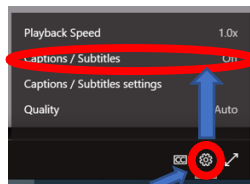
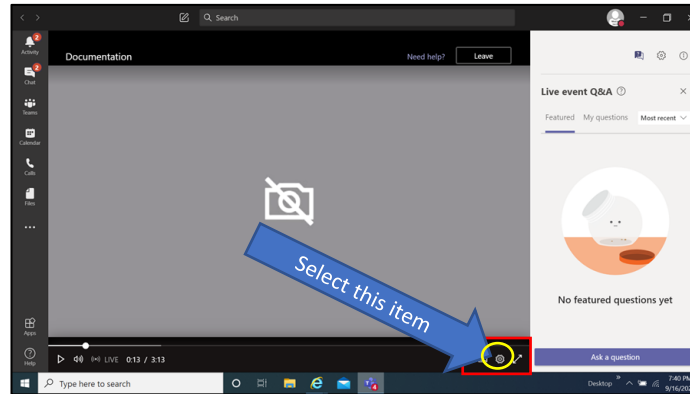
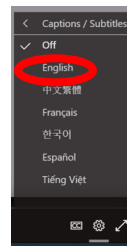


Office of Grants Management Application Training Series

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

**Application Training Series:
Applicant Information &
Applicant Background Tasks**

July 12, 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>



Information Session Agenda

- Provide an overview of the reusable grant application tasks: Applicant Information and Applicant Background
- 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



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
- **Project Budget Task:** Project cost details
- **Budget Narrative/Justification Task:** Brief explanation of Project Budget
- **Project Staffing Plan Task:** Outline of staff roles
- **Project Work Plan/Timeline:** Implementation schedule
- **Performance Plan and Performance History:** Outline of metrics and outcomes both to be achieved and already achieved
- **Optional Supporting Documents to be Uploaded Task**



Reusable Task

- Reusable Applicant Tasks is a feature that allows an applicant to **enter data once** for a task and then **share it across multiple grant programs and applications**.
- This allows applicants to more easily update the Applicant Information and Applicant Background tasks within their applications.
- Once an applicant has completed this task for the first time, the reusable task feature will allow an applicant to pull the data from that instance into future instances of this task.

Applicant Information Task: Data Fields (1 of 4)



The Applicant Information Task requests information about your organization that can be reused for multiple applications.

Contract Integration Data: Applicants should fill out these fields as if they were drafting a contract using specific and exact information. **Data fields will be used populate any resulting grant agreement.**

- Legal Name of Applying Organization as registered with the Maryland State Department of Assessment and Taxation (SDAT)
- Organization's Maryland SDAT Department ID Number
- Organization's Federal Tax Identification Number
- Contact Information for the organization's proposal point-of-contact (POC)
- Contact Information for the Organization's Legally Authorized Signatory

Applicant Information Task: Data Fields (2 of 4)



Organization Information: These fields will give reviewers a general sense of your organization's mission and key management practices.

- Organization's mission statement
- Organization's website (optional)
- Description of Organization's Grant and Financial Management Practices
- Description of Organization's Data Collection and Management Practices

Applicant Information Task: Data Fields (3 of 4)



Description of Organization's Grant and Financial Management Practices

In 300 words or less, please briefly describe their grant and financial management practices that should at minimum include:

- How overall grant and financial reporting is managed within the organization,
- What accounting practices and standards you use,
- How you track expenses across different grant awards,
- What software or other tools are used to track your organization's grants and finances, and
- Whether your organization conducts independent audits or not and, if so, how often.

Applicant Information Task: Data Fields (4 of 4)



Description of Organization's Data Collection and Management Practices

- In 300 words or less, please briefly describe their data collection and management practices that should at minimum include:
- What kinds of data is usually collected by your organization to measure the success of your programs,
- How do you measure the effectiveness of programs with populations who are sensitive to data collection (i.e. undocumented residents),
- What software or tools you use to analyze data,
- What steps do you take to keep your program data secure, and
- Your experience with outside data collections standards (i.e. HIPAA).

Applicant Information Task: SDAT



- **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.

Applicant Information Task: Documents to Upload



The document uploads will be used to assess legal eligibility.

- Upload of IRS Tax Exempt Determination Letter for Nonprofit Organizations
- Upload of Most recent IRS 990 Form for Nonprofit Organizations
- Upload of Current Federal Negotiated Indirect Cost Rate Agreement (NICRA) (Optional)
- Upload of Current board list with names, affiliation, and contact information for Nonprofit Organizations Overview of proposed program
- Upload of Public Copy of Most Recent Independent Audit Report (Optional)
- Upload of Most Recent Annual or other Organization Reports (Optional)

Applicant Background Task



- The Office of Grants Management collects data through this Task for post-award analysis to understand application and award trends as well as how to support the diverse communities in Montgomery County.
- The Office of Grants Management is looking for general trends and not precise figures.
- Data collected through this Task will **not** be visible to Review Committees and will **not** be used in evaluation and scoring of applications.
- Responding to these questions is **optional** and will have no impact on application reviews.

Applicant Background Task: Organization Size



Enter the **estimated** number of staff and volunteers supporting programs, services, and other initiatives in Montgomery County over the past calendar, fiscal, or reporting year (whichever is easiest to answer).

- Estimated Number of Full Time Staff serving Montgomery County
- Estimated Number of Part Time or Seasonal Staff serving Montgomery County
- Estimated Number of Volunteers serving Montgomery County

Applicant Background Task: Organization Budget



Enter the estimated amount of funding received from the following sources that support programs, services, and other initiatives in Montgomery County over the past calendar, fiscal, or reporting year (whichever is easiest to answer). Organizations may wish to reference their most recently IRS 990 Form.

- Estimated Value of Private Donations Received
- Estimated Value of Montgomery County Awards Received
- Estimated Value of Federal Grants Received
- Estimated Value of State of Maryland Grants Received
- Estimated Value of Local/City Awards Received
- Estimated Value of Foundation Awards Received
- Estimated Value of Revenue Generating Activities
- Total Organization Budget as Reported in Most Recent IRS 990 Form



Applicant Background Task: Org. Leadership Demographics

In line with Montgomery County's Racial Equity & Social Justice goals, the Office of Grants Management is collecting the racial and ethnic information on the leadership of nonprofit organizations. The structure of this portion of the survey is based on federal standards for collecting racial data. Given the County's significant diversity, this survey is also collecting ethnic data. Note that the information entered should be based on how the person identifies themselves.

- What is the title of the Executive Director (or the Board Member's) position?
- Does the Executive Director (or Board Member) of your organization identify as Hispanic, Latino, Latina, Latine, or Latinx?
- What race (or races) and ethnicity (or ethnicities) does the Executive Director (or Board Member) of your organization identify as? Feel free to select multiple races/ethnicities.

Additional Task Trainings



OGM will provide additional trainings specific to each Task focused on more detailed explanations of the Task, optional templates, and past Review Committee feedback on what they felt was useful.

Training Topic	Time, Date, and Link to Event/Recording
Applicant Information and Applicant Background Reusable Tasks	<u>Wednesday, July 12, 2023</u> <u>11:30 AM - 12:30 PM</u>
Project Strategy and Project Work Plan/Timeline Tasks	<u>Wednesday, July 12, 2023</u> <u>3:00 PM - 4:00 PM</u>
Project Budget, Project Budget Narrative/Justification, and Project Staffing Plan Tasks	<u>Friday, July 14, 2023</u> <u>10:00 AM - 11:00 AM</u>
Performance Plan and Performance History Task	<u>Friday, July 14, 2023</u> <u>2:00 PM - 3:00 PM</u>

Further Questions?



Montgomery County Office of **Grants Management**

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**OGM online grants application platform for information, updates,
and to apply for County Grants (OGM website coming soon)**

<https://mcmdgrants.smapply.org>