: Age in place services; Senior Centers; Medical/Wellness Services; "Navigation Specialist" to connect seniors with services/activities; case management; transportation to medical providers
- **Community Needs** – Examples: Affordable mental health services; improved drug abuse prevention, treatment, rehabilitation and/or advocacy services; youth activities that operate in safe and secure out-of-school environment; improved emotional, social, cognitive and physical child/youth development; mentoring, anti-bullying, leadership skill building; child nutrition programs; Adverse Childhood Experiences (ACEs) informed services
- **Housing Needs** – Examples: homelessness prevention services; expanded shelter operations, especially for families; shelter transition services; shared housing for low-income seniors; case management to help reduce duration of homelessness; low-income senior housing repair.

Grant uses are divided into two categories: One-Time Grants and direct service Operating Grants.

- **One-time Grants:** Fund a one-time purchase for something that will directly serve Frederick County residents. Items purchased must support an organization's provision of direct services to Frederick County citizens, addressing one of the three target areas of Senior Needs, Community Needs or Housing Needs (but may not be used in part or full for real estate down payment or purchase). Purchases could include, but are not limited to, one-time purchases such as a van to provide transportation for a program, child development equipment, computer hardware/software for a youth computer lab, etc. (for example). One-time grants have a maximum cap of \$25,000 each. One-time

grant applications must include at least two (2) vendor quotes uploaded with the application, dated no more than 30 days prior to the date of the application.

- **Operating Grants:** These grants will support programs and services offered through organizations that provide direct services to Frederick County citizens. Services must address one of the three target areas – Senior Needs, Community Needs and/or Housing Needs. County funds devoted to this grant program are limited. Applicants should recognize that large requests may be difficult to fund and should use their best professional judgment when requesting funding. Requests should be based on appropriate and actual expected expenditures.

Applicants may apply and be considered for both one (1) operating grant and one (1) one-time grant.

FUNDING AVAILABILITY AND DISBURSEMENT INFORMATION

Funding for CPG awards will be made available from Frederick County Government and is dependent upon the resources available each budget year. Applicants and awardees should be aware that the amounts are subject to change from year to year. The grant period for the FY20 CPG grants will be July 1, 2019 through June 30, 2020.

Funds will be disbursed to awardees in advance. Operating Grants are disbursed in four equal installments at the end of the first month of each new quarter of the fiscal year. One-time grants are disbursed in advance on a date that aligns with the purchase plans of awardees.

ELIGIBILITY CRITERIA

- An applicant must be a 501(c)(3) agency located in Frederick County, Maryland, providing a direct human service to residents living within the County. Organizations located outside of Frederick County, Maryland will be considered for funding only if services are provided to Frederick County, Maryland residents.
- Agencies must be in good standing with the IRS (as assessed via GuideStar’s Charity Check), the Maryland Secretary of State’s charitable division, and the Department of Assessment and Taxation’s Maryland Personal Property tax division.
- Agencies must be in compliance with Federal, State and local human rights laws.
- Agencies that previously received Frederick County grants must have met all grant and reporting requirements for the years in which they were funded.
- Agencies who had not previously applied for Community Partnership Grant funding in FY16, 17, 18 or 19 must attend the pre-application meeting on November 30, 2018 at 9:00 a.m.

APPLICATION PERIOD

November 16 (12:01 a.m.) to December 21 (11:59 p.m.), 2018. Late submissions are not accepted, and any application still in draft form after midnight on December 21st will be treated as abandoned and will be deleted.

APPLICATION REVIEW PROCESS

The Community Partnership Grant program is an open and competitive process for Frederick County Government. All applications will be assessed to assure the organization's capacity to meet the following:

- Provide a direct human service within Frederick County that has been identified as a targeted need as defined in these guidelines.
- Demonstrate knowledge of the intensity of the need for the service, based on the most current data available.
- Provide the service either at less expense than the County, or more effectively at a reasonable per client cost.
- Explain how this funding will enhance current direct services or provide services to more eligible people.
- Demonstrate cooperation with other agencies providing the same or similar service.
- Demonstrate a diverse funding base and not rely entirely on County funds for the proposed program(s) or for their continuance.
- Demonstrate strong fiscal and organizational management through a diverse board of directors with local representation, and a well-developed organizational and program budget and narrative.
- Able to effectively address any issues identified in the most recent CPA-assisted financial statement report.

REVIEW PANEL

A review panel will be convened for the FY20 CPG applications to review, rank, and score each application. The review panel will consist of a mix of public and private sector subject matter experts and will include Citizens Services Division staff, Fiscal staff and other appropriate Frederick County Government representatives. Proposals will first be reviewed and ranked by the review panel committee. Review panel recommendations will then be submitted to the County Executive and Budget Office for their review and final recommendation for the FY20 budget.

Any applicant submitting or planning to submit a proposal for CPG funding may not contact a member of the review panel for the purpose of discussing their proposal at any time during the application period up until the awards are announced.

GRANT NOTIFICATION

April (TBD), 2019: County Executive presents FY20 budget and announces proposed CPG awardees.

May (TBD), 2019: County Council adopts budget, and final CPG award recipients are announced.

GRANT AWARD REQUIREMENTS

Operating Grants – Awardees will enter into a Grant Agreement that will outline their program/project’s measurable objectives and outcomes. Program reports will be submitted each quarter and a fiscal report submitted at both at the half and at the end of fiscal year. All reports will be submitted as a “follow-up report” through the grant interface system.

One-time Grants – Awardees will submit a report, documenting the approved purchase, within 30 days of the actual purchase date, and will upload copies of invoices/receipts. The report will be submitted as a “follow-up report” through the grant interface system.

Program Monitoring (both operating and one-time grants) – Program monitoring is intended to review progress of the program accomplishments and to discuss any concerns the grantee may have in meeting the program goals. All CPG grantees may be monitored at least once within the grant award year. The monitoring will include one scheduled on-site visit by Citizens Services Division staff (CSD) who will review programmatic and financial documentation related to the program/project(s) funded with County funds. CSD staff may find it necessary to make more than one visit if multiple programs are funded.

Publicity – CPG awardees will work closely with the CPG Grant Coordinator when releasing information about their grant award to the press or other news media. At a minimum, marketing materials related to the program, project or purchase funded by the CPG grant shall include the following as appropriate: *This program (purchase/project) is funded in part by a Community Partnership Grant from Frederick County Government.*

CPG Grants Coordinator:

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