



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

CHARLES COUNTY COMMISSIONERS

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David M. Eicholtz  
*Director*

November 6, 2014

Dear President/Director;

Welcome! The Charles County Government FY 2016 Application for Grants Awarded by the Board of County Commissioners is available. Some significant changes have been made to this year's application.

The application is available electronically in Word format on our website at [www.charlescountymd.gov](http://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 this Welcome Letter, the FY16 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 FY16 Application and Grant Budget/Report Summary requirements. For your convenience we have two sessions scheduled. One on Friday, December 5, 2014 from 10:00 – 12:00 am and the second on Monday, December 8, 2014 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 16, 2015. In accordance with the County Code, all applications received after 4:00p.m. on January 16, 2015 and incomplete applications will not be considered.** We anticipate the final adoption of the budget in June 2015. 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](mailto:BenderK@charlescountymd.gov) if you have any questions or need an application mailed to you.

Best regards,

David M. Eicholtz  
 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](mailto:DFS@CharlesCounty.org)

Treasury Division: P.O. Box 2607 • 200 Baltimore Street • La Plata, MD 20646 • E-Mail: [Treasurer@CharlesCounty.org](mailto:Treasurer@CharlesCounty.org)

**Administration:** 301-645-0570 • Fax 301-645-0505

**Accounting:** 301-645-0655 • Fax 301-934-3757

**Budget:** 301-645-0570 • Fax 301-645-0505

**Information Technology:** 301-645-0545 • Fax 301-645-0723

**Payroll:** 301-645-0573 • Fax 301-885-1303

**Purchasing:** 301-645-0656 • Fax 301-645-0543

**Treasury:** 301-645-0685 • Fax 301-645-0704

**Water & Sewer Billing:** 301-645-0624 • Fax 301-885-1313

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