

FREQUENTLY ASKED QUESTIONS (FAQs)

1. *If I submit my application before the deadline will the County review it for completeness and tell me what is missing?*

No, all applications will not be opened until after the deadline. If any of the necessary documents are missing (Incomplete Application), the application will not be considered by the panel for funding.

2. *If I submit my application after the deadline date and time, will the County mark it late and still consider it for funding?*

No, the County will not open the application and it will not be considered during the review process.

3. *How much should I make my request for funding, what is the recommended amount?*

You should make your request for the amount that you need and can justify, but keep in mind there is a cap of \$100,000 and you may not receive all the funding you request.

4. *If I am an organization that serves more than Charles County, how will that effect my application?*

You should focus on the services provided to support Charles County Citizens.

5. *What if we have a lot of expenses or income (exceeds 20%) based on IRS form 990?*

Be sure to provide an explanation.

6. *Will I be interviewed?*

Possibly, all new agencies are interviewed every year. All agencies reapplying are interviewed every other year.

7. *How are the applications reviewed?*

A copy of each application is provided to each Grant Panel Member to review and score. Each panel member scores each application independently and their scores are not discussed. There may be an interview process where the Panel Member may change a score based on additional information derived from the interview. The scores are then tabulated and the panel then makes award recommendations to the Commissioners. The Commissioners determine if those recommendations will be adopted during the budget process. Highest reason for a low score has been not providing enough information.

8. *Can an applicant see the review form used by the Grant Advisory Panel?*

No, the review form is currently under revision by the Grant Advisory Panel.

9. *How do I calculate percentages of expenses under Section III.1?*

To complete Section III, Financial Information, please refer to the Organizations prior fiscal year, Form 990 and use the following formulas:

Section IX, line 25, Column D ÷ Section VIII, Line 12, Column A X 100 = % Fundraising

Section IX, line 25, Column C ÷ Section VIII, Line 12, Column A X 100 = % Admin
100% - % Admin - % Fundraising = % Program

Link to forms to show locations.

10. Section II.5.b and Section IV.5.b questions are in reference to the County's Vision 2020 Pilot Program – where can I get additional information on this program? At the end of the application is Exhibit I which outlines the Mission, Goals, and Objectives of the program. The County also has additional information at the following website: <http://www.charlescountymd.gov/cs/ccvision2020>.

11. Section IV, Question #4 in the application "Will any of the funds be used to leverage other funds or to match grants"- will my response affect my application score?

No, the Grant Advisory Panel needs to know if the awarded County funds (local match) will determine whether you will receive other funds.

12. Section IV, Question #5 - What do you mean by specific outcomes?

Not just how many people you touch (output) but how many for which you make a difference (better/change in behavior) through your services (Outcomes). You will have to report on these and explain if the services didn't work. You determine the change and how to measure that change. This information will also be required under part 17. Grant Performance Measurements/Deliverables on Attachment A or B. Don't over-promise, be SMART when preparing your outcomes:

Specific
Measurable
Attainable
Reasonable or realistic
Tangible

(If still unsure about outcomes, please contact Kim Bender or Debra Posey at Charles County Government, Fiscal and Administrative Services, at 301-645-0570. They will answer your question or refer you to a grants panel member for further clarification.)

13. Section IV, Question #6 in the application, "What other funding sources do you currently have or plan to seek to support these services" - How can we find out about other grant funding opportunities?

The County has a website with links to other grant resources. It can be found at <http://www.charlescountymd.gov/fas/grants/researching-grant-opportunities>

14. Section IV, Question #7 in the application "Do you currently partner with other organizations to provide these services" - Do we need a letter of support to accompany the answer to partnering organizations?

No, because a partnering organization is one with whom you have a Memorandum of Understanding (MOU) not just a letter of support. Please supply a copy of the MOU with your application.

15. *Can I use my own form for the budget submission on the application?*

If you are referring to Section V, #9; Yes, you may submit in Excel format. As for Section V, #10; No, if your organization is requesting funding of \$15,000 or less you should complete Attachment A - Annual Form. If your organization is requesting funding more than \$15,000 you should complete Attachment B, Biannual Form. Completion of the wrong form will remove your application from consideration.

16. *On the Grant Budget/Report Summary should I put my organization's entire budget?*

No, you should only include the funding total that you are requesting from the County. The total should match amount designated under Section I of the application, *Total Funding Requested from Charles County Government*.

17. *Is Indirect allowed on the grant application?*

No, an organization is not allowed to request indirect costs.

18. *On the Grant Budget/Report Summary Forms, #17, can I wait until after the review/award to determine what the outcomes will be?*

No, the outcomes should be determined during the application process. You should be able to determine these based on your answer to number 5 under the Section IV of the application.

19. *If I am going to submit for more than one project should they be combined under one Grant Budget/Report Summary?*

Yes, you may combine the projects on one summary during the application process, but you will need to include different outcomes for each project. If awarded, separate budget summaries will be requested for each project and therefore, will be reported on separately.

20. *If we are awarded funds but less than what we requested, do we have to split the reduction between all projects?*

No, you may adjust the amounts for each project as you wish. You will submit revised Grant Budget/Report Summaries based on the award amount at the time your organization enters into a grant agreement with the County.

21. *If I have been awarded funding in the past, do I have to resubmit my organization's Articles of Incorporation and/or Bylaws?*

No, not unless they have changed.

22. *Does my organization's Certificate of Status, issued by the MD State Dept. of Assessment and Taxation, have to have an issue date within one year of the application deadline date?* Yes

23. *Under Section V, #5 - What is considered current for my organization's Letter from the Office of the Secretary of State?* The expiration date listed in the letter must exceed the application deadline date to be considered current. If you think you will not receive your updated letter prior to submission, you must provide a copy of the approved extension letter with an expiration date later than the application deadline date to be considered current.

24. ***Does my Audit and IRS Forms submitted have to be for the same reporting year?***

Yes

25. ***What if the Frequently Asked Questions or the video training does not answer my question(s)?*** Call Kim Bender or Debra Posey at Charles County Government, Fiscal and Administrative Services, at 301-645-0570. They will answer your question or refer you to a grants panel member for further clarification.