



## FY2026 Prince George's County Council Grants Programs

### NOTICE TO GRANT APPLICANTS

In order to streamline the review of FY2026 Prince George's County Council Grants application(s) the Prince George's County Council Grants Team asks that you **read** and **adhere** to the important updates to the Council Grants Programs as listed below. **This information is intended to ensure that your Organization's application is reviewed/vetted as quickly and efficiently as possible.**

1. The **deadline** for submission of this grant application is **April 1, 2026**. You may upload your application as soon as the Grants Management System (GMS) opens.
2. Page 2 of the attached application provides a checklist of all required documents. Utilize the checklist to ensure all required documents are submitted directly behind the signed application in the order listed. **Omitting documents or not placing documents in order may cause a delay in the review of the application.**
3. If your Organization received FY2025 Prince George's County Council grant funding, please ensure the **required** Periodic Progress Reports have been submitted in accordance with reporting requirements found on page 7 of the Organization's completed FY2025 grant application. **Failure to submit reports may delay or jeopardize FY2026 grant funding. All prior year(s) grant funding must be reported on an IRS 990 or 990-EZ.**
4. **Applications must be submitted electronically in PDF format only!** Applications and **all required** documents are to be uploaded into the Grants Management System (GMS) for processing. **All documents submitted must be in PDF format and uploaded into GMS.** A system generated receipt will be sent once your application has been submitted into GMS. The email address, [SUBMITPGCOUNCILGRANT@co.pg.md.us](mailto:SUBMITPGCOUNCILGRANT@co.pg.md.us), is only for submission inquiries regarding **incoming** FY2026 Prince George's County grant applications. No other information should be sent/submitted to this email address. This email will only be monitored for GMS application submission inquiries.
5. The application can be completed in GMS and must be saved utilizing File - Save As. Please ensure your organization's name is in the File Name of the saved version. **Do not submit the application in the Fillable or Secure format.** Please do not password protect the application file.
6. **All** requests from, or to, the Council Grants Team, must be emailed to the Council Grants Team email: [PGCCOUNCILGRANTS@co.pg.md.us](mailto:PGCCOUNCILGRANTS@co.pg.md.us). **Applications sent to this email address will not be accepted.** Notification will be provided to the Organization to resubmit the application to the Grant submission email, as detailed in #4 above.
7. Please do not re-submit previously submitted applications within the same fiscal year. You may contact the Council Grants Team at [PGCCOUNCILGRANTS@co.pg.md.us](mailto:PGCCOUNCILGRANTS@co.pg.md.us), to obtain the status of your application after submission. You may also view the status of an FY2026 submitted application in GMS. Please allow 4 to 6 weeks for review and processing by the Council Grants Team.



## PRINCE GEORGE'S COUNTY COUNCIL GRANTS APPLICATION FISCAL YEAR 2026 (July 1, 2025 to June 30, 2026)

TO BE COMPLETED BY  
COUNTY:

RECEIVED BY:  
\_\_\_\_\_  
\_\_\_\_\_

The partnership between Prince George's County government and the non-profit community is critically important in providing a full range of quality essential services for our County's residents. Final approval of the proposed grant for your organization is contingent upon the submission of an acceptable formal application, including all required documentation.

**Check ONLY ONE Grant Category Below.**

Special Appropriation Grant from Council Member \_\_\_\_\_ District \_\_\_\_\_

Non-Departmental Grant – *only submit if notified by letter of tentative grant award*

Stadium Impact Area Mitigation Grant – *only submit if notified by letter of tentative grant award*

Application Date: \_\_\_\_\_

Grant Amount Requested: \$ \_\_\_\_\_

Legal Name of Organization (As it appears on your IRS Tax Determination Letter):  
\_\_\_\_\_  
\_\_\_\_\_

Provide a brief description of the proposed use of the requested Grant funds:  
\_\_\_\_\_  
\_\_\_\_\_

**TO BE COMPLETED BY COUNTY:**

APPROVED AMOUNT: \_\_\_\_\_

COUNCIL MEMBER: \_\_\_\_\_

DATE: \_\_\_\_\_



## PRINCE GEORGE'S COUNTY COUNCIL GRANTS APPLICATION FISCAL YEAR 2026 (July 1, 2025 to June 30, 2026)

### **REQUIRED SUPPORTING DOCUMENTS CHECKLIST (please complete boxes below):**

**Each application must include all applicable supporting documents. When multiple grant applications are submitted, each application must include all required supporting documents.**

**All documents in the checklist below must be uploaded into GMS to submit a completed application.**

IRS Form W-9 (Signature date must be within 1 year of grant application) (Form available on website)

Completed Prince George's County Authorization for Electronic Funds Transfer Form (Signature date must be within 1 year of grant application) (Form available on website, must be updated annually)

IRS Tax-Exempt Determination/Status Letter

If applicable, current Letter of Good Standing for Organizations that are a component of a larger umbrella organization (i.e. PTAs, PTSAs & Boys and Girls Clubs)

Provide a fiscal/calendar year Organizational budget which includes all requested grant funds

Provide a line-item budget for the requested grant funds which details the intended use of the grant funds

Attachment A - Organizations with total annual revenue of less than \$10,000 (If Applicable)

Attachment B - Mission/Purpose of the Organization

Attachment C - Narrative description of the proposed use of requested grant funds

Attachment D - Narrative description of all grants Organization currently has or has previously received from the County Council over the past 5 years (2021-2025)

Attachment E - Narrative description of all grants Organization currently has or has previously received from the Prince George's County Government over the past 5 years (2021-2025)

Organization's Financial Statements (See Financial Information Section for Instructions)

Organization's signed By-Laws or Articles of Incorporation

Roster of the Organization's current Board of Directors & Staff Members

IRS Form 990, 990-EZ or other applicable tax return. (Please note: **All grant funds received from the County Council in prior years are required to be reported on an IRS 990 or 990-EZ.**)

**Independent Audit or Review performed by a Certified Public Accountant - only required for Organizations with total Revenue from all Sources of \$300,000 or more**

**REMINDER:** If all the items identified above are not submitted with the application; the application will be considered incomplete and will not be processed for funding. In cases where required documents are missing you will be notified via email. **The application will not be reviewed further until all required documentation is received.**

**Organizations are required to submit the completed application with all supporting documents ELECTRONICALLY INTO GMS.**

The email address [SUBMITPGCOUNCILGRANT@co.pg.md.us](mailto:SUBMITPGCOUNCILGRANT@co.pg.md.us) is for GMS application **submission inquiries ONLY** - No other correspondence should be submitted to this email address. All FY2026 applications will be processed in GMS.

All other communications to the Council Grants Team should be emailed to [PGCCOUNCILGRANTS@co.pg.ms.us](mailto:PGCCOUNCILGRANTS@co.pg.ms.us).



## PRINCE GEORGE'S COUNTY COUNCIL GRANTS APPLICATION FISCAL YEAR 2026 (July 1, 2025 to June 30, 2026)

### **ORGANIZATION INFORMATION:**

Legal Name of Organization (As it appears on your IRS Tax Determination Letter): (**Mandatory**)

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Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Website: \_\_\_\_\_

Organization's Financial Year: Begins: \_\_\_\_\_ Ends: \_\_\_\_\_

MD Charity Identification Number (CID): \_\_\_\_\_ (**optional**)

(Visit the Council's website at <https://pgccouncil.us/Grants>, or the Secretary of State's website at <https://sos.maryland.gov/Charity/Pages/Instructions.aspx> for additional information.)

Federal Tax ID # \_\_\_\_\_ (**Mandatory**)

Maryland State Department of Assessments ID #: \_\_\_\_\_ (**Mandatory**)

Director of Organization:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Numbers:      Office: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Person Completing Application:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Numbers:      Office: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_



## PRINCE GEORGE'S COUNTY COUNCIL GRANTS APPLICATION FISCAL YEAR 2026 (July 1, 2025 to June 30, 2026)

### **FINANCIAL INFORMATION:**

Current Organizational Budget: \$ \_\_\_\_\_ Year Organization Incorporated: \_\_\_\_\_

Proposed Grant Program Budget: \$ \_\_\_\_\_ \***All** Organizations must provide a line item budget (to include revenue and expenses) for all requested grant funds from the County Council which details the intended use of the grant. *Please note, the line-item budget is not the same as the organizational budget.*

Accounting System Utilized: \_\_\_\_\_ (The accounting system currently utilized to account for all revenue received and expenses incurred.)

Organizations with total revenue (from all sources) of **more than \$10,000**, must provide the financial reports listed in the two bulleted items below for their most recent fiscal/calendar year end (12 months) generated from the accounting system identified above:

- Statement of Revenue and Expenses (May also be known as Profit & Loss Statement or Income Statement)
- Statement of Financial Position (May also be known as a Balance Sheet)

Organizations with total revenue (from all sources) of **less than \$10,000**, complete **Attachment A**.

### **ORGANIZATION SERVICE CATEGORY:**

Select one category that best describes your organization's primary service.

Advocacy	Environmental Education	Recreation/Leisure
Arts/Humanities	Family Services	Safety Net
Care Coordination	Food Pantry	Transportation Services
Community Development	Health/Mental Health Services	Youth Development Services
Community Outreach	Intellectual/Developmental	Children's Services
Crisis/Emergency Response	Housing/Housing Related	Disability Services
Economic Development	Legal/Mediation	Education/Training
Mentoring	Public Safety	Other (Indicate on line below)

Other:

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## PRINCE GEORGE'S COUNTY COUNCIL GRANTS APPLICATION FISCAL YEAR 2026 (July 1, 2025 to June 30, 2026)

### **REQUIRED INFORMATION:**

1. Organizational History, Mission/Purpose & Goals: (**Attachment B narrative: no more than 2 pages**)
2. Summarize the proposed use of requested grant funds (**Attachment C: no more than 4 pages**). The summary narrative should clearly address each of the following eight considerations:
  - The needs/problems to be addressed by the grant;
  - How the proposed program/operation will be implemented;
  - How the funds requested will support the Organization's overall program/operation;
  - Number of clients to be served with the funding requested (if applicable);
  - Measurable objectives, action plans, timelines for completion (for specific projects), and how success will be defined and measured;
  - Statement as to whether this is a new or ongoing program of your organization;
  - How your organization has demonstrated that it has the necessary experience, qualifications, and capacity to deliver the services/programs for which grant funds are being requested; and
  - How your organization plans to sustain the program/operation should County funding assistance not be available in the future.
3. Where will the service be provided, and/or the programs be conducted in Prince George's County?

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4. Please identify the Target Population below:

Pre-K		College
Elementary		Adult
Middle School		Seniors
High School		



## PRINCE GEORGE'S COUNTY COUNCIL GRANTS APPLICATION FISCAL YEAR 2026 (July 1, 2025 to June 30, 2026)

### **PREVIOUS COUNTY COUNCIL GRANTS:**

List on **Attachment D** all grants the Organization currently or previously received from the County Council or Prince George's County Government over the past 5 years (2021-2025).

**For each previous year grant**, please provide the following information:

- Year grant awarded.
- Total grant amount awarded.
- Brief Description of the Purpose, Goals, and Objectives of the grant.
- Discuss the impact the grant funded initiative had in achieving its intended purpose, goals, and objectives.
- Identify specific and concrete results, achievements, improvements, and services provided by your organization as a result of the County Council grant funding.
- Number of individuals who were served and/or benefited from your organization's efforts and services.
- Identify the "lessons learned" your organization realized as a result of administering the grant funded initiative, and how those "lessons learned" will impact your organization's future efforts. What will you do differently moving forward?
- Amount and source of funding available from other Non-County Council entities used to help the organization administer the County Council grant funded initiative.
- Organization's plan and schedule for financial self-sufficiency.

### **OTHER NON-COUNTY COUNCIL GRANTS/CONTRACTS RECEIVED FROM PRINCE GEORGE'S COUNTY GOVERNMENT IN PRIOR YEARS (not from the County Council):**

Please list on Attachment E all grants and contracts the Organization currently has or has previously received from the Executive Branch of the Prince George's County Government over the past 5 years (2021-2025).

### **ASSURANCES:**

If this grant is awarded, the applicant organization assures that:

1. The applicant is expected to administer the awarded grant funds in compliance with the purposes/uses as reflected in the grant application. Should the applicant determine the approved grant's intended purposes/uses must be modified and/or redirected, the applicant must provide a letter to the Council Grants Team explaining the extent and reasons for the proposed changes and requesting the Council Grants Team's approval of the proposed changes.
2. Funds received will be used solely for the proposed activities as outlined in the proposal request within two (2) years of receiving funding.
3. Grants received under this funding request will be properly accounted for in the Organization's accounting system and expenditure details shall be maintained in accordance with the budget detail provided in this application.



## PRINCE GEORGE'S COUNTY COUNCIL GRANTS APPLICATION

**FISCAL YEAR 2026 (July 1, 2025 to June 30, 2026)**

4. The applicant organization intends to comply with Title VII of the Civil Rights Act of 1964, indicating no person will be excluded from participation or be denied benefits of any program activity or service on the basis of race, sex, sexual preference, color, religion, ancestry, age, national origin, or handicap. The applicant further agrees to make every attempt to ensure that the program is accessible to persons with disabilities.
5. The applicant organization agrees to provide its most recent audited financial statements to the County, if applicable.
6. The applicant organization attests it is currently in good standing and in compliance with the Internal Revenue Service, the Maryland Department of Assessments and Taxation, and all Prince George's County Grant Programs.
7. The filing of this application is made by the undersigned individual, and certifies this individual is officially authorized to represent the applicant organization by its governing board.
8. The applicant organization is required to submit periodic progress reports in accordance with the schedule below. Organizations will be notified of the reporting schedule by letter from the County Council after the Grant Disbursement Date. All outstanding Periodic Reports must be submitted, and can be uploaded into the Grants Management System or emailed to [PGCCOUNCILGRANTS@co.pg.md.us](mailto:PGCCOUNCILGRANTS@co.pg.md.us).

All periodic progress reports must be provided as required. See schedule below:

Grants of \$10,000 and below will be required to submit Annual Reports, (Dates will be set by the County according to the grant award distribution date)

Grants of \$10,001 to \$99,999 will be required to submit Semi-Annual Reports, (Dates will be set by the County according to grant award distribution date)

Grants of \$100,000 and above will be required to submit Quarterly Reports, (Dates will be set by the County according to grant award distribution date)

The reports should include the following information to date:

1. A Financial Statement (Statement of Revenue and Expenses, Profit & Loss or Income Statement)
2. The Number of Individuals who were served and/or benefited from services provided utilizing the grant funding.
3. What progress have you made toward achieving the results you described in your proposal during this period? What data/documents do you have to demonstrate your success? If you did not achieve your intended results, why not?
4. What do you consider to be the greatest strength(s) of your work? What do you consider to be the most important concern(s) – apart from finances – currently facing your organization (or project, if you received project support)?
5. Have there been any significant changes in your organization or the project since the grant was awarded (i.e., executive leadership, staff, facilities, location)?



## PRINCE GEORGE'S COUNTY COUNCIL GRANTS APPLICATION FISCAL YEAR 2026 (July 1, 2025 to June 30, 2026)

### **CERTIFICATION:**

Organization Name: \_\_\_\_\_

I affirm I am authorized to execute this application on behalf of the applicant organization. I also certify the information contained in this application, including attachments, is true and correct to the best of my ability, knowledge, and information. I hereby approve the submission and contents of this application and agree any grant awarded pursuant to this application will be subject to review by the County (Office of Audits and Investigations) and will be administered in conformity with the purposes stated.

The applicant organization, at the request of the Prince George's County Office of Audits and Investigations, will provide reasonable access during regular business hours to all financial records, files, and accounts of the organization, as well as access to personnel and clients or other beneficiaries for audit purposes, verifications, or program evaluations as the County deems necessary or appropriate concerning this grant award.

The Prince George's County Council reserves the right to discontinue, modify, or withhold any payments to be made under this grant award and may require a total or partial refund of any grant funds if such action is deemed necessary: (1) because the Grantee has not fully complied with the terms and conditions of this grant; (2) to protect the interest of the Prince George's County Government; or (3) to comply with any law or regulation applicable to the Grantee and/or the Prince George's County Government.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

(Original signature only)

Date: \_\_\_\_\_

Email: \_\_\_\_\_

Phone #: \_\_\_\_\_



# PRINCE GEORGE'S COUNTY COUNCIL GRANTS APPLICATION

## FISCAL YEAR 2026 (July 1, 2025 to June 30, 2026)

### Attachment A

For organizations with total revenue (from all sources) of **less than \$10,000**, please complete the following:

**NOTE** for budgets \$10,000 and over follow requirements listed in Financial Information Section on Page 4.

*This document is already formatted in GMS for your convenience.*

ORGANIZATION INCOME			ORGANIZATION EXPENSES	
SOURCE	AMOUNT COMMITTED	%	ITEM	AMOUNT
Federal Grants			Salaries & Wages (breakdown by individual positions and indicate full or part-time positions)	
State Grants			Insurance, Benefits, Other Related Taxes	
County Grants			Travel	
Corporations			Equipment	
Individual Contributions			Supplies	
Fundraising Events			Printing & Copying	
Membership Income			Telephone/Internet	
In-Kind Support			Postage	
Investment Income Revenue			Rent	
Federal Contracts			Utilities	
State Contracts			In-Kind Support	
County Contracts			Depreciation	
Earned Income			Other (Specify)	
Other (Specify)			Other (Specify)	
Other (Specify)			Other (Specify)	
Other (Specify)			TOTAL EXPENSES	
TOTAL INCOME			Difference Income Less Expense	



## PRINCE GEORGE'S COUNTY COUNCIL GRANTS APPLICATION FISCAL YEAR 2026 (July 1, 2025 to June 30, 2026)

### Attachment B

Organization's History, Mission/Purpose & Goals: (narrative: no more than 2 pages).



## PRINCE GEORGE'S COUNTY COUNCIL GRANTS APPLICATION FISCAL YEAR 2026 (July 1, 2025 to June 30, 2026)

### Attachment C

Summarize the proposed use of the requested funds (no more than 4 pages). See Required Information Section on Page 5 of the application for instructions.



## PRINCE GEORGE'S COUNTY COUNCIL GRANTS APPLICATION

### FISCAL YEAR 2026 (July 1, 2025 to June 30, 2026)

#### Attachment D

##### **PREVIOUS COUNTY COUNCIL GRANTS:**

List all grants the Organization currently has or has previously received from the County Council of Prince George's County Government over the past 5 years (2021-2025).

##### **IMPORTANT:**

**For each previous year grant**, provide the requested information as detailed on Page 6 of the Application.



## PRINCE GEORGE'S COUNTY COUNCIL GRANTS APPLICATION FISCAL YEAR 2026 (July 1, 2025 to June 30, 2026)

### ATTACHMENT E

#### **PREVIOUS COUNTY GOVERNMENT GRANTS & CONTRACTS:**

List on Attachment E all grants and contracts the Organization currently has or has previously received from the Executive Branch of the Prince George's County Government over the past 5 years (2021-2025). **NOT COUNTY COUNCIL**)

Fiscal Year	Requested Amount	Amount Received	Grant (G) or Contract (C)	County Department/Agency	Grant Purpose/Results*

\* If additional space is required, please attach additional pages as necessary to provide a comprehensive summary of the results of each grant listed above.