



Thank you for your interest in applying for a non-departmental grant with my office. This year I am again focused in particular on funding programs that provide services to the children and youth of our county, specifically in District 3. In addition, I am interested in supporting programs that encourage revitalization and redevelopment, protect our natural resources, and provide resources to underserved families and adults. As you think about submitting an application, please keep in mind that funding for non-departmental grants has been decreased by 14 percent due to County budget constraints. Consequently, fewer grants may be available.

Requests for funds should be received in our office no later than September 30, 2008 and will be reviewed by a citizen advisory group composed of residents from across District 3. A grant application form is attached. Given that a citizen advisory group will be reviewing the grant applications and making funding recommendations, I encourage you to provide detailed information about your program, its results (if available), as well as details about your service area. You should also feel free to provide letters of support. Similar to last year, this will be a competitive process, vetted through our citizen advisory group. Grant recipients will likely be announced in late November 2008 and the next opportunity to apply for grants will be September 30, 2009.

If you have any questions about this process, please contact my Legislative Aide, Dannielle Glaros at 301-952-3060 or dmglaros@co.pg.md.us. Together we can strengthen our community.

Sincerely,

A handwritten signature in black ink that reads "Eric".

Eric C. Olson
Council Member, District 3
Prince George's County Council

REQUEST FOR SPECIAL APPROPRIATION GRANT

FISCAL YEAR 2009

PRINCE GEORGE'S COUNTY COUNCIL
14741 Governor Oden Bowie Drive
Office of Audits and Investigations, Room 1177
Upper Marlboro, Maryland 20772
(301) 780-8259 or 952-3431 / Fax (301) 780-2097

Date _____

Grant Amount
Requested: _____

DESIGNATED BY COUNCIL MEMBER _____

APPLICANT

1. Name of organization (this should be the proper and legal name as stated on your seal or charter) _____

2. Address/Telephone Number _____

3. Nature of organization (e.g., private non-profit human services, promotional, advocacy, municipal government) _____

4. Mission/Purpose of the organization [one-paragraph history, mission and goals] _____

Nature of Affiliation, if any, with any governmental unit _____

5. Date incorporated _____

6. Incorporated as a non-profit: Yes _____ No _____

7. Tax Exempt: No _____ Yes _____ Federal Tax I.D.# _____

(Attach a copy of the IRS notification of tax-exempt status under Section 501(c)(3) of the U.S. Code (or related section). A completed, signed and dated IRS Form W-9 MUST accompany this application if the designee is a first-time grant recipient; the IRS Form W-9 may also be requested by the grant coordinator to complete the set of supporting documentation for the grant application.)

8. Director of Organization:

(Name) (Title) (Telephone)

9. Contact Person:

(Name) (Title) (Telephone)

PROPOSED USE OF REQUESTED FUNDS

Describe the intended use of the grant funds. On a separate page, provide sufficient details so that the Council Member can readily associate the fund use(s) described here with the budget document provided by the grant applicant.

- a. Who is the target population (i.e., who will benefit)?
- b. What type(s) of service(s) and/or program(s) will be provided?
- c. Where will the service(s) be provided and/or the program(s) be conducted?

FINANCIAL INFORMATION

Fiscal Year 2009 Total Budget \$_____
(Attach a copy of the most recent budget)

- 1. From the previous fiscal year, provide the organizational budget versus the actual figures for revenue and expenses. Also, for the current fiscal year, provide the budget and a report of expenditures of funds from all sources, including the County. These must be submitted in order to be considered for any special appropriation grant. County Public Schools and County Municipalities are partially exempt from this requirement because their budgets are already in the public domain. For special purchases and events, a copy of applicable invoices and/or breakdown of costs for multiple items is required.
- 2. If available, provide the most recent audited financial statements (include auditor's letter and notes). If there are no audited financial statements available, provide pages one through six of the most recent IRS Form 990, Return of Organization Exempt from Income Tax.

METHOD OF PAYMENT

The County strongly encourages the use of electronic deposits via the Automated Clearing House (ACH) system. Instructions and an authorization form are included. As an alternative, paper checks will be mailed to grant recipients.

CERTIFICATION

I hereby approve the submission and contents of this application and agree that any grant awarded pursuant to this application will be subject to the review by the County and will be administered in conformity with the purposes stated.

Name _____ Title _____

Signature _____ Date _____

Note: Requests for confirmation, by external auditors for your organization, of grant amounts paid should be sent to the Director, Office of Finance, Prince George's County, Maryland, Room 3200, County Administration Building, Upper Marlboro, MD 20772. This will avoid delay in response to these requests.



THE PRINCE GEORGE'S COUNTY GOVERNMENT

(301) 952-____

Name
Council Member

July 3, 2008

Organization Name
Address
City, MD Zip Code

Re: Special Appropriation Grant Funds

Dear _____:

Prince George's County's Approved FY 2003 Operating Budget includes a limited amount of funding for grants to non-profit community organizations to assist them in providing programs and services to County residents. I am, therefore, pleased to invite your organization to apply for \$_____ and share in these special grant funds.

Please complete the enclosed grant application and return it to the Office of Audits and Investigations, Room 1177, County Administration Building, Upper Marlboro, MD 20772.

Unless previously submitted for the last Fiscal Year, include documentation of the organization's IRS tax exempt status under Section 501(c) (3). We will also require a copy of the organization's most recent financial statement. The County may require appropriate verification that the grant funds have been utilized for the purposes stated in the application.

In order to expedite the distribution of grant funds, your prompt response is appreciated.

If you have any questions or need assistance in completing the application process, please contact Gary Sabel in the Office of Audits and Investigations at (301) 780-8259 or 952-3431.

Sincerely,

Enclosure

County Administration Building -- Upper Marlboro, Maryland 20772

Instructions for County Council Special Appropriation Grants
October 18, 2007

Part I. Instructions for Completing the Special Appropriation Grant Application Form

New requirements have been added for Fiscal Year 2008. Only grant application forms provided to applicants by the Council office will be accepted. Council staff can print them from the County computer shared drive. Applicants will usually receive a cover letter inviting them to apply, with an application form, these instructions and an enrollment form for the Automated Clearing House (ACH) system (electronic deposit).

- A. Ensure that the grant application form is for the County's current fiscal year (July 1 to June 30). Applicants should receive the current fiscal year grant application form from the office staff of the Council Member to whom they are applying for the grant.
- B. "Grant amount requested." This figure also must be identified in the organization's budget, either as a lump sum entry or as multiple entries, and correspond to the description listed in the "Proposed Use of Grant Funds" section. The Council Member has the option to fund the grant as requested, to NOT fund it all, or to increase (within applicable budget limits) or decrease the grant amount. Prior grant approvals are not an indicator of future grant approvals.
- C. "Designated by Council Member" After that text, please add the last name of the Council Member from whom the grant is being requested. Some organizations receive funding from more than one Council Member, rather than only from the Member in whose district the organization is located.
- D. "Name of Organization." Please use the name listed on your IRS tax-exempt status notification letter. That name should be the same as the one listed on your organization's seal or charter.
- E. "Address/Telephone Number." Please use the address listed on your IRS tax-exempt status notification letter. If the address has changed, or if your organization has multiple office locations, please include a letter to the Prince George's County Office of Finance, on organization letterhead, indicating the current and correct address. The letter is needed to authenticate and enable the updating of County vendor information so the check will reflect the latest address information.
- F. "Mission/Purpose of the organization." Please include a one-paragraph history of the organization. Also, please list the organization's mission, goal(s) and previous year's accomplishments.
- G. "Federal Tax I.D. #." Please include this number, which is listed on your organization's IRS tax-exempt status notification letter. Please do NOT list your Maryland Sales and Use Tax Exemption number. It is not relevant or helpful in processing the grant application. Please

provide a copy of all IRS letters relating to your tax-exempt status (e.g., initial assignment of status, final determination of status, name changes, etc.).

H. "Proposed Use of Grant Funds."

- (1) Item 1, sub-item a. "Who is the target population?" Please identify using words such as "youth," "the homeless," "senior citizens," or other appropriate terms.
- (2) Item 1, sub-item b. "What type(s) of service(s) and/or program(s) will be provided?" Please provide descriptions of all services and/or programs for which the grand funds will be used.
- (3) Item 1, sub-item c. "Where will the service(s) be provided and/or the program(s) be conducted?" Please provide information about whether the services and/or programs will occur on the premises of the grant applicant or at one or more locations within the community.

I. "Financial Information" - self-explanatory.

J. "Method of Payment."

- (1) For grant applicants: Organizations are encouraged to enroll in the Automated Clearing House (ACH) system to reduce County expenses related to check production. Enrollment also speeds delivery of the money to the organizations in need of the approved funds. A copy of the enrollment form and instructions should be included with the grant application form and these instructions. For organizations not wishing to use ACH, a paper check and a memo from the Councilmanic office will be prepared and sent to the organization.
- (2) For Council Members:
 - (a) Whether the grant funds are to be sent by ACH or by a paper check, an original memo and a copy of the payment document (ACH verification printout or check) will be given to the Council Member to inform him/her that the grant check has been received. A memo addressed to the grant recipient should be prepared by the Council Member's office, signed by the Council Member, and then given to the grant coordinator who will mail the memo and the check to the grant recipient.
 - (b) If the Council Member does not prepare such a memo to the grant recipient within 90 days, the grant coordinator will notify the Council Administrator who will then notify the Council Chair for appropriation action.

K. "Certification." Usually completed by the organization's president or director. Please print your name and title on the upper lines, then place your signature and date on the lower lines.

Part II. General Grant Program Information (for both Council Offices and grant applicants)

A. Each grant application package will consist of:

- (1) A completely filled out, original signed and dated application for the current fiscal year.
- (2) A completely filled out, signed and dated original IRS Form W-9, Request for Taxpayer identification Number and Certification. In accordance with IRS instructions, via an August 4, 2003, memorandum from Dr. Jacqueline F. Brown, Chief Administrative Officer, Office of the County Executive, effective August 15, 2003, Prince George's County is required to have on file an IRS Form W-9 with original signature and date for each entity (grant applicant, company or non-County employee) to which the County issues a check.
- (3) A copy of any IRS letters related to the tax-exempt status of the organization. The grant coordinator and Finance will both verify that organizations are listed by the IRS as tax-exempt entities.
- (4) A copy of the current year budget and related financial information as listed above.

B. Grant application packages will be logged in by the grant coordinator when received. The application(s) will then be sent to the Council office(s) for review. After review and approval by the Council Member, the application(s) will be returned to the grant coordinator for processing. If an application is received lacking one or more of the supporting documents (items A(2), (3), or (4) above), the grant coordinator will contact the Council Member's office and request assistance to obtain the required document(s).

For many, but not all, applicants, the grant coordinator may have a copy of one or more of the supporting documents which can be copied for use if still applicable to the fiscal year of the grant application.

C. Once a grant application package has all constituent parts, it will become part of a bundle of grant applications submitted under a cover memo to the OMB. Staff and managers in OMB will review the applications and then prepare and sign the documents necessary for further processing. The documents and applications are then sent to Finance for review, processing and the issuance of the grant checks. Because OMB and Finance provide financial services to the entire County government, they operate under guidance from the Prince George's County Code, Subtitle 10A, Purchasing; Subdivision 10, Contract Administration, Section 10A-153, Prompt Payment, and Administrative Procedure 337, Prompt Payment Policy.

- (1) Section 10A-153 concerns the term "prompt payment" and lists words which have specific meanings "...unless the context...clearly requires...a different meaning...." The words which apply for the purposes of the grants program are "due date" and "proper

invoice." "Due date means thirty (30) calendar days after receipt date." "Proper invoice means a contractor's written invoice submitted in accordance the contract document(s) requesting payment...."

- (2) Both meanings need some clarification in their usage in the grants program. For "due date," the time starts when the grant application is given to OMB and ends when the grant coordinator receives the check or electronic deposit notice (documents) from Finance.
- (3) Administrative Procedure 337 reiterates the same policy in a form suitable for County offices which need the guidelines, but not a copy of the County Code.

D. Processing timeframe: 30 days from the date a complete grant application package is sent to OMB until the receipt of the check or electronic deposit notice by the grant coordinator.

If the grant applicant has not previously received a payment from the County, additional time (three to five days) will be required to process and set up a vendor number for the applicant.

Based on past experience, the 30 days means that this is the average time it takes to process a grant application by OMB and Finance. Occasionally, it may take a little more or a little less time to complete the process. Please plan grant application submissions accordingly.

E. If a Council Member wishes to make a formal presentation, that Member's staff will contact the grant recipient to coordinate a date and time. Council staff may also obtain an oversized foam check appropriate for use when taking a photograph of presentation.

Part III. Suggested Criteria for Grant Applicants

- * Grant applicant should be incorporated as a not-for-profit organization.
- * Grant applicant should have income tax-exempt status granted by the Internal Revenue Service.
 - * Proof of income tax-exempt status is required. Please provide a copy of the IRS letter(s) granting that status.
 - * Income tax-exempt status can be applied for using IRS Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code. Exemption from State sales and use tax is not the same as the federal income tax-exempt status.
- * County grant funds can assist in leveraging funds from other sources.
- * County grant funds are not the organization's only source of funding.
- * The program or service is unique or enhances existing programs or services. The program or service should not be duplicative of efforts of private agencies or of county programs or services.

- * Accountability for County funding is required. This includes:
 - * The program or service has measurable/quantifiable outcomes that can be reported.
 - * The organization maintains adequate financial records and statements to account for all sources of funding, including County funding.
 - * The organization maintains adequate records and documentation to facilitate an independent audit by a CPA firm or by the Office of Audits and Investigations.
- * Linkages or coordination with County or other private programs should be made, as appropriate.
- * Grants cannot be used for partisan political purposes.
- * Grant applicants should be in compliance with all Civil Rights laws.
- * Grants should not be made to:
 - * Groups for religious purposes.
 - * For-profit corporations or organizations.
 - * Organizations that have not achieved income tax-exempt status from the IRS.
 - * Municipal governments (unless a readily-identifiable, distinct program or service is intended, which can be audited as to the use of County funds).
 - * One-time needs or other purposes which create an unsustainable future funding expectation.