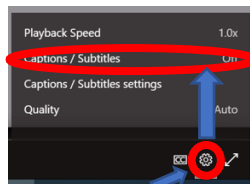
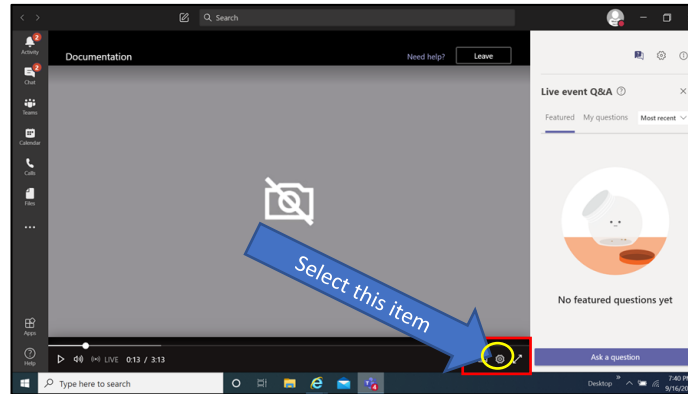
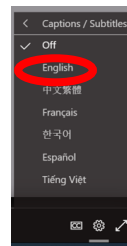


FY24 Community Projects Fund Grant Program Information Session

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 Community Projects Fund
Grant Program Information Session**

July 20, 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>
- Program Page:
<https://mcmdgrants.smapply.org/prog/FY24CPF/>



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

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.

FY24 Community Projects Fund Grant Program



Applicants may request funding between \$5,000 and \$25,000

Community Projects Funds **First Quarter is open for applications**

Application Due Date: Sunday August 20, 2023 at 11:59 PM

FY24 Community Project Funds will be offered on a quarterly application cycle with at least \$250,000 available in each cycle.

The remaining FY24 cycles will launch on:

- **Second Quarter Applications Open:** Sunday October 1, 2023
- **Third Quarter Applications Open:** Monday January 1, 2024
- **Fourth Quarter Applications Open:** Monday April 1, 2024

Community Grants vs CPF



	FY24 Community Grants	FY24 Community Project Funds (CPF)
Target Nonprofit:	Emerging and established nonprofits	Small, emerging, and volunteer led nonprofits
Total Funding:	\$5.75 million	\$1 million over four quarters
Award Range:	\$50,000 to \$375,000	\$5,000 to \$25,000
Performance Period:	2024 calendar year with multi-year option	Flexible range of up to 6 months
Number of Applications:	Up to four	One (may change in future quarters)
Application Opened:	Thursday June 29, 2023	Tuesday July 18, 2023
Application Deadline:	Sunday August 13, 2023 at 11:59 PM	Sunday August 20, 2023 at 11:59 PM
Where to apply:	https://mcmdgrants.smapply.org/prog/FY24CG	https://mcmdgrants.smapply.org/prog/FY24CPF/

For these and other County Grant Opportunities visit <https://mcmdgrants.smapply.org/>



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.

Underserved Communities Defined



[January 20, 2021 Executive Order on Advancing Racial Equity and Support for Underserved Communities Through the Federal Government](#)

“Populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life such as:

- Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color;
- members of religious minorities;
- lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons;
- persons with disabilities;
- persons who live in rural areas; and
- persons otherwise adversely affected by persistent poverty or inequality.”



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 but these organizations have the intent to significantly expand their range of programs and communities served.
- **Volunteer Led** – The organization may hire contractors for specific programs (i.e. seminar trainer) or administrative services (i.e. accounting) or pay staff/volunteers small stipends but the organization has no full-time staff.

Award Priorities (1 of 2)



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.

Award Priorities (2 of 2)



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.
- Note that **projects already funded by the County are not eligible** for additional funding through FY24 Community Projects Fund.
- Organizations with other County funded projects **may still apply for separate projects under Community Projects Fund**.



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 as 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.**



Eligibility (1 of 2)

- 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](#));
- The organization's principal place of business must be located in Montgomery County; if a national or regional organization, it must have a location in Montgomery County through which it provides related services;



Eligibility (2 of 2)

- 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.



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 **Sunday August 20, 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.

FY24 Application Changes



- Reorganized NOFO structure
- Introduction of Reusable Tasks to ease application burden on nonprofit partners
- Collection of RESJ data (for post-award analysis only, data cannot be used in selection and Review Committees will not see it)
- Reorganization of data and uploads to fit new structure
- Focus on outcomes in application and review
- Simplified scoring criteria more closely tied to grant program goals and application structure
- Allowance for Indirect Costs
- Allowance for alternative media submissions for Project Strategy Narrative



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 (1 page limit, PDF upload)
- **Project Budget Task:** Project cost details (No page limit, MS Excel upload)
- **Budget Narrative/Justification Task:** Brief explanation of the Project Budget (1 page limit, PDF upload)
- **Project Work Plan/Timeline:** Implementation schedule (1 page limit per year, PDF upload)
- **Performance Plan:** Outline of metrics and outcomes to be achieved (1 page limit each, PDF upload)
- **Optional Supporting Documents to be Uploaded Task:** Optional additional uploads (no limit, PDF uploads)

Full Task requirements and guidance on the [FY24 Community Projects Fund Page](#)



Recorded Task Trainings

OGM has provided 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. **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	View Session 2 Recording View Session 2 Slides
Project Budget, Project Budget Narrative/Justification, and Project Staffing Plan Tasks	View Session 3 Recording View Session 3 Slides
Performance Plan and Performance History Task	View Session 4 Recording View Session 4 Slides



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.

Project Strategy Task: Data Fields



The Project Strategy includes several data fields related to the proposal:

- Project Title – **If awarded, this will become the grant agreement name**
- Project Overview – Brief description of the project (100 words maximum)
- Montgomery County Funding Request – Amount requested for the grant period
- Total Project Cost – Total cost of project in Grant Program's fiscal year (from **ALL funding sources**)

Project Strategy Task Questions (1 of 2)



The proposal's Strategy Narrative should answer questions outlined in the NOFO and within the grant portal task description. If a question does not apply to your proposal, please indicate that it is not applicable within the Strategy Narrative.

- Please **describe the specific population/community** that your organization targets and explain your relationship to this population/community. Why is **your organization uniquely suited** to have a positive impact on this population/community?
- **What is the issue** or need within your target population/community and **how will the proposed project address this** issue or need? Please explain in as much detail as necessary.
- What are your **organization's current capabilities** to implement the proposed project in a **culturally, linguistically, and/or technically proficient way** for the target population/community?

Project Strategy Task Questions (2 of 2)



- Overall, **how will the requested funding have a positive outcome** on your organization and target population/community?
- If a collaboration is being proposed, what work have your organization previously done together? What skills, experience, capabilities, and/or connections does each organization bring to the partnership? How will the roles and responsibilities under the project be separated by organization? If an applicant proposes a collaborative project, they may extend the page limit to two (2) pages for further description of the partnership.

This grant program allows an organization to submit their strategy narrative in an alternative media format such as a video or audio recording.



Document Uploads

Applicant Information Task

- Most recent IRS 990 Form
- IRS tax-exempt determination letter for nonprofit organizations
- Current Board list with name, affiliation, and contact information
- Current Federal Negotiated Indirect Cost Rate Agreement (NICRA) (Optional)
- Upload of Public Copy of Most Recent Independent Audit Report (optional)
- Upload of Most Recent Annual or other Organization Reports (optional)

Optional Supporting Documents Task

- Collaborative partner materials, if applicable (optional)
- Program Related Materials (optional)
- Other Supporting Materials (optional)



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.



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.

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.

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?

Award Notification



- Award notification letters are expected to be released roughly 4-6 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.

Review Committee Feedback: the Six 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 or staff plan) 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.

General Recommendations



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

FAQ



My project received FY24 Bridge Funding, will I be eligible to apply for FY24 CPF?

- No, not for the project already receiving FY24 Bridge Funding in the CPF First Quarter. That project already has funding for the First Quarter and we want to provide space for other projects. You may apply for this project *in future CPF Quarters* as your Bridge Funding will have run out. However, if you have an idea for a *different project* then please apply.

My project was moved to the base budget, but the contract is below \$25,000, am I eligible to apply for FY24 grant programs?

- No, one of the 6 Key Nonprofit/MCG Grants Reform recommendations was to stop “double funding” a single project from different County sources. If your project is already base budget funded you cannot apply to expand that project. However, if you have an idea for a *different project* then please apply.

My organization receives funding from Montgomery County for a project. Are we eligible to apply for additional funds for services not currently covered by existing funding?

- See the question above. If it is for a different, unfunded service then yes. If it is for an expansion of a currently funded service then no. There are many organizations and projects in the County who have never been funded so part of the goal of this program is to expand opportunities, projects, and services to underserved areas and communities in the County.

My organization is located outside of Montgomery County, but serves MC residents, am I eligible to apply?

- Yes, so long as the services take place in Montgomery County (including home visits, workshops at schools, etc..) OR exclusively benefits Montgomery County residents (i.e. youth field trip to the Smithsonian Museums for Montgomery County youth). This is a Maryland state restriction that OGM has no flexibility on.

The amount of funding my project requires is between \$25,000 and \$50,000. Which grant program should I apply for?

- Reconsider the scope of your project and which program is a better thematic fit (on-going or temporary program). Also reconsider your budget and whether the project could be expanded up to \$50,000 or made shorter down to \$25,000. Many nonprofits tend to under-request the actual needs of a project (especially in paying for staff time) which leads to more difficult implementation and less impactful projects. The County would rather fully fund a project than partially fund many projects.

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>