



Charles County Government
**DEPARTMENT OF FISCAL &
 ADMINISTRATIVE SERVICES**

CHARLES COUNTY COMMISSIONERS

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November 8, 2013

Welcome to the Charles County Government FY 2015 Budget Process. A few changes have been made to this year's application and Grant Budget/Reporting Summary.

The application is available electronically in Word format on our website at www.charlescountymd.gov. (Click "Departments" on the top bar, scroll down to Department of Fiscal and Administrative Services and click on "Grants Awarded by the County") There will be a link to the Welcome Letter, the FY15 Application for Grants Awarded by the Board of County Commissioners and the Grant Budget/Report Summary Instructions and Forms.

The Grant Advisory Panel is holding a **MANDATORY** training session on the FY15 application and Grant Budget/Report Summary requirements. For your convenience we have two sessions scheduled. One on Wednesday, December 11, 2013 from 9:00 – 11:00 am and the second on Thursday, December 12, 2013 from 2:00 – 4:00 pm. Both sessions will be held in the Commissioner Meeting Room at the Charles County Government Building in La Plata, MD. Please RSVP to Kim Bender (contact information below) which session you will be attending.

Please be aware the application is for agencies with IRS 501(c)(3) status only and the deadline for submission is **January 17, 2014**. **In accordance with the County Code, all applications received after 4:00p.m. on January 17, 2014 and incomplete applications will not be considered.** We anticipate the final adoption of the budget in June 2014. You will receive a grant notification letter shortly after the budget is adopted.

Please contact Kim Bender at (301) 645-0643 or e-mail BenderK@charlescountymd.gov if you have any questions or need an application mailed to you.

Best regards,

David M. Eicholtz
 Acting Director of Fiscal & Administrative Services

Your Charles County Connection...

County Treasurer • Budget • Accounting • Purchasing • Information Technology

P.O. Box 2150 • 200 Baltimore Street • La Plata, MD 20646 • E-Mail: DFS@CharlesCounty.org
 Treasury Division: P.O. Box 2607 • 200 Baltimore Street • La Plata, MD 20646 • E-Mail: Treasurer@CharlesCounty.org

Administration:	301-645-0570 • Fax 301-645-0505	Payroll:	301-645-0573 • Fax 301-885-1303
Accounting:	301-645-0655 • Fax 301-934-3757	Purchasing:	301-645-0656 • Fax 301-645-0543
Budget:	301-645-0570 • Fax 301-645-0505	Treasury:	301-645-0685 • Fax 301-645-0704
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