

REQUEST FOR SPECIAL APPROPRIATION GRANT

FISCAL YEAR 2016

(July 1, 2015 to June 30, 2016)

PRINCE GEORGE'S COUNTY COUNCIL
Attn: Grant Coordinator, Room 2035
14741 Governor Oden Bowie Drive
Upper Marlboro, Maryland 20772
(301) 952-5839 or 952-3699 / Fax (301) 952-4862
E-mail address: gasabel@co.pg.md.us

(A) Application Date _____
(B-1) Grant Amount
Requested: \$ _____
(B-2) Grant Amount
Approved: \$ _____
(by Council Member)

(C) GRANT APPLICATION TO COUNCIL MEMBER _____

APPLICANT

(D) Name of organization (this should be the proper and legal name as stated on your seal or charter): _____

(E) Address/Telephone Number/Website Address (if any): _____

(F) Nature of organization (e.g., private non-profit human services, promotional, advocacy, municipal government): _____

(G) Mission/Purpose of the organization [one-paragraph history, mission and goals]: _____

Nature of Affiliation, if any, with any governmental unit: _____

(H) Organization Leadership and Staff Roster. Please attach a roster of the organization's officers and members of the board of directors (or comparable governing body) and of staff members.

(I) Federal Tax I.D. #: _____ Tax Exempt: No _____ Yes _____
Date incorporated: _____ Incorporated as a non-profit: Yes _____ No _____

(J) State Tax I.D. #: D-_____ (number from Maryland Department of Assessments and Taxation)

Please attach a copy of the IRS notification of tax-exempt status under Section 501(c)(3) of the U.S. Code (or related section). A completed, signed and dated IRS Form W-9 MUST accompany this application if the designee is a first-time grant recipient. NOTE: The IRS Form W-9 may also be requested by the grant coordinator to comply with IRS directives that an original completed, signed and dated W-9 be on file with the County's Office of Finance.

(K) Director of Organization:

(NAME) (TITLE)
E-MAIL ADDRESS: _____

(DAYTIME TELEPHONE)

(CELL PHONE NUMBER)

Contact Person:

(NAME) (TITLE)
E-MAIL ADDRESS: _____

(DAYTIME TELEPHONE)

(CELL PHONE NUMBER)

(L) PROPOSED USE OF REQUESTED FUNDS:

Describe the intended use of the grant funds. Either after the questions below or on a separate page, provide sufficient details so that the Council Member can readily associate the fund use(s) described here with the budget document provided by the grant applicant.

1. Who is the target population (i.e., who will benefit)? _____

2. What type(s) of service(s) and/or program(s) will be provided? _____

3. Where will the service(s) be provided and/or the program(s) be conducted in Prince George's County? _____

(M) FINANCIAL INFORMATION: Fiscal Year 2016 Total Budget \$ _____

(Attach a copy of the most recent budget)

1. For the current fiscal year, provide the budget and a report of expenditures of funds from all sources, including the County. These must be submitted in order to be considered for any special appropriation grant. County public schools and county municipalities are partially exempt from this requirement because their budgets are already in the public domain. For special purchases and events, a copy of applicable invoices and/or breakdown of costs for multiple items are required. NOTE: If funding fluctuates dramatically from year to year, an applicant may submit the previous year's budget, but still must show how and where the requested funds would be used in that budget.
2. Please provide a copy of the most recent IRS Form 990, Return of Organization Exempt from Income Tax.
3. If your organization received County Council grant funds in the previous fiscal year, please complete and provide the FY 2015 financial report indicating from whom the funds were received and how the funds were spent. See the financial report template on the County Council section of the Prince George's County Government website.

(N) METHOD OF PAYMENT: The County strongly encourages the use of electronic deposits via the Automated Clearing House (ACH) system. Instructions and an authorization form are included. As an alternative, paper checks will be mailed to grant recipients.

(O) CERTIFICATION

I hereby approve the submission and contents of this application and agree that any grant awarded pursuant to this application will be subject to review by the County (Office of Audits and Investigation) and will be administered in conformity with the purposes stated. I further agree that all financial records must be opened and available to County officials upon request.

Name _____ Title _____

Signature _____ Date _____

Note: Requests for confirmation, by external auditors for your organization, of grant amounts paid should be sent to the Director, Office of Finance, Prince George's County, Maryland, Room 3200, County Administration Building, Upper Marlboro, MD 20772. This will avoid delay in response to these requests.