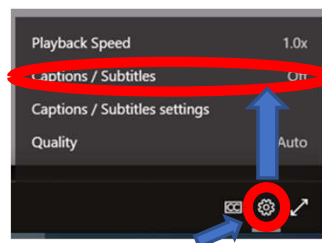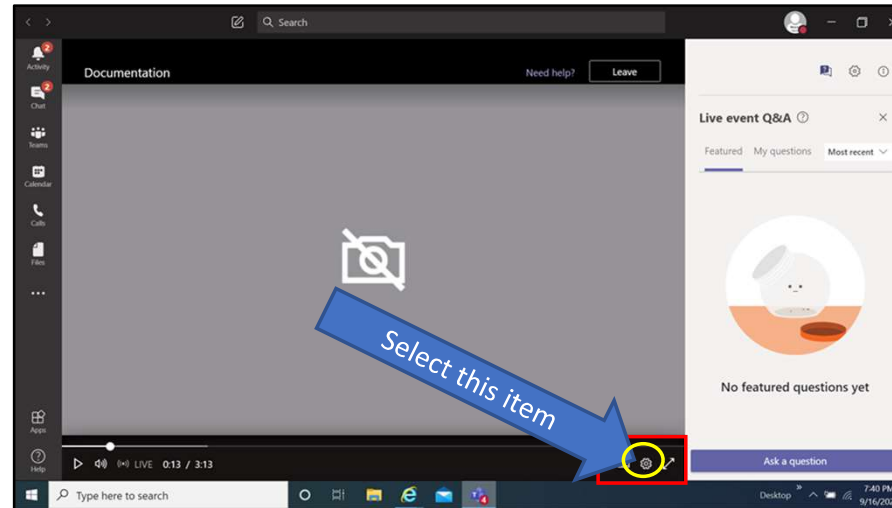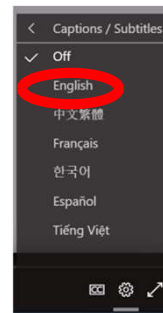# Final Quarter FY24 Community Projects Fund Grant Program Information Session

How you can view the multi-lingual closed captions

Select this item

When you select it a menu appears, choose **captions / subtitles**

You then select the language of choice

It will then display the language chosen

Disclaimer

The translations provided in this application use what is referred to as mechanical translation technology. Although this method of translation is very effective and provides a high rate of accuracy it is NOT 100% word for word accurate. Things that may affect it are the quality of the microphone used and potentially a person speaking that may have an accent.

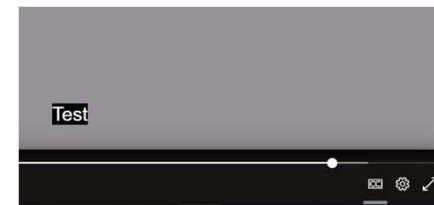# Final Quarter FY24 Community Projects Fund Grant Program Information Session

April 24, 2024

Prepared by Montgomery County Office of Grants Management

Welcome!

- This meeting will be recorded and posted for future viewing on the Office of Grants Management online application portal

- The slide deck will also be posted in the same location for your reference

- Online Application Platform Home Page: https://mcmdgrants.smapply.org

- Program Page:

  https://mcmdgrants.smapply.org/prog/FY24CPFQ4

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Information Session Agenda

- Provide an update about Q1 & Q2 CPF
- Provide an overview of the program
- Walk through the application platform
- Open up for participant questions (put your questions in the Q&A box)
- Any questions we cannot answer during the Information Session will be addressed and posted on the platform

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FY24 Community Projects Fund Quarter 1 & 2 Updates

- Q1 applications are under active review right now with a deadline for reviewers of April 30, 2024.
- Q2 applications are in the process of being assigned to reviewers with a review deadline of May 8, 2024.
- OGM will then need no more than 3 business days to analyze the results and develop recommended awards for the CAO.
- The CAO usually approves the recommended awards within 3 business days.
- Overall, results are expected for the second (Q1) and third (Q3) weeks of May.

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FY24 Community Projects Fund Grant Program

- Provides $1 million in one-time funding for small, emerging, and volunteer led nonprofit organizations to **implement small, community focused projects, initiatives, and events.**

- A quarterly application with at least **$250,000 available in each cycle.** Additional funding may be added to this pool from other County sources and may have additional priorities, restrictions, and/or requirements.

- The **performance period will be six (6) months** from the award date as the goal of this program is to support specific, short-term initiatives instead of ongoing, full, or multi-year programs.

- Funding may be awarded to **new initiatives OR** to projects supported by **Community Grants in previous fiscal years**.

- These grants **cannot** be used for the **expansion of existing County funded programs**; including FY24 Bridge Funding for the First Quarter.

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FY24 Community Projects Fund Grant Program

Quarter 3 and 4 FY24 CPF is open for applications

Target Nonprofit:	Small, emerging, and volunteer led nonprofits
Total Funding:	$1 million over four quarters with $500,000 for Q3/Q4
Award Range:	$5,000 to $25,000
Performance Period:	Flexible range of up to 6 months
Number of Applications:	One
Where to apply:	https://mcmdgrants.smapply.org/prog/FY24CPFQ4

Application Due Date: Tuesday May 7, 2024 at 3:00 PM

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Target Population

- The target populations for this Grant Program are Montgomery County residents.

- This Grant Program is intentionally very flexible and allows nonprofit partners to define their own specific target populations within Montgomery County.

- Priority to awarding funding will be given to projects that target Underserved Communities within Montgomery County.

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Target Nonprofits

- **Small** - Nonprofits with an annual budget of less than $250,000 and with less than three full-time employees. These organizations do not have the intent to significantly expand and are focused on their existing range programs and communities served.

- **Emerging** – Same general definition of a Small Nonprofit buy these organization have the intent to significantly expand their range of programs and communities served.

- **Volunteer Led** –The organization may hire contractors for specific program (i.e. seminar trainer) or administrative services (i.e. accounting) or pay staff/volunteers small stipends but the organization has no full-time staff.

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CPF Award Priorities

Priority in awarding funding will be given to proposals that:

- Are from small, emerging, or volunteer led nonprofit organizations;

- Are from organizations based in or serving an Underserved Community;

- Demonstrate a strong understanding of their target population's/community's needs and an effective project strategy to effectively meets these needs;

- Provide services, advocacy, or other support to the target population/community that is not already funded by other County resources;

- Provide technically, culturally, and/or linguistically proficient services to the target population/community;

- Demonstrate a broad base of impact through their proposal to their target population/community; and

- Will be fully implemented within six (6) months of the award date.

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CPF Priority Examples

Previously funded Community Grants include, **but are not limited to:**

- Development costs for a guidebook, curricula, or other resource to be used by the target community;

- Translation costs for a similar set of community resources;

- One-time activities such as a cultural festival, youth camp during a school break, senior job fair, or other community event;

- Short-term activities such after-school academic tutoring, youth development and mentorship sessions, accessibility focused projects, and courses; or

- Operating support for basic needs service providers targeting unique Underserved Communities;

Both new and historical Community Grants nonprofit partners are **not limited by the list above.**

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Shared Award Priorities

OGM seeks proposals from organizations that:

- Exhibit cultural proficiency;
- Are inclusive of the LGBTQIA+ community members;
- Use a racial equity lens in providing services.

Other Notes on Priorities:

- The range of programming allowed is **intentionally very flexible.**
- Applicants are **encouraged to identify new needs and other innovative projects** for their target populations/communities.
- Organizations with other County funded projects **may still apply for separate projects under both Grant Programs.**

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Eligibility

- The organization must have a Federal 501(c)(3) tax-exempt status or be a collaboration between two or more entities with at least one having this status

- The organization must be currently registered and in good standing with the Maryland State Department of Assessments and Taxation (SDAT);

- All activities and expenditures under this grant program must be provided in Montgomery County OR be exclusively for Montgomery County residents if activities and expenditures occur outside of the County;

- Current Montgomery County contract or grant award winners must be current on all reporting obligations for other awards and those reports must reflect substantial progress towards the goals of their awards; and

- Proposed expenses must be for a new activity, expansion of existing activities, or a combination of both. County funding cannot be used to supplant other funding for already planned activities.

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Submission Guidelines

- Submissions must come through the County's SM Apply online application portal at
https://mcmdgrants.smapply.org

- All applications must be fully submitted online by **Tuesday May 7, 2024 at 3:00 PM**

- Applicants requesting an Americans with Disabilities Act (ADA) accommodation should contact the Office of Grants Management to discuss alternative submission options.

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Application Tasks

- **Applicant Information (Reusable) Task:** Organization contact info and supporting documents (data fields and uploads)
- **Applicant Background (Reusable) Task:** Organization size and leadership demographics (*data collected will never be seen by Review Committees or used for awarding*)
- **Project Strategy Task:** Project data & narrative (data fields & 1 page PDF upload)
- **Project Budget Task:** Project cost details (data fields, MS Excel upload, & 1 page PDF upload)
- **Project Work Plan/Timeline:** Implementation schedule (1 page PDF upload)
- **Performance Plan:** Outline of metrics and outcomes to be achieved (1 page PDF upload)
- **Optional Supporting Documents to be Uploaded Task:** Optional additional PDF uploads

*Full Task requirements and guidance on the **FY24 Q3/Q4 Community Projects Fund Page***

Ethics Questions

- **Does your organization employ current employees or contractors of the Montgomery County Government?** This applies for employees that are paid by your organization but are also paid by Montgomery County Government.

- **Does your organization's Board of Directors include current employees or contractors of the Montgomery County Government?** This applies to volunteer board of director positions.

- **If you answered yes to either question, please describe the employee(s) role and function as it applies to your organization.** Answering "yes" to either question does not exclude your organization from being eligible to apply.

- Montgomery College, Montgomery County Public Schools, and WorkSource Montgomery do not count as Montgomery County Government employees for the purpose of this Grant Program.

If you are unsure if a position applies please contact the Office of Grants Management.

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Other Preparations

- **Register and create a profile on the online application platform** for each team member who will be working on your application.

- **Verify that your organization is registered with the Maryland State Department of Assessment and Taxation (SDAT).** Click **here** to go to the SDAT Business Express site to confirm. Even if your organization is registered in another jurisdiction, you must be registered with SDAT for Montgomery County to finalize an award with your organization.

- **If your organization is not in Good Standing with SDAT, take the necessary steps to get back into Good Standing.** SDAT will advise what steps are required. Montgomery County cannot finalize an award with you or organization if you are not in Good Standing. Your application for a grant could be disqualified if you are not in Good Standing.

- **Register with the Montgomery County Central Vendor Registration System (CVRS)** by clicking **here**. If you or your organization receives an award from the County then you will need to be registered with CVRS to receive payments.

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Review Process

- OGM will convene a review panel made up of qualified neutral, qualified individuals in Montgomery County Government, and possibly the broader community, selected for their experiences in the grant program's subject area, grants administration, and/or project management.

- The panel members will review and score applicant proposals based on the criteria and priorities established in the NOFO.

- Final decisions will be made based on the scores, reconciliation of funding across categories, and other factors such as applicants past performance on previous County awards.

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Scoring – 100 Possible Points

A. **Project Goals and Grant Program Priorities (20 points)** – How does the project's goals match the priorities of the program?

B. **Sound Fiscal Management and Budget (15 points)** – Is the budget manageable, reasonable, and reflective of project?

C. **Organizational Capability and Relevant Experience (35 points)** – Does the org have the cultural competency, expertise, and community connection needed to implement project?

D. **Performance Plan (10 points)** – Does the organization demonstrate a strong plan to measure its success?

E. **Soundness of the Overall Proposal (20 points)** – Does the project demonstrate a strong overall strategy to achieving its target outcomes?

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Award Notification

- Award notification letters are expected to be released roughly 4 weeks after the application deadline via email.

- OGM is already in the process of pre-selecting Community Reviewers to be ready to review and score applications as soon as they are received.

- For successful applicants, the award agreement will contain funding restrictions; programmatic, administrative, and policy requirements; reporting documents including total budget along with the amount of grant funding for the program; and payment terms.

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Review Committee Feedback: the Seven Cs

1. **Concise -** Be concise, when possible. Review Committee Members (RCM) have difficulty absorbing information from long narratives.

2. **Concrete –** Be specific and direct in **_how_** your proposed project will achieve its stated goals. RCMs often see gaps in how a project will work.

3. **Clarity –** RCMs prefer that you include the question you are answering or add sub-headings for clarity. Application task uploads should also include the title of the application task, organization name and project title as headers.

4. **Connection -** All elements of your application should show a clear connection with the grant priorities and scoring criteria, as outlined in the NOFO.

5. **Consistent -** All elements of your application should be consistent with each other. RCMs often note a lack of consistency between budget and narratives.

6. **Cite -** Feel free to refence other application sections/Tasks (i.e. budget) in your narratives. Specifically cite the application Task name so the RCM can go directly there. Hyperlinks to external sources (i.e. news article, research paper, your website, etc...) can be helpful too. Overall, no need to repeat information that is in other places in your application or external source.

7. **Complete –** Before clicking Submit, go back and make sure you finished all Tasks, filled out all fields, and **uploaded the right attachment in the right place.**

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General Recommendations

- **Read the guidelines and instructions in the NOFO and follow them.**

- Feel free to use graphics, charts, tables, maps, project workflows, and other non-narrative tools to clarify or enhance your proposal.

- Video or alternative media submissions are also an option.

- Develop, coordinate, and finalize your application offline and then upload all materials into the application.

- Uploads in pdf format are preferred (except the Program Budget, MS Excel please) but other formats are also welcome.

- **The application platform cannot read Mac formatted documents** (i.e. Pages, Numbers, and Key Note) so these should be submitted as PDFs or converted to MS Office formats.

- Start now on getting your legal house in order, if needed.

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Application Support Resources

The following resources will be posted on the [application page](#):

- Notice of Funding Opportunity (NOFO)
- Link to a recording of the Information Session
- Information Session slide deck
- 5 Steps to Preparing for Montgomery County Grants hand out
- OGM Answers to Information Session and Frequently Asked Questions

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Further Questions?

Ali Hoy
Outgoing Grants Program Manager
Office of Grants Management
240-773-3384

grants@montgomerycountymd.gov

OGM Website
https://montgomerycountymd.gov/ogm/
OGM online grants application platform
https://mcmdgrants.smapply.org