



**PRINCE GEORGE'S COUNTY COUNCIL GRANT APPLICATION
FISCAL YEAR 2020 (July 1, 2019, to June 30, 2020)**

TO BE COMPLETED BY COUNTY:

RECEIVED: _____

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: _____



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REQUIRED SUPPORTING DOCUMENTS CHECKLIST:

Each application must include all applicable supporting documents. Where multiple grant applications are submitted, each application must include all required supporting documents with original signatures.

All documents should be organized as reflected in the checklist below, single sided, with NO Staples:

- Current MD Charity Certificate of Registration (Provide Maryland Charity Identification number (CID) on Page 3)
- IRS Form W-9 (Original Signature Required-Available on Website)
- Completed Prince George's County Authorization for Electronic Funds Transfer Form (Original Signature Required-Available on Website)
- Most Current IRS Tax-Exempt Status Letter
- If applicable, current Letter of Good Standing for Organizations that are a component of a larger umbrella organization (i.e. PTAs & Boys and Girls Clubs)
- Provide a line item budget for the requested grant funds which details the intended use of the of the grant
- Attachment A – Organizations with total annual revenue of less than \$10,0000 (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 (2015-2019)
- 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 (2015-2019)
- Financial Reports (See Financial Information Section for Instructions)
- Organization By-Laws, Articles of Incorporation
- Roster of the Organization's current Board of Directors & Staff Members
- IRS Form 990, 990-EZ, 990-N, or other applicable tax return
- Independent Audit or Review performed by a Certified Public Accountant (if available); **required for all 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.

SUBMISSION LOCATION:

Prince George's County Council
Attn: Council Grant Office – Room 2040
14741 Governor Oden Bowie Drive,
Upper Marlboro MD 20772



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ORGANIZATION INFORMATION:

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

Physical Address: _____

Mailing Address: _____

City/State/Zip: _____

Website: _____

MD Charity Identification Number (CID): _____

Visit the Council Website for additional information <https://pgccouncil.us/Grants> or
<https://sos.maryland.gov/Charity/Pages/Instructions.aspx> for additional information.

Federal Tax ID # _____

Maryland SDAT I.D. #: _____

Director of Organization:

Name: _____

Title: _____

Phone Numbers: Office: _____

Cell: _____

Email: _____

Person Completing Application:

Name: _____

Title: _____

Phone Numbers: Office: _____

Cell: _____

Email: _____



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FINANCIAL INFORMATION:

Current Fiscal Year Budget: \$ _____ Year Organization Incorporated: _____

All Organizations provide a line item budget for the requested grant funds which details the intended use of the of the grant

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**, provide financial reports listed below for the Fiscal Year (12 months ending June 30, 2019) generated from the accounting system identified above:

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

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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REQUIRED INFORMATION:

1. Mission/Purpose of the Organization, History, Mission & Goals: (**Attachment B narrative: no more than 3 pages**)
2. Summarize the proposed use of requested grant funds (**Attachment C: no more than 6 pages**). The Summary Narrative should clearly address each of the following 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?

4. Please identify the Target Population below:

	Pre-K		College
	Elementary		Adult
	Middle School		Seniors
	High School		



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PREVIOUS COUNTY COUNCIL GRANTS:

List on Attachment D 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 (2015-2019).

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 that the grant funded initiative had in achieving its intended purpose, goals, and objectives.
- Identify specific and concrete results, achievements, improvements, and services that were provided by your organization as a result of the County Council grant.
- Number of individuals who were served and/or benefited from your organization's efforts and services.
- Identify "lessons learned" that 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 going 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 (2015-2019).

ASSURANCES:

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

1. The applicant will administer the funds in compliance with the submitted proposal.
2. Funds received will be used solely for the proposed activities as outlined in the proposal request within one (1) year 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.



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4. The applicant organization intends to comply with Title VII of the Civil Rights Act of 1964, indicating that 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 that it is currently in good standing with the Internal Revenue Service and the Maryland Department of Assessments and Taxation, and that it is in compliance with the Maryland Solicitations Act.
7. The filing of this application is made by the undersigned individual, and 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 their reporting schedule by letter from the County Council at the time of Grant Disbursement Date

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

Grants of \$10,000 and below will be required to submit an Annual Report within one year of receiving grant award

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

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

The reports should include the following information to date:

1. Financial Statement
2. 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 evidence 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)?



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CERTIFICATION:

Organization Name: _____

I affirm that I am authorized to execute this application on behalf of the applicant organization. I also certify that the information contained in this application, including attachments, is true and correct to the best of my knowledge and information. 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 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: _____

Date: _____

(Must Be Original Signature)

Email: _____

Phone #: _____



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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.

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	



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Attachment B

Mission/Purpose of the Organization, History, Mission & Goals: (narrative: no more than 3 pages)



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Attachment C

Summarize the proposed use of requested funds (no more than 6 pages). See Required Information Section on Page 5 of the Application for instructions.



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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 (2015-2019).

IMPORTANT:

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



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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 (2015-2019). **(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.