



## FY2019 Grants Program

### OVERVIEW

The Community Foundation's Grants Program, focusing on creating impact in Frederick County, has two separate and distinct grant application cycles—each with its own funding priorities, deadlines, applications, and grant periods.

- Strategic Grants focus on health care, children and youth, and basic human needs.
- Impact Grants support any community cause that provides direct benefits to the residents of Frederick County.

The full list of funds and their purposes as well as updated grant information will be available at [www.FrederickCountyGives.org/Grants](http://www.FrederickCountyGives.org/Grants) after July 11, 2018.

### Eligible Organizations

The Community Foundation administers grants to organizations providing **direct benefits** to Frederick County, Maryland.

All applying organizations must meet the following eligibility requirements to be considered for a grant:

The organization must be

- An already existing nonprofit, 501c3 organization in good standing with the IRS,
- An existing government/quasi-governmental agency applying for an extraordinary project that is not funded by tax revenue,
- A religious organization requesting funding for non-sectarian activities, or
- A civic group that is not a 501c3 organization requesting funding for a community cause.

In addition, 501c3 organizations must be in good standing with:

- Maryland Secretary of State's charitable division:  
<http://sos.maryland.gov/Charity/Pages/SearchCharity.aspx>
- Department of Assessment & Taxation's Maryland Personal Property tax division:  
<https://egov.maryland.gov/BusinessExpress/EntitySearch>
- IRS, as assessed via GuideStar's Charity Check:  
[https://\\_https://www.guidestar.org/Home.aspx](https://www.guidestar.org/Home.aspx)

### Required Financial Information

Grant applications must include a project or program budget which includes all income sources, including pending and planned expenditure categories. The budget must show how Community Foundation grants will be used, as the budget is one tool that the Community Foundation uses to approve reimbursement requests. An organizational budget is not an acceptable substitute for a program or project budget. Please review the Community Foundation's Reimbursement Request Guidelines before finalizing your program or project budget.

In addition, grant applications must include financial information for the organization as a whole. The levels for financial review and audit coincide with the State of Maryland's Charitable Registration Division for your convenience.

- Organizations with annual charitable contributions less than \$300,000 are required to complete a prescribed financial form as part of the grant application. Faith-based organizations and organizations who are chapters of a “parent” organization must also complete this financial form if they do not have their own audit or independent financial review. Quasi-government agencies applying must also complete the prescribed financial form.
- Organizations with charitable contributions over \$300,000 but less than \$750,000 must upload a financial review performed by an independent certified public accountant within the last year.
- Organizations with charitable contributions over \$750,000 must upload their most current audit performed by an independent certified public accountant.

Both a sample budget and the prescribed financial form are found on the Community Foundation’s website as downloadable documents.

### **The Community Foundation’s Grant Application Process**

The Community Foundation utilizes an online grant management system for all its grant processes—from application to reimbursement request to reporting. Interested organizations are encouraged to preview the Strategic and Impact applications prior to creating an online account. A sample Strategic application will be available after July 15. A sample Impact application will be available after August 15.

Please review the Community Foundation’s “Applying Online—Technical FAQ” on our website for technical questions.

## **STRATEGIC GRANTS**

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### **Funding Priorities**

The Community Foundation’s Strategic Grants are focused on areas identified through the Human Needs Assessment conducted in 2010:

- Health care
- Children and youth
- Basic human needs

The Human Needs Assessment Executive Summary and Full Report are available at [www.FrederickCountyGives.org/NeedsReport](http://www.FrederickCountyGives.org/NeedsReport)

### **Performance Measure**

For the FY2019 Strategic Grant cycle, the Community Foundation will be asking applicants to identify their programs’ impact on the following outcomes:

- Reducing the number of emergency room visits at Frederick Memorial Hospital
- Increasing school readiness among low-income children—as measured by the Kindergarten Readiness Assessment
- Preventing homelessness and reducing the number of homeless by focusing on the newly homeless and precariously housed—as measured by the Point in Time Homeless Count

**Application Period** – *Late submissions are not accepted.*

July 15, 2018 – August 15, 2018

**Grant Notification**

Late September 2018

**Grant Period**

Services must be provided between November 1, 2018 and December 31, 2019.

**Grant Amounts**—up to \$301,558.92 available

Minimum Request: \$500

Maximum Request: n/a

**Reimbursement and Reporting Requirements**

Grants over \$1,000 are reimbursement-based.

Interim Report Deadline is July 1, 2019.

Final Report Deadline is February 15, 2020.

**IMPACT GRANTS**

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**Funding Priorities**

The Community Foundation's Impact Grant Cycle provides grants which can be requested for any purpose affecting Frederick County, as well as a wide range of field of interest and special purpose funds. Impact Grants includes funds available to meet the individual needs of Frederick County residents.

**Application Update**

Impact Grants will have two different applications.

- **Impact Project**
  - Use the Impact Project application for programs and services offered through your nonprofit. Applications must identify the specific impact that their project or program will have on Frederick County.
- **Impact Individual Need**
  - Use the Impact Individual Need application to help a specific individual who meets the fund purpose. Applications must provide an individualized needs assessment and explain the nonprofit's selection process.

**Application Period** – *Late submissions are not accepted.*

August 15, 2018 – September 15, 2018

**Grant Notification**

Late October 2018

**Grant Period**

Services must be provided between November 1, 2018 and September 1, 2019. Please be aware that the grant period and the reimbursement period are different. See note in Reimbursement and Reporting Requirements section for special circumstances related to summer programs.

**Grant Amounts**

\$68,347.27 available for General Purpose Grants

\$355,696.89 for Field of Interest Grants

Minimum Request: \$500

Maximum Request: Fund-specific

## **Reimbursement and Reporting Requirements**

Grants over \$1,000 are reimbursement-based.

Final Report Deadline is August 31, 2019.

**Note: All reimbursement requests must be submitted by June 3, 2019.** This includes any reimbursement requests for summer programs that are scheduled to take place between the reimbursement deadline and the end of the grant period. Please plan on prepaying summer program expenses to be in compliance with the reimbursement request deadline.

## **QUESTIONS?**

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Questions about the FY2019 Grants Program may be directed to:

[Community.Impact@FrederickCountyGives.org](mailto:Community.Impact@FrederickCountyGives.org)