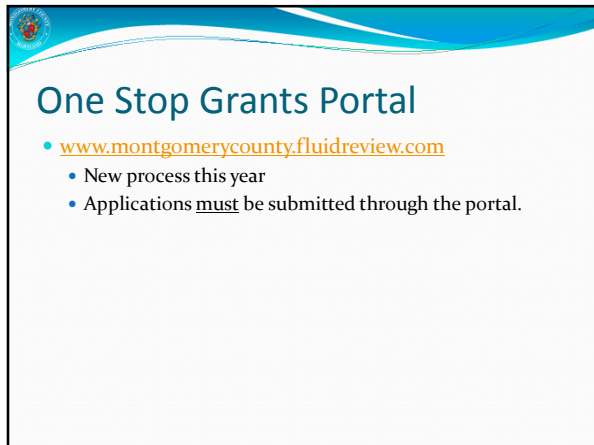


Montgomery County
Fiscal Year 2016 Grants Workshop
County Council
and
County Executive Grants
December 4, 2014

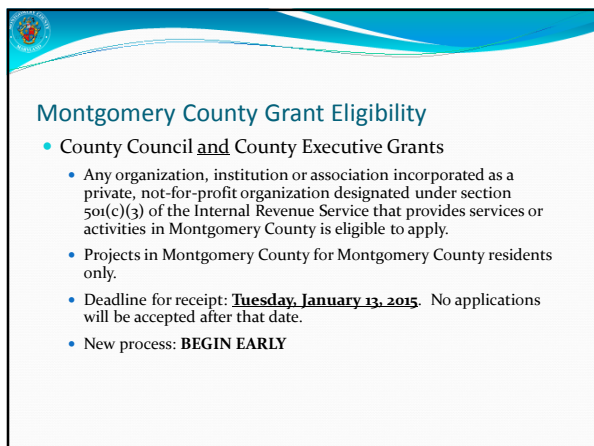
The slide features a blue background with a white illustration of a city skyline at the top. The text is centered in white and includes the Montgomery County seal on the left.



One Stop Grants Portal

- www.montgomerycounty.fluidreview.com
 - New process this year
 - Applications must be submitted through the portal.

The slide has a white background with a blue wavy header. It includes the Montgomery County seal in the top left corner.



Montgomery County Grant Eligibility

- County Council and County Executive Grants
 - Any organization, institution or association incorporated as a private, not-for-profit organization designated under section 501(c)(3) of the Internal Revenue Service that provides services or activities in Montgomery County is eligible to apply.
 - Projects in Montgomery County for Montgomery County residents only.
 - Deadline for receipt: **Tuesday, January 13, 2015**. No applications will be accepted after that date.
 - New process: **BEGIN EARLY**

The slide has a white background with a blue wavy header. It includes the Montgomery County seal in the top left corner.

Montgomery County Grants Portal
Resources, Settings and Help

Resources Settings Help

Montgomery County Grants Portal
Welcome - Registration is now open!

• Top left of every page – Resources, Settings and Help Buttons

Portal Resources


Resources Settings Help

- Resources
 - Blank FY 2016 County Executive Application
 - Example – FY 2016 Completed Council Application
 - FY 2016 Council Grant Instructions, with Evaluation Criteria
 - FY 2016 Council Grants FAQ
 - FY 2016 County Executive Community Collaboration Grants FAQ

Montgomery County Grants Portal


Resources Settings Help

- **Help Button** – Includes tips and answers to some common questions. For example:
 - **Question:** Is there a way I can skip a question and come back to it later?
 - **Answer:** All required fields on the application must have entries before you can move to the next page. However, you can enter a placeholder for required narrative answers (e.g., 'TBD' or 'finish later') and then return to the question later.
 - **Question:** Sometimes I get an error message indicating, "response must be a number" when I have entered a dollar amount (e.g., \$10,450). How do I fix this?
 - **Answer:** The system requires that dollar amounts be entered without dollar signs or commas. Instead of entering \$10,450, enter 10450.




Executive Grants

- Process and Timing
- Recommendation and attachments



Council Grants - Process

- Grants Advisory Group appointed by the County Council reviews each application
- Brief Question and Answer Session for each Council Grant application
 - end of February through end of March
- Grants Advisory Group Report issued to County Council by April 29, 2015
 - Includes comments on each County Council and County Executive grant application based on evaluation criteria established by the Council:
 - Cost benefit
 - Public benefit
 - Strength of organization
 - Strength of proposal



County Council – Process (con't)

- Council Grants Manager provides interim funding recommendations to County Council in early May
- County Council makes final funding decisions on Grants as part of its action on the County Government's operating budget in mid to late May




Application

- Demonstration of full Council Application

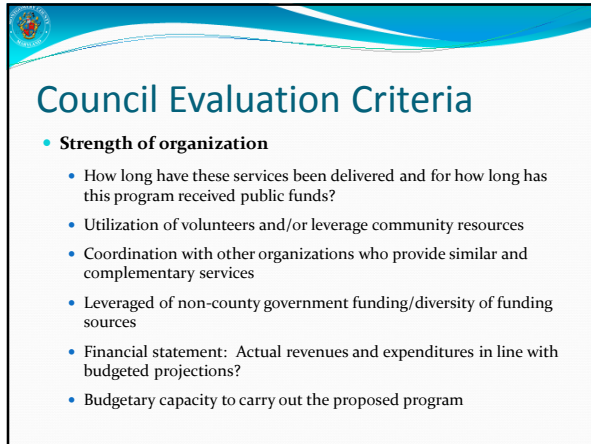


- Attachments - demo



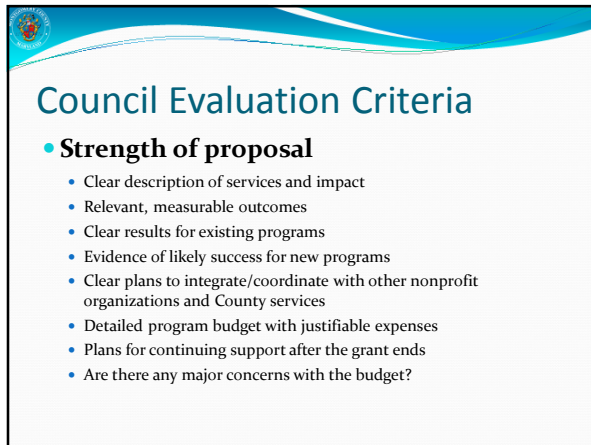
Council Evaluation Criteria

- Criteria are included on the Resources page - with both the Council FAQ sheet and the Council Grant Instructions
- **Cost-benefit analysis**
 - Cost of the service/number served
 - Impact relative to cost
- **Public benefit**
 - Is the need clearly identified and demonstrated?
 - Target population clearly described and well served?
 - Clear program justification



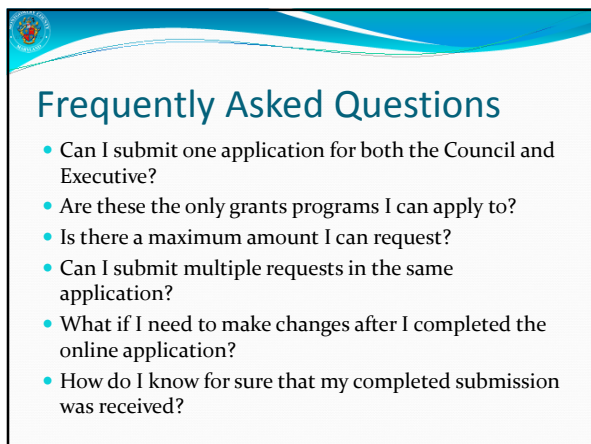
Council Evaluation Criteria

- **Strength of organization**
 - How long have these services been delivered and for how long has this program received public funds?
 - Utilization of volunteers and/or leverage community resources
 - Coordination with other organizations who provide similar and complementary services
 - Leveraged of non-county government funding/diversity of funding sources
 - Financial statement: Actual revenues and expenditures in line with budgeted projections?
 - Budgetary capacity to carry out the proposed program




Council Evaluation Criteria

- **Strength of proposal**
 - Clear description of services and impact
 - Relevant, measurable outcomes
 - Clear results for existing programs
 - Evidence of likely success for new programs
 - Clear plans to integrate/coordinate with other nonprofit organizations and County services
 - Detailed program budget with justifiable expenses
 - Plans for continuing support after the grant ends
 - Are there any major concerns with the budget?




Frequently Asked Questions

- Can I submit one application for both the Council and Executive?
- Are these the only grants programs I can apply to?
- Is there a maximum amount I can request?
- Can I submit multiple requests in the same application?
- What if I need to make changes after I completed the online application?
- How do I know for sure that my completed submission was received?



Contacts for Questions

- Council Grants
 - Joan Schaffer, Council Grants Manager
 - (240) 777-7935
 - Council.Grants@MontgomeryCountyMD.gov
- Executive Grants
 - Jed Millard, Management & Budget Specialist (OMB)
 - (240) 777-2769
 - ExecGrants@MontgomeryCountyMD.gov




What happens if I receive a grant?

- Grants are assigned to appropriate Department to execute and monitor a sole source contract
- No goods should be purchased nor services provided prior to the execution of the contract with the County, and receipt of a valid Purchase Order.
 - Please note that contracts typically take 60-120 days after July 1, 2014 to execute



Contracting

- Department of Health and Human Services



Montgomery County Grants

Questions

?
