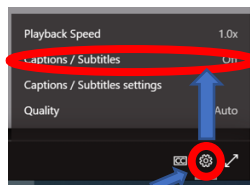
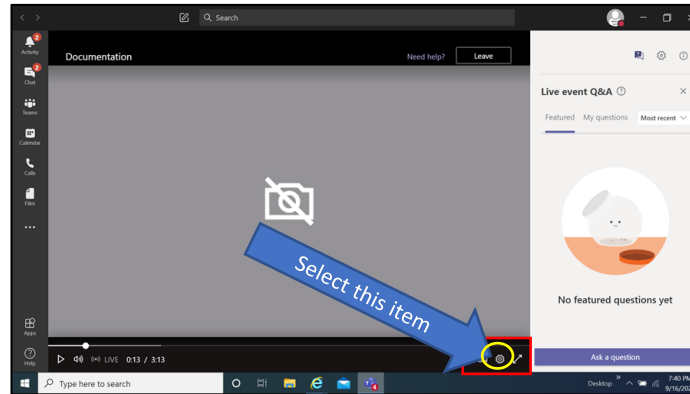
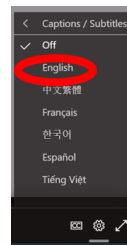


FY24 Nonprofit Security Grant Program Information Session

How you can view the multi-lingual closed captions



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.



Montgomery County Office of
Grants Management

FY24 Nonprofit Security Grant Program Information Session

October 18, 2023

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>

Grant Program Page:

<https://mcmdgrants.smapply.org/prog/FY24NonprofitSecurity>

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Information Session Agenda

- 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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Target Population

The target populations for this Grant Program are Montgomery County:

- Nonprofit Organizations: Tax-exempt nonprofit organizations at risk of hate crimes based on their work, community, and/or known threats or hate crimes experienced by their organization or similar organizations or communities nationally.
- Faith-based Facilities: Religious organizations that meet the requirements of a 501(c)(3) organization and are at risk of hate crimes based on their work, community, and/or known threats or hate crimes experienced by their facility or other facilities representing their faith group nationally.



Key Program Details

Total Funding Available:	\$900,000
Award Range:	Up to \$20,000 per facility <i>Organizations with more than one facility must submit a separate application for each facility, with a limit of five (5) applications per organization</i>
Performance Period:	Up to one year (12 months)
Where to Apply:	https://mcmdgrants.smapply.org/prog/FY24NonprofitSecurity
Application Opening:	Wednesday, October 11, 2023, at 12:00 PM
Application Deadline:	Friday, November 10, 2023, at 11:59 PM

Funding Guidelines

Grant awards may be used:

- To hire security personnel or to augment current security personnel;
- To pay for a security assessment or plan;
- To conduct security training;
- To develop and execute a security drill; and
- To purchase new security cameras for their facility.

Funds may **not be used for:**

- Equipment purchases or facility upgrades;
- Supplies;
- Expenses incurred before the date of an executed contract; or
- Monitoring service for security cameras.

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Eligibility (1 of 2)

- The organization must be experiencing threats or hate crimes, or be at significant risk of hate crimes based on its work, community, and/or known threats to similar organizations or communities nationally;
- Be an IRS registered 501(c)3, tax-exempt non-profit organization or, if a religious organization, meet the requirements of a 501(c)3.
- The organization must be currently registered and in good standing with the Maryland State Department of Assessments and Taxation ([SDAT](#));
- The organization must be registered as a vendor with Montgomery County (organizations that are not already vendors must register before submitting the application) <https://mcipcc.net>

Eligibility (2 of 2)

- All activities and expenditures under this grant program **must be provided in Montgomery 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.

Application Guidelines

- Applicants **MUST** demonstrate how their organizations are at risk of a hate crime, not ordinary criminal activity or property crimes.
- Include specific examples of threats received via mail, phone, email, etc. or hate crimes, like vandalism. Note if those have increased recently. These are not necessary to prove need; you may reference threats or violence targeting similar organizations, your community or faith in general.
- When quantifying your organization's need, please include budget estimates.
- Applications are subject to the Maryland Public Information Act (MPIA) and the County must comply with the MPIA disclosure requirements when a request for documents is received.

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 **Friday, November 10, 2023, at 11:59 PM**
- Applicants requesting an Americans with Disabilities Act (ADA) accommodation should contact the Office of Grants Management to discuss alternative submission options.

Application Tasks

- **Applicant Information (Reusable) Task:** Organization contact info and supporting documents (data fields and uploads).
 - *Provide contact information for two different people within your organization*
 - *If a question does not apply (example: description of organization's data management practices), note that the question is not applicable.*
- **Applicant Background (Reusable) Task (optional):** Organization size and leadership demographics (*data collected will never be seen by Review Committees or used for awarding*)
- **Application Questions:** Seven (7) short answer questions
- **Project Budget Task:** Project cost details (data fields, MS Excel upload)
- **Optional Supporting Documents to be Uploaded Task:** Optional additional PDF uploads

Full Task requirements and guidance on the
[**FY24 Nonprofit Security Grant Page**](#)

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Application Questions

1. What is the title of your project?
2. Describe why your organization needs funds. Give specific examples that demonstrate that your nonprofit organization or faith-based facility is experiencing hate crimes or is at significant risk of becoming a target of hate crimes. *(500 word limit)*
3. Describe how you would use these funds and what you expect to accomplish through usage of these funds. *(500 word limit)*
4. Provide the estimated number of Montgomery County residents served by your organization. How many residents would benefit from the grant, if awarded? Include details like the number of residents present each day, at special events or services, etc. *(250 word limit)*



Application Questions

5. What is the organization's current source of funding for security personnel and/or planning? *(150 word limit)*
6. Has your facility had a security assessment? If so, please describe. *(150 word limit)*
7. Has your organization had Montgomery County Police Department Civilian Response to Active Shooter Events (CRASE) training or OEMHS Securing Houses of Worship Training? If so, please explain when. *(150 word limit)*

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 **REQUIRED** 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

- The Office of Emergency Management and Homeland Security (OEHMS) will recruit an independent Review Committee made up of qualified neutral individuals in Montgomery County Government, 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 the applicant's past performance on previous County awards.

Scoring – 100 Possible Points

- A. Assessment of Security Needs and Risk (80 points) –**
Does the application clearly demonstrate that the organization or its representative population is at risk of or has directly experienced hate crimes? Will the project make a meaningful and substantive improvement in the security of this facility?

- B. Grant Administration and Budget (20 points) –** Is the budget manageable, reasonable, and reflective of project? Does the application include the estimated number of Montgomery County residents served by the organization?



Award Notification

- Award notification letters are expected to be released roughly 6 weeks after the application deadline via email.
- 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.
- Documentation standards are very high as we are subject to audits and must follow official procedures. If you are unable to provide documentation of how the funds were used, your organization may be required to return the grant funds to the County.

General Recommendations

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

Additional County Resources

- **Securing Houses of Worship Training**
 - Next training: Wednesday, November 29, 2023, 7pm in Germantown. [Register here](#).
- **Active shooter/Civilian Response to Active Shooter Events (CRASE) presentation** with the Montgomery County Police Department (MCPD).
 - To request this training, please contact Community Engagement Division at MCPD_Engaged@montgomerycountymd.gov or call your local District.
- **Free security walk-through** and consultation with MCPD for your facility.
 - To request a security walk-through of nonprofit facilities, please contact community service officers in your District:

1D Rockville/Poolesville: 240-773-6070

4D Wheaton/Olney: 240-773-5500

2D Bethesda: 240-773-6700

5D Germantown/Damascus: 240-773-6200

3D Silver Spring: 240-773-6800

6D Gaithersburg/Montgomery Village: 240-773-5700

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Grants Management

FAQs

- **We have more than one facility in the County. How many applications can we submit?**
 - *You must submit a separate application for each facility and can submit up to five applications. The maximum you can request for each facility is \$20,000.*
- **Can the funds be applied retroactively for security costs or training already in progress?**
 - *No, expenses must be incurred after the date the final agreement is signed and executed; any expense incurred before then or after the 12-month grant period concludes would not be eligible.*
- **Do religious facilities and schools qualify for grants?**
 - *Yes, as long as they are an IRS registered 501(c)3, tax-exempt nonprofit organization located in Montgomery County or, if a religious facility, meet the requirements of a 501(c)3 and are in good standing with the State of Maryland Department of Taxation.*
- **Is there a requirement for matching funds?**
 - *No, there is no requirement for matching funds.*
- **Is there any weight given if we have received federal, state, or local funding?**
 - *No, but it is helpful for us to know what other sources of funding you may have, and if and when that funding will end.*



FAQs

- **Will applying for less than the maximum amount allowed make a difference?**
 - *No, but be frank about the true cost of your needs. If they exceed the amount allowed, include that total and explain that so we understand the true cost of the requirements.*
- **Are there any additional criteria to be used in determining awards?**
 - *No, the scoring criteria are detailed in the NOFO. When determining awards, the reviewers will consider how the awards will do the most good and impact the most people with the limited resources we have.*
- **Can we apply for both security staffing and for development of a security plan and/or drills?**
 - *Yes, you may, but the total amount requested for your facility still cannot exceed \$20,000. It would be helpful for you to let us know if one of the requests is a higher priority and/or will serve a larger number of people.*
- **How soon after the awards are announced can we expect to have a grant agreement signed and executed?**
 - *Awards must be approved by the County Council after they are announced. We anticipate the total time from announcement to signed agreement will be roughly eight weeks.*
- **Who evaluates the applications and are grant requests funded at 100%?**
 - *Each application will be evaluated by three individuals with expertise in finance, grants/nonprofit management, and/or public safety. None of the applicants in the last cycle were funded at 100% of their request because the need exceeded funding, which we anticipate again this year.*

Outgoing Grants



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FAQs

- **May we use the funds for cybersecurity training or bystander training?**
 - *No, the funds can only be utilized to train staff and residents related to hate crimes on site.*
- **May we use the funds for cameras or other facility improvements, like security doors or fencing?**
 - *The funds can only be utilized to fund security staffing, security drills, assessments or trainings, or for the purchase of new security cameras (but not maintenance or service of existing cameras). Aside from cameras, no other facility upgrades or capital expenses are eligible for funding.*
- **We share a facility with another organization that is also applying for funding. Can we both apply?**
 - *Yes, as long as the funds will be used for separate purposes (different times, different target audience, etc.). Explain how the funds will be used differently, if known.*

Recorded Task Trainings

OGM has provided additional trainings specific to each Task focused on more detailed explanations of the Task and past Review Committee feedback on what they felt was useful. **Some tasks to not apply to this grant program. The PowerPoint slides from these trainings are available on the MCG Grants Portal home page.**

Training Topic	Link to Recording/ PowerPoint slides
Applicant Information and Applicant Background Reusable Tasks	View Session 1 Recording View Session 1 Slides
Project Strategy and Project Work Plan/Timeline Tasks (These tasks are not required for this grant program)	View Session 2 Recording View Session 2 Slides
Project Budget, Project Budget Narrative/Justification, and Project Staffing Plan Tasks (These budget narrative and staff plan are not required for this grant program)	View Session 3 Recording View Session 3 Slides
Performance Plan and Performance History Task (These tasks are not required for this grant program)	View Session 4 Recording View Session 4 Slides

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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 reference 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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Further Questions?



Montgomery County Office of **Grants Management**

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OGM Website

<https://montgomerycountymd.gov/ogm/>

OGM online grants application platform

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