

FY 2016 Supplemental Instructions for County Council Grant Programs

Part I. Instructions for Completing County Council Grant Application Forms (For non-departmental and special appropriation grants)

Applicants may print the grant application form, these instructions, the grant documents checklist, the enrollment form for the Automated Clearing House (ACH) system (electronic deposit), the two community lists and the financial report template from the links on the County Council page on the Prince George's County Government website (www.princegeorgescountymd.gov). Applicants also may receive a cover letter and these documents from the Council Member's office inviting them to apply. Only current and original (not faxed or scanned) fiscal year grant application forms will be accepted.

Section (A), "Application Date." Please write in the date you prepare the application.

Note: Although the fiscal year ends June 30, please try to submit applications by May 15, which should provide enough time to address any eligibility issues that might be found and needing corrective action.

Section (B-1), "Grant Amount Requested." Please enter the amount you are requesting. Please note that the amount requested also must be identifiable in the organization's budget, either as a lump sum entry or as multiple entries, and correspond to the description listed in the "Proposed Use of Grant Funds" section.

Section (B-2), "Grant Amount Designated." Applicants, please leave this line blank. This line will be completed by a Council Member or Council staff, if the Council Member approves any funding.

NOTE: Prior grant approvals are not necessarily an indicator of future grant approvals.

Section (C), "Grant Application to Council Member." Please **write in the last name** of the Council Member from whom the grant is being requested. This is because some organizations request funding from more than one Council Member, because some communities are part of more than one councilmanic district and we want to ensure the intended Council Member receives the application.

Section (D), "Name of Organization." Please use the name listed on your IRS tax-exempt status notification letter. The name should be the same as the one listed on your organization's seal or charter.

Section (E), "Address/Telephone Number/Website Address (if any)." Please use the address listed on your IRS tax-exempt status notification letter. If the address has changed, or if your organization has multiple office locations, please include a letter to the Prince George's County Office of Finance, on organization letterhead, indicating the current and correct address. The Grant Coordinator will submit the letter to the Office of Finance. The letter is needed to authenticate and enable the updating of County vendor information so the check will reflect the latest address information.

Section (F), "Nature of organization." Please indicate what kind of entity the organization is and if it is a non-profit.

Note: For this section and any other section(s) for which your organization wishes to include more information than the on-line system will accommodate, you may type in “See attachment” or similar verbiage and include a separate page which provides the full measure of the information you wish to provide for the applicable section(s).

Section (G), "Mission/Purpose of the organization." Please include a one-paragraph history of the organization, including when the IRS awarded the organization its non-profit status. Also, please list the organization's mission and goal(s).

Section (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. Self-explanatory.

Section (I), "Federal Tax I.D. #." Please include this number, which is listed on your organization's IRS tax-exempt status notification letter. Please do NOT list your Maryland Sales and Use Tax Exemption number. It is not relevant or necessary in processing the grant application. If this is the first time your organization has applied for a grant from a County Council Member, please provide a copy of all IRS letters relating to your tax-exempt status (e.g., initial assignment of status, final determination of status, name changes, etc., as applicable).

Section (J), “State Tax I.D. #.” Please list this number, assigned when organization is licensed in the State of Maryland by the Maryland Department of Assessments and Taxation. The number can be found on the Personal Property Return form, about halfway down the page, in the “Department ID Number” block.

Section (K), “Director of Organization and Contact Person.” Please provide a daytime phone number (work, cell or home phone number) at which each of these people may be reached. Additionally, please list your e-mail address and your cell phone number (if any).

Section (L), "Proposed Use of Requested Funds."

- (1) Item 1. "Who is the target population in Prince George’s County?" Please identify using words such as "youth," "the homeless," "senior citizens," or other appropriate terms.
- (2) Item 2. "What type(s) of service(s) and/or program(s) will be provided?" Please provide **brief** descriptions of all services and/or programs for which the grand funds will be used.
- (3) Item 3. "Where will the service(s) be provided and/or the program(s) be conducted in Prince George’s County?" Please provide information about whether the services and/or programs will occur on the premises of the grant applicant or at one or more locations within the community.

Section (M), “Financial Information.” Please provide a copy of the organization’s current fiscal year budget and a copy of the most recent IRS Form 990. In addition, please complete the financial report summarizing the use of County Council funds received from the previous fiscal year (FY 2014 – July 1, 2013 to June 30, 2014) (see financial report template is located on the County Council part of the County Government website).

Section (N), "Method of Payment."

- (1) For grant applicants: Organizations are **STRONGLY** encouraged to enroll in the Automated Clearing House (ACH) electronic deposit system to reduce County expenses related to check production. Enrollment also speeds delivery of approved funds to participating organizations. If you choose to enroll, include the completed original, signed and dated enrollment form, along with the grant application form and applicable support documents. If you have previously submitted a form and received a grant payment, you should not have to submit another form, unless your organization has changed the recipient bank, the account number, or other information. For organizations not wishing to use ACH, a paper check and a memo from the Councilmanic office will be prepared and sent to the organization.

Note: Potential grant recipients do not need to meet the requirement of five or more payments per year to enroll in the ACH electronic deposit system.

- (2) For Council Members: Under the SAP financial system (transitioned into on July 1, 2014 , the first day of FY 2015), payments are sent from the Wells Fargo Payment Center in North Carolina. As a consequence, a letter addressed to the grant recipient should be prepared by the Council Member's office, signed by the Council Member, and then given to the Grant Coordinator who will mail the letter to the grant recipient to advise the organization that payment will be sent from Wells Fargo in approximately 30 days.

Section (O), "Certification." This is usually completed by the organization's president or director. Please print your name and title on the upper lines, and then place your signature and date on the lower lines.

Part II. General Grant Program Information (for both Council Office and other grant applicants)

A. Each grant application package will consist of:

- (1) An **original**, completely filled out, signed and dated application for the current fiscal year.
NOTE: Scanned, e-mailed or faxed documents are **NOT** original documents.
- (2) An **original**, completely filled out, signed and dated IRS Form W-9, Request for Taxpayer Identification Number and Certification. In accordance with IRS instructions, as referenced in in the August 4, 2003, memorandum from Dr. Jacqueline F. Brown, Chief Administrative Officer, Office of the County Executive, effective August 15, 2003, Prince George's County is required to have on file an IRS Form W-9 with original signature and date for each entity (grant applicant, company or non-County employee) to which the County issues a check.
- (3) If not previously submitted, a copy of any IRS letters related to the tax-exempt status of the organization. The Grant Coordinator and the Office of Finance both verify that organizations are listed by the IRS as tax-exempt.
- (4) A copy of the current year budget.
- (5) A copy of the latest IRS Form 990, Return of Organization Exempt from Income Tax (or IRS Form 990-EZ or 990-N, as applicable).

- (6) A copy of the latest independent audit, if one has been conducted. There is NOT a requirement to have an independent audit conducted if your organization's leadership / board of directors had not required one to be conducted.
- (7) A copy of the list of board of directors.
- (8) A copy of the list of staff.
- (9) If an organization would like electronic deposits made to its bank account, please prepare the form and return the **original**, completely filled out, signed and dated electronic funds disbursement form. Once it has been submitted, you should not need to submit a new form unless your organization changes banks and / or account numbers.
- (10) A financial report (please use the form on the website - see the form link on the County Council grant information page of the county government website) identifying how County Council grant funds received in the previous fiscal year were used. The report is to be submitted to the Grant Coordinator by December 31 of the year in which the funds were received or can be included with the organization's next grant application package. The financial report needs to include a **brief** description of the amount of funding used for each of the categories reported in Section (L) 2, Proposed Use of Requested Funds.

NOTE: Use of funds: It is expected that grant funds will be used expeditiously, but not later than one year after the date of the grant check.

NOTE: Submission of Application and Supporting Documents: If you are submitting your grant application to one or more Council Member's office(s), only the original completed, signed, and dated grant application form, a copy of the budget, and a copy of the financial report (if applicable) need to be sent to the Grant Coordinator, who will then give the application package to the designated Council Member(s). **To reduce your paperwork burden, only one copy of all other required supporting grant application documents should be sent to the Grant Coordinator**, who will provide copies of the supporting documents, as needed, to any Council Member who requests them. **Please contact the Grant Coordinator if you have any questions about which documents you need to submit and whether or not the Grant Coordinator already has those documents.** You may send the entire grant application package (all required documents) to the Grant Coordinator, who will distribute the grant application form, a copy of the budget and a copy of the financial report, to the appropriate Council Member(s) from whom you are seeking funding. The Grant Coordinator will retain the other supporting grant application documents for review and processing and, as necessary, for distribution to Council Members. If you prefer, you may send the completed grant application, a copy of the budget and a copy of the financial report directly to each Council Member from whom you are seeking funding.

- B. Grant application packages will be logged in by the Grant Coordinator when received. The application(s) will then be sent to the Council office(s) for review. After review and approval by the Council Member, the application(s) will be returned to the Grant Coordinator for processing. If an

application is received lacking one or more of the supporting documents (items A (2), (3), (4) or (5) above), the Grant Coordinator will contact the Council Member's office and request assistance to obtain the required document(s).

For many applicants, but not all, the Grant Coordinator may have a copy of one or more of the supporting documents, which will be copied for use if still applicable to the fiscal year of the current grant application.

- C. Once a grant application package has all required documents and has been approved for funding by the applicable Council Member, it will become part of a bundle of grant applications submitted under a cover memo to the Office of Management and Budget. Staff and managers in the Office of Management and Budget will review the applications and then prepare and sign the documents necessary for further processing. The documents and applications are then sent to Office of Finance for review, processing and the issuance of the grant checks. Since the Office of Management and Budget and the Office of Finance provide financial services to the entire County government, they operate under guidance from the Prince George's County Code, Subtitle 10A, Purchasing; Subdivision 10, Contract Administration, Section 10A-153, Prompt Payment, and Administrative Procedure 337, Prompt Payment Policy.
- D. Processing timeframe: It takes approximately 30 days for payment to be issued once the Grant Coordinator receives a grant application approved for funding.

If the grant applicant has not previously received a payment from the County, additional time (three to five days) will be required by the Office of Finance to process and set up a vendor number for the applicant.

Based on past experience, the 30 days means that this is the average time it takes to process a grant application by the Office of Management and Budget and by the Office of Finance. The Wells Fargo Payment Facility will then send payment (ACH or check) directly to the recipient's bank account or mailing address, as appropriate. Occasionally, it may take a little more or a little less time to complete the process. Please plan your grant application submissions accordingly.

- E. If a Council Member wishes to make a formal presentation, that Member's staff will contact the grant recipient to coordinate a date and time. Council staff may also obtain an oversized foam check appropriate for use when taking a photograph of presentation.
- F. When a grant applicant receives a grant payment, the payment is to be deposited in the organization's bank right away and used as soon as practical for the purposes listed on the grant application, but not later than one year after receipt. Grant funding is not to be used to "pad" an organization's bank balance. If circumstances change and the funds cannot be used in a reasonable amount of time, they must be returned to the Council's Grant Coordinator. Returned funds will be forwarded to the Office of Finance. Depending on when the unused funds are returned to the County, either the appropriate Council Member's special appropriation grant fund will be credited for possible award to another qualified organization or, if the fiscal year has closed, the funds will be returned to the County's General Fund.

G. When a Council Member allocates funds to The Community Foundation for Prince George's County (TCFPGC), the member is merely utilizing an alternative avenue of payment. The grant applications still need to be sent to the Grant Coordinator and the Council Member will still be making the decisions regarding any funding for those applications. There are three consequences for an organization when TCFPGC is used.

- (1) Electronic deposit status only applies to grants paid through the County's Office of Finance. If a grant is awarded through TCFPGC, the payment will be made by check.
- (2) Because TCFPGC is a non-profit in its own right, the county fiscal year deadline of June 30 does not apply regarding decisions. TCFPGC has one year from the date it received the grant payment from a particular Council Member in which to disburse the funds at the Council Member's direction.
- (3) Inquiring about the status of grant applications:
 - (a) In situations where a Council Member uses TCFPGC for disbursing all of his / her special appropriation grant funds, an applicant needs to contact the Council Member's office directly to determine the status of its application. When contacting the individual Council Member's offices you will need to ask for the member of the staff who coordinates grants for the particular Council Member. If you are uncertain if this option applies, please feel free to contact the Council's Grant Coordinator for assistance.
 - (b) In situations where a Council Member uses TCFPGC for disbursing only a portion of his / her special appropriation grant funds and uses the County's Office of Finance to process the remaining portion of his / her funds, an applicant can initially contact the County Council's Grant Coordinator, who will assist in determining the status of the application. If it is determined that the Council Member is considering funding the application through the portion of funds already allocated to TCFPGC, the Council's Grant Coordinator will provide the inquirer with a name and contact information for the appropriate staff member in the respective Council Member's office for further direct inquiry.

Part III. Criteria for Grant Applicants

- Grant applicants must be recognized by the Internal Revenue Service (IRS) as 501(c)(3) entities in good standing. Organizations that have had their tax-exempt status revoked cannot be awarded a grant until they have submitted the necessary documentation reflecting that their tax-exempt status has been reinstated.
- Grant applicants must be in good standing with their State's Department of Assessment and Taxation. Grant funds must be used to benefit residents of Prince George's County, Maryland.

- Grant funds must be used for activities taking place or services being provided in Prince George's County, Maryland.
- Accountability for County funding is required. This includes:
 - The program or service has measurable/quantifiable outcomes that can be reported.
 - The organization maintains adequate financial records and statements to account for all sources of funding, including County funding.
 - The organization maintains adequate records and documentation to facilitate an independent audit by a CPA firm or by the Prince George's County Office of Audits and Investigations.
- Grant funds **CANNOT** be used for political advocacy.
- Grant funds **CANNOT** be used to benefit a for-profit entity.
- Grant funds **CANNOT** be used to **directly or indirectly** benefit a non-profit / tax-exempt entity, which has lost its IRS tax-exempt status and has not submitted the necessary documentation for reinstatement of its IRS tax-exempt status.