

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 reviewed until after the deadline. During this technical review 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/accept 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 for all projects combined there is a cap of \$100,000 and you may not receive all the funding you request.

4. *Please explain how I complete Part 2 of the application?*

You complete Part 2 of the application for each project/program for which you are requesting funding. You may submit as many as needed as long as your total funding request does not exceed \$100,000.

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

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

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

Be sure to provide an explanation.

7. *Will I be interviewed?*

If your application makes it through the technical review, all new agencies are interviewed every year and all agencies reapplying may be interviewed every year.

8. *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.

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

The review form is available on our website. <http://www.charlescountymd.gov/fas/grants/grants-awarded-county>

10. How do I calculate percentages of expenses under Part 1, Section III.1?

To complete Part 1, Section III, Financial Information, please refer to the Organizations Form 990 that is being submitted with the application 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

An example of the pages are at the end of this document.

11. Part 1, Section II, Question 5.b and Part 2, Section II, Question 2 are in reference to the County's Vision 2020 Pilot Program – where can I get additional information on this program?

In the application is an 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>.

12. Part 2, Section I, Question #5 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.

13. Part 2, Section II, Questions #1 & #2 - 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.)

14. Part 2, Section I, 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>

15. Part 2, Section I, Question #10 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.

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

If you are referring to Part 1, Section V, Question #9; Yes, you may submit in Excel format. As for Part 1, Section V, Question #10; No, you must use the Grant Budget/Report Summary form provided on our website. If your organization's total funding request is \$15,000 or less you should complete Attachment A - Annual Form for each project/program you are submitting under Part 2 of the application. If your organization's total funding request is more than \$15,000 you should complete Attachment B, Biannual Form for each project/program you are submitting under Part 2 of the application. Completion of the wrong form will remove your application from consideration.

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

No, you should only include the funding total for each project/program that you are requesting from the County. Each form total should match the designated amount under Part 2 of the application and the forms added together should equal the *Total Funding Requested from Charles County Government* in Part 1, Section 1 of the application.

18. Are Indirect costs allowed on the grant application?

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

19. 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 *Part 2, Section II, Questions #1 & #2* of the application.

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

No, you must submit a Grant Budget/Report Summary for each project/program you are submitting the Part 2 of the application.

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 you have not been awarded funding in the past three (3) years or if they have changed.

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

The issue date must be dated after January 31, 2014.

23. Under Part 1, Section V, Question #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. Under Part I, Section V, Question #8 – If revenues exceed \$100,000 audit requirement, does the revenues include In-Kind donations?

No, use the total revenue on your IRS990 as determining if you need to submit an audit.

26. Under Part 1, Section II, Question #1 – date organization established, is this the year the organization was incorporated or when it became a 501(c)3?

The date the organization was incorporated.

27. 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.

Part VIII Statement of Revenue

Check if Schedule O contains a response to any question in this Part VIII.

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512, 513, or 514	
Contributions, Gifts, Grants and Other Similar Amounts	1a Federated campaigns	1a					
	b Membership dues	1b					
	c Fundraising events	1c					
	d Related organizations	1d					
	e Government grants (contributions)	1e					
	f All other contributions, gifts, grants, and similar amounts not included above	1f					
	g Noncash contributions included in lines 1a-1f: \$						
	h Total. Add lines 1a-1f ▶						
Program Service Revenue	2a Business Code						
	b						
	c						
	d						
	e						
	f All other program service revenue .						
	g Total. Add lines 2a-2f ▶						
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts) ▶						
	4 Income from investment of tax-exempt bond proceeds ▶						
	5 Royalties ▶						
	6a Gross rents	(i) Real	(ii) Personal				
		b Less: rental expenses					
		c Rental income or (loss)					
		d Net rental income or (loss) ▶					
	7a Gross amount from sales of assets other than inventory	(i) Securities	(ii) Other				
		b Less: cost or other basis and sales expenses					
		c Gain or (loss)					
		d Net gain or (loss) ▶					
	8a Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18	a					
		b Less: direct expenses	b				
		c Net income or (loss) from fundraising events . ▶					
	9a Gross income from gaming activities. See Part IV, line 19	a					
b Less: direct expenses		b					
c Net income or (loss) from gaming activities . . ▶							
10a Gross sales of inventory, less returns and allowances	a						
	b Less: cost of goods sold	b					
	c Net income or (loss) from sales of inventory . . ▶						
Miscellaneous Revenue		Business Code					
11a							
	b						
	c						
	d All other revenue						
	e Total. Add lines 11a-11d ▶						
12 Total revenue. See instructions. ▶			A				

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response to any question in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.

	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1	Grants and other assistance to governments and organizations in the United States. See Part IV, line 21			
2	Grants and other assistance to individuals in the United States. See Part IV, line 22			
3	Grants and other assistance to governments, organizations, and individuals outside the United States. See Part IV, lines 15 and 16			
4	Benefits paid to or for members			
5	Compensation of current officers, directors, trustees, and key employees			
6	Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)			
7	Other salaries and wages			
8	Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)			
9	Other employee benefits			
10	Payroll taxes			
11	Fees for services (non-employees):			
a	Management			
b	Legal			
c	Accounting			
d	Lobbying			
e	Professional fundraising services. See Part IV, line 17			
f	Investment management fees			
g	Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)			
12	Advertising and promotion			
13	Office expenses			
14	Information technology			
15	Royalties			
16	Occupancy			
17	Travel			
18	Payments of travel or entertainment for any federal, state, or local public official			
19	Conferences, conventions, and meetings			
20	Interest			
21	Payments to affiliates			
22	Depreciation, depletion, and amortization			
23	Insurance			
24	Other expenses. Itemize expenses not included above (List miscellaneous expenses in line 24e amount exceeds 10% of line 2 (A) amount, list line 24e expenses on Schedule O.)			
a				
b				
c				
d				
e	All other expenses			
25	Total functional expenses. Add lines 1 through 24e		C	D
26	Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)			

Section III- Financial Information

1. Provide the percentage (%) of expenses from your organization's prior fiscal year (as reported on your IRS 990) in the following areas:

- A Program: _____ %
- B Administration: _____ %
- C Fundraising: _____ %

D If the Administrative and Fundraising expenses exceed 20%, please provide an explanation.

a				
b				
c				
d				
e	All other expenses			

25 **Total functional expenses.** Add lines 1 through 24e

26 **Joint costs.** Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here if following SOP 98-2 (ASC 958-720)

Value in C / Value in A X 100 = % Admin

Value in D / Value in A X 100 = % Fundraising

100% - % Admin - % Fundraising = % Program