# HOW MARYLAND COUNTIES FUND LOCAL NON PROFITSA SURVEY OF MARYLAND COUNTIES



# Conducted by GOVERNOR’S GRANTS OFFICE (GGO)MARYLAND ASSOCIATION OF COUNTIES (MACo)September 10, 2012

**INTRODUCTION**

In 2007, the Maryland Governor’s Grants Office (GGO) and the Maryland Association of Counties (MACo) first worked together on a survey of how counties provide funds for local non-profit organizations. At the request of many different counties the GGO and MACo have just repeated this survey using the same questions that were asked five years ago.

All of the 24 counties (including Baltimore City) submitted responses to the following questions:

1. Does your county have a program that specifically budgets local funds to community non-profits?

(This is separate from any fee-for-service funding that may go to these organizations as part of your human services activities.) If your county has a grants program, how much money was allocated during the current budget cycle and in how many separate grants?

2. How are decisions made on which groups receive funding?

3. Do grant recipients have to apply or fill out request forms? If so, what information is requested?

4. How is performance measured once a non-profit receives a grant?

5. After funding decisions are made, what implementation steps are made before funds are distributed?

1. What involvement, if any, does the local community foundation have in this process?
2. Please provide any additional information that may assist other counties that has not been addressed in the previous questions.

All jurisdictions provide some funding for their non-profits. The methods for making decisions range from the normal budget process to working through a separate application and review process that may be overseen by community members not working for local government.

A short executive summary starts on the next page. Next are the responses from the counties in their own words, with no editorial comment or analysis. The contacts who submitted the responses (in some cases with additional grants contact names) are listed at the end of the document so anyone may request additional information or clarifications.


Eric Brenner, Director
Governor’s Grants Office

**EXECUTIVE SUMMARY:**

All 24 counties, including Baltimore City, responded to the questions which related to the county grants process, focusing on decision-making, implementation, and performance measurement. Some responses were quite detailed, others were more general.

All jurisdictions provide some funding for their non-profits. While the smaller counties tend to work through the regular budget process, and the larger counties may have dedicated personnel to work on these issues, there was considerable variety among the responses.

Seventeen jurisdictions report having a grant program that specifically budgets local grant funds for community non-profits, which is separate from any fee-for-service funding that may go to these organizations as part of their human services activities. Seven other counties report that they allocate funds to non-profits through line items in the annual budget process. These entities request funds in a manner similar to county agencies and departments. All of the counties have some kind of application requirements, even if they don’t have a formal application form that had to be completed. The length and complexity of the requested information for jurisdictions with formal applications varies, usually in relation to the amount of grant review resources (either county personnel time or through outside advisory groups) dedicated as part of each jurisdiction’s grant review and oversight process.

A few individual items are worth noting from some of the county reports.

Anne Arundel County splits its grants between capital and non-capital categories, with a grant administrator making a site visit to every grantee in the course of each year. Anne Arundel also uses a Clergy Advisory Board that provides input on the community needs that it believes most deserve funding.

Baltimore City has a competitive grant program specific to the Capital Development Block Grant (CDBG) program, with a larger amount of non-profit funds provided through the direct budget process.

Baltimore County splits its grants between a general grant program and an organizational contribution program, with some grants going to institutions in Baltimore City.

Caroline County sometimes provides funding as start-up loans, repayable in three years or less, as a way of helping organizations support their own longer term fundraising activities.

Charles County has a Grants Advisory panel that requires all potential applicants to participate in a training session, similar to what is done in Harford and Montgomery counties.

Frederick County just started (in FY 13) using their community foundation’s ‘needs assessment tool’ as a criteria for making funding decisions. The only other counties that reported including community foundations in an advisory capacity are Howard and Prince George’s counties.

Harford County bases most of their funding decisions on their Five-Year Consolidated Plan which focuses on the needs of moderate and low-income citizens. Harford also sometimes requires part of their grants to be used for capacity building activities for smaller or newer non-profits.

Prince George’s and Montgomery counties both have separate county council grant programs that are different than the grants provided by the County executive. County council members in Prince George’s also have small amounts of grant funds that they can allocate on an individual basis, though some members regularly turn this money over to the community foundation.

Washington County makes grant decisions as part of their regular budget process, but they first set the size of the funding pool and also allocate fixed percentages to certain service priority areas before making individual decisions on grants to non-profits.

In terms of process, nine counties report having an advisory or application review committee as a preliminary stage before requests are sent to the County executive or County council. These committees are made up of some combination of representatives from county government, local non-profits, and county residents. Some review committee processes are completely internal (using county government staff).

In general, final decision-making authority almost always rests with the County council or County executive/commissioner. Regardless of how the initial review process begins, most final funding decisions are made as part of the official budget process, as would be expected.

Some counties have stringent implementation requirements. Some counties require that the grantee sign a contract and establish a payment schedule. Other counties fund on a pre-determined (often quarterly) funding schedule if the grant is above a certain amount. Few counties have mandatory performance measurements, though some counties report that they ask for progress and outcome reports from their grantees. Other counties encourage the non-profits that they fund to collect performance data, but they do not mandate it.

Some counties provided links to additional forms and reports that may be accessed online. Others will be able to provide samples of forms and reports upon request or they may only post information online when they have opened up the grant application process for a particular year.

 **Summary of survey questions:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **County** | **Grant Program** | **FY 2012 or 13 allocation (most recent year)** | **No. of Grants** | **Application** | **Advisory** **Committee** | **Decision made by** | **Performance Measurement** | **Local community foundation involved** |
| Allegany | No | $156,300 | 6 | No | No | County Commissioners | Yes | No |
| Anne Arundel | Yes | $1.25million | 38 | Yes | Yes | County Executive  | Yes | No |
| Baltimore City | Yes  | $6.3 million (CDBG); $26 mil. other | 59 CDBG | Yes | Yes | Mayor/Council  | Yes | No |
| Baltimore  | Yes | $6.9 million | 200+ | Yes | Yes | County Executive/ Council | Yes | No |
| Calvert | Yes | $1.05million | 28 | Yes | No | County Commissioners | No | No |
| Caroline | No | N/A | N/A | No | No | County Commissioners | No | No |
| Carroll | Yes | $4.4 million | 37 | Yes | No | County Commissioners | No | No |
| Cecil | Yes | $224,000 |  8 | Yes | No | County Commissioners | No | No |
|  |  |  |  |  |  |  |  |  |
| **County** | **Grant Program** | **FY 2012 or 13 allocation (most recent year)** | **No. of Grants** | **Application** | **Advisory Committee** | **Decision made by** | **Performance Measurement** | **Local community foundation involved** |
| Charles | Yes |  $900,000 | 22 | Yes | Yes | County Commissioners | Yes | No |
| Dorchester | No | $10,750 | 4 | Yes | No | County Council | No | No |
| Garrett | No | $52,000  | N/A | No | No | County Commissioners | No | No |
| Frederick | Yes | $569,000 | 30 | Yes | Yes | County Commissioners | Yes | Yes |
| Harford | Yes | $812 ,000 | 49 | Yes | Yes | County Executive/Council | Yes | No |
| Howard | Yes | $5.73 million | 32 | Yes | Yes | County Executive /Council  | Yes | Yes |
| Kent | No | $1.038 million | 12 | No | No | County Commissioners | No | No |
| Montgomery | Yes | $5.83 million | 160 | Yes | Yes | County Executive/ Council | Yes | No |
| Prince George’s | Yes | $4.25 million | 361 | Yes | Yes | County Executive/Council | Yes | Yes |
| Queen Anne’s | Yes | $89,985 | 14 | Yes | No | County Commissioners | No | No |
| Somerset | Yes | $116 ,000 | 19 | Yes | No | County Commissioners | No | No |
| St. Mary’s  | Yes | $1.3 million | 26 | Yes | No | County Commissioners | Yes | No |
| Talbot | No | $410,000 | 10 | Yes | No | County Council | Agency Dependent | No |
| Washington | Yes | $1.7 million | 13 | Yes | Yes | County Commissioners | No | No |
| Wicomico | No | $8.1 million | 9 | No | No | County Commissioners | No | No |
| Worcester | Yes | $740,000 | 20 | No | No | County Commissioners | No | No |

**In their own words, here are the survey responses from each Maryland jurisdiction:**

**ALLEGANY COUNTY**

Allegany County does not have a program that specifically budgets local funds to community non-profits.
Any organization that requests funding from Allegany County must come before the Board of County Commissioners during public budget hearings as a part of the budget process. No form has to be filled out; we simply request a letter that details each agency’s request. For those agencies that receive funding, we request at minimum an annual financial reporting so that we can monitor the use of funds. There are no implementation steps. We provide funding to 6 organizations that meet this criteria, totaling $156,300 for FY 2013.



**ANNE ARUNDEL COUNTY**

**1. Does your county have a program that specifically budgets local funds to community non-profits? This is separate from any fee-for-service funding that may go to these organizations as part of your human services activities. If your county has a Grants Program: a) how much money was allocated during the FY 2012/current budget cycle, and; b) in how many separate grants?** a) $1.25 million for FY 2013, and b) 38 Non Profit Organizations

**2. How are decisions made on which groups receive funding?**

An Executive Committee reviews applications, provides feedback and application scoring. County Executive recommends funding as part of the annual County Budget presented to the Council. The Office of the County Executive provides grant support to non-profit, tax exempt organizations, as defined under section 501 (c) (3) of the United States Internal Revenue Code, and in good standing with the state of Maryland. Preference is given to submissions that meet the following criteria established by the Office of the County Executive:

\*Have quantifiable outcomes.

\*Provide reasonable plans for continuing activity without Anne Arundel County financial assistance beyond the fiscal year.

\*Represent a cooperative effort by the applicant, the community, and other private and/or public partners.

\*Display creative ways of helping people help themselves.

\*Provide activities that will help county residents access services that sustain and enhance the quality of life and are equitable, effective, accountable, and responsive to changing community needs.

The County Executive also assembled a Clergy Advisory Board that annually advises the administration on which community needs most greatly deserve county funding.

**3. Do grant recipients have to apply or fill out request forms? If so, what information is requested?** The Office of the County Executive offers a limited amount of funds to non-profit organizations through an annual grant application process for which these nonprofit 501(c) (3) organizations may apply for Capital and Non-Capital Community Support Grants. a. Capital Grants provide funds to purchase equipment and related supplies, or to make capital improvements (renovation, remodeling, restoration, or new construction of buildings.) b. Non-Capital Grants provide funds to help build up their capacity, increase their impact, and operate more efficiently and effectively to improve and enrich the general quality of life in the community. Capital and Non-Capital Grants have one deadline per fiscal year. The grant application can be downloaded from the last Thursday in October from the county website www.aacounty.org, or mailed by the Grant Administrator. One original grant application with original signature and required attachments plus five copies of the grant application (all attachments included) must be delivered by mail or in person to the Office of the County Executive before the application deadline, the last Friday in November, at 12:00 noon.

Information requested: Organization’s Basic Information, Articles of Incorporation, ByLaws, 501(c)3 Certification/evidence of tax-exempt status, Program/Project Information/Purpose, Category, Goals & Objectives, Work Plan, Program/Project Evaluation, Financial Information, Organization Budget, Program Logic Model, Outcomes Measurement Framework.

**4. How is performance measured once a non-profit receives a grant?** The grantee must submit a detailed mid-term report, covering the period of July 1 through December 31, and a detailed end-of-year report, covering the period of July 1 through June 30. Both reports must include a financial report and a narrative report using the logic model that will measure outcome measurements. The Grant Administrator performs a site visit during the term of the grant. No current FY funding is disbursed until the previous FY end-of-year report is received and approved.

**5. After funding decisions are made, what implementation steps are made before funds are distributed?** On the implementation side, a grant agreement is sent to the grantee for signature. Once the agreement is returned to the Grants Office, it is forwarded to the Office of Law, Finance Dept., Purchasing Dept. and CAO Office for required signatures as to grant contract’s form and legal sufficiency. Each of the grant agreements must be approved in hard copy. Upon completion of the required signatures, an invoice is submitted to the Finance Dept. for disbursement of funds. Before awards are distributed, some grantees are required to submit an insurance certificate, as indicated in the grant agreement, showing evidence of coverage during the term of the grant (except for capital grants).

**6. What involvement, if any, does the local community foundation have in this process?**

No involvement.

**7. Please provide any additional information that may assist other counties that has not been addressed in the previous questions.** To provide additional information, education, and support to local non-profit organizations seeking grants, the Office of the County Executive continues to be involved with the Non-Profit Leadership Development program at Anne Arundel Community College, the Annapolis Cooperating Collection, the Community Foundation of Anne Arundel County, among others, to facilitate opportunities for these organizations to improve management skills and enhance their governance, through courses and seminars.



**BALTIMORE CITY**

1. **Does your county have a program that specifically budgets local funds to community non-profits? This is separate from any fee-for-service funding that may go to these organizations as part of your human services activities. If your county has a Grants Program: a) how much money was allocated during the FY 2012/current budget cycle, and; b) in how many separate grants?**

The City of Baltimore administers four services that provide General Fund grants to area non-profit organizations. These services include Civic Promotion, Art and Culture, Health and Welfare, and Educational grants. Organizations receiving funding through these services range from area museums and cultural institutions to organizations programming educational and social service programming.

Organizations receiving funding through these services must participate in the City’s Outcome Budgeting process. As a part of this process organizations submit annual applications including performance targets and work plans. In Fiscal 2013 the total appropriation for these programs totals $26,139,588.

In addition to General Fund support the City of Baltimore also provides grant opportunities to area non-profits through its Community Development Block Grant Program (CDBG). This service, referred to as Community Support Projects, provides grant support to 59 area non-profit organizations. The total appropriation for these projects along with administrative costs totals $6,340,489 in Fiscal 2013. The average grant award is $87,999.

Non-profit organizations seeking CDBG funds must submit applications articulating how their proposal addresses one or more federal objectives and what outcomes can be expected with investment in the service. These services are reviewed internally by the CDBG office within the Department of Housing and Community Development. Organizations receiving funding then enter into a formal contract with the City of Baltimore.

2. **How are decisions made on which groups receive funding?**

The General Fund supported services must participate in the City’s outcome budgeting process. After budget submission materials have been received by the Bureau of Budget and Management Research (BBMR) Results Teams review the submissions to offer initial funding recommendations. These decisions are made by evaluating and ranking proposals to determine what services deliver the greatest investment in advancing the City’s Priority Outcomes.

Services receiving CDBG funds are subject to an internal review process conducted by the Department of Housing and Community Development.

Final recommendations for both the General Fund and CDBG are offered to the Mayor before she offers her final recommended allocations.

3. **Do grant recipients have to apply or fill out request forms?**

Applicants must go online to <http://www.baltimorecity.gov/> during the application period to download required forms.

4. **How is performance measured once a non-profit receives a grant?**

Grantees are required to report progress during the budget application process. This includes sharing any data regarding performance and progress to goal during the prior fiscal year.

5. **After funding decisions are made, what implementation steps are made before funds are distributed?**

Grantees are notified regarding this award amounts in the spring prior to the budget being adopted. Preliminary allocation totals are printed in the Board of Estimates Agency Detail Recommended budget. Grantees receive formal documentation regarding their allocation in July following the adoption of the newly passed budget.

6. **What involvement, if any, does the local community foundation have in this process?**

The community foundation is not involved in this decision making process.



**BALTIMORE COUNTY**

**Baltimore County specifically budgets funds for grants in two programs (Organization Contributions and General Grant Program) within its Operating Budget.** The FY 2012 total General Fund appropriation for these programs totaled $6,930,881. Between both programs the total number of grants varies from year-to-year depending on the number applying and those actual awarded, however the actual number of grants exceeds 200 separate grants annually.

**Organization Contributions ($3,328,150):** As part of Organization Contributions, the County provides funding to a variety of County and City-based organizations (e.g., Gordon Center, Maryland Public Broadcasting, Baltimore Museum of Art, Walters Art Gallery, Baltimore Symphony, etc.). City-based organizations receive funding due to the proximity of citizenry and their historical patronage of these organizations. These grants fall in three categories, line grants which are above $5,000, project grants which are less than $5,000 each, and endowments, which typically are multi-year commitments.

Organizations applying for line grants and endowments submit an application to the Arts and Sciences Commission. The County provides the Commission a cap for spending. For FY 12, the County maintained status quo in total funding with no new recipients. The applications require a variety of information about the grantee and its operations (these grants are primarily operational grants), usage of funds, budgets, etc. Those recommended for funding are submitted (with the recommended funding level) to the Executive and coincide with the County's annual budget process. The Executive reviews and sets the funding within the Executive’s recommended budget and submits to the County Council as part of the annual budget approval process. Council will review, and may adjust downward, but cannot add to the grants submitted. These will be considered awarded with the passage of the County's budget.

Grant agreements are prepared which contain reporting requirements (e.g., if greater than $10,000 the grantee is required by the Code to submit an audit) and a final report is submitted to the County which details how the organization spent the County funds and attendance figures (County resident numbers cited separately). The evaluation of this data is used in future funding determinations.

Project grants are applied for by a variety of local organizations and applications are submitted to the Arts and Sciences Commission where they are reviewed. Funded activities vary widely but primarily relate to music, dance, or theater projects. Those recommended for funding are sent to the County's Grants Review Administrator who prepares a summary for the County Grant's Review Committee (Executive side of the County Government). The Grants Review Administrator reviews information submitted to determine the reasonableness of the grant, financial condition of the organization, and that any individual agency requirements for the grant have been met. Upon approval by the Grants Review Committee, it is sent to the County Council (Legislative side) as part of a 14-day process described in the County Code. If the Council does not require that any of the grants be brought forth as part of a normal Council Agenda, they are considered awarded and the Commission may begin processing the grant agreement and request for funding. Grant agreements are prepared that contain reporting requirements to evidence events occurred and numbers of people who participate/attend. The evaluation of this data is used in future funding determinations.

With regards to standardized forms, the Arts and Sciences Commission has a standard grant application that details the organization, usage of the funding, anticipated numbers of individuals to attend overall anticipated budgets. Each grantee must fill out an Application for Financial Assistance as required by the County's Grants Review Administrator (detailed in the County Code). Information required includes organizational information, grant history, financial information, board composition, etc.

**General Grant Program ($3,602,731):** Grants under this program vary widely, from human service grants (homeless prevention, public service, domestic violence, etc.) to grants for citizens on patrol, and economic revitalization grants.  For FY 12, the County maintained a status quo with regards to funding, with some shifting of levels among the individual grantees. Each agency that has responsibilities in these areas conducts its own process for soliciting applications and evaluations (which include varying grant applications, submission requirements, and evaluating committees).  Recommended grants are submitted to the County's Grants Review Administrator who prepares the summary and submits to the Grants Review Committee and Council as described previously.

Agency level application forms vary depending upon the nature of the grant, but generally include information on the organization, usage of the grant funds, budgets, etc. These grants are also required to submit the Application for Financial Assistance as described previously.

Performance is measured in different ways depending upon the nature of the grant. Grant agreements contain a variety of mechanisms to track usage of County funding (programmatic reporting requirements, submitted financial reports and records, etc.). The evaluation of this data is used in future funding determinations.

The County's Local Management Board does not participate in the above process.



**CALVERT COUNTY**

**Calvert County distributed $1,048,451 in 28 separate grants during FY2012.**

**Process**:

Decisions about which non-county organizations receive funding are based on a variety of factors including the status of the county's general fund budget, the purpose of the funding and whether it is supported by the Board of County Commissioners, the percentage of county residents served by the organization’s initiative and mission, and whether other funding sources are available to the organization. The Calvert County Family Network (Local Management Board) does not play an active role in the decision making of the county's general funded grants to organizations.

Requesting organizations must fill out an application that includes the amount requested for the fiscal year in question and its intended purpose, along with the benefit to Calvert County resulting from approving the request and the consequences of denying the request. Additionally, the application must also submit details about the organization, including function and goals, overall funding and staffing, and a copy of the latest independent audit of the applicant’s organization. If the organization serves the tri-county area, applicant must note the number of citizens served in each area and the sources of funding. Information about any new programs must also be included in the request.

**Implementation and Performance Measurement:**

Currently, notification of the grant award is made specifying that the disbursement of funds will be as requested during the course of the fiscal year, up to a quarterly disbursement if the award is in excess of $15,000, and semi-annually if less than $15,000.

At present, performance is not measured on the current year’s appropriations. However, use of the prior year’s appropriations is taken into consideration prior to the approval of future grants. Therefore, information on past performance has a bearing on the receipt of future funds. The Community Resources department does provide input on the relative past performance of the various human services organizations requesting funds.



**CAROLINE COUNTY**

Caroline County does not have a separate program budget for non-profits. Funding that is allocated to non-profits is done through the budget process, and those groups requesting funding from the county justify their requests in the same manner as County departments. When making decisions during the budget process, the Commissioners strongly weigh the ability of County-provided funds to be used as matching funds for other sources of revenue for the non-profit making the request. At times, the Commissioners also make start up loans available to non-profits to help them establish a fund they can draw from to do fundraising.  Such loans typically are paid back within one to three years. One of the major ways the County supports non-profits is by acting as the recipient and fiscal agent for grants on the non-profit's behalf.  Many small local non-profits do not have the capacity to manage large grants internally.

Funding decisions are made by the Caroline County Commissioners. The Commissioners review funding applications, hear short presentations from all requesting agencies, and then make decisions about which organizations and in what amount to invest County resources.

Applications require information about the requesting organization’s purpose, an overview of its budget, along with a pie chart detailing the budget request as a percentage of the total County budget. The organization also must present all its funding sources, an organizational performance history and budget history, and benchmark comparisons with similar organizations.

**Implementation and Performance Measurement:**

To receive allocated money, the organization makes a request in writing to the County. If it is a small dollar amount, then the disbursement will be made directly to the organization in full. If the dollar amount is large, then payments are made to the agency on a quarterly basis as the County is invoiced.

Some organizations, such as the Economic Development Corporation and the Humane Society have agreements with the County that they are to perform a specific function. Therefore, they are required to provide operating data and review statements.



**CARROLL COUNTY**

Carroll County has an established program that specifically budgets local funds to community nonprofits and that is separate from any fee-for-service funding that may go to these organizations as part of their human services activities.

Carroll County allocated $4,449,155 from 37 grants during the FY 2012 budget cycle.

**Process:**

Grant funding decisions are made by a five member Board of County Commissioners. Each nonprofit identifies their particular program/community needs and, if determined necessary, requests County dollars to provide supplemental dollars. The Commissioners evaluate and prioritize requests for new funding, with guidance from the Director of Management and Budget. Budget analysts in the Department of Management and Budget meet with each nonprofit regularly to determine whether or not funding requests are appropriate and reasonable and meet any required rules and/or regulations. After full approval, funds are allocated. In general, cost of living increases are considered and are usually allowed unless there is a change in the relationship and/or agreement between the County and the nonprofit.

Grant recipients are required to fill out an application that includes the organization’s mission and description, goals and program highlights, and statistical data program measures. Additionally, the organization must list the amount requested and how it plans to use the allocated funding.

The local community foundation does not play a decision-making role in this process.

**Implementation and Performance Measurement:**

After funding decisions are made, a written agreement between the organization and County is executed in concurrence with the grant year. The budget appropriation is uploaded into the County’s Financial Management System and a payment schedule is determined for each agency.

The County currently does not require performance measurement, but it does receive regular reports on the services and programs specified in the nonprofit agreement.



**CECIL COUNTY**

1**. Does your county have a program that specifically budgets local funds to community non-profits? This is separate from any fee-for-service funding that may go to these organizations as part of your human services activities. If your county has a Grants Program: a) how much money was allocated during the FY 2012/current budget cycle, and; b) in how many separate grants?** Cecil County does have a program to budget local funds to community non-profits and we allocated $224,027 to 8 community non-profit organizations for FY 2012.

2**. How are decisions made on which groups receive funding?** Funding decisions require approval of County Commissioners. At least 3 out of 5 Commissioners must approve the allocation and the amount each year.

3**. Do grant recipients have to apply or fill out request forms? If so, what information is requested?** The Community Agencies must send letters of request that indicate their financial need and how they intend to use the local funds. This request must be sent to the County Commissioners by February 1 to be considered during the annual budget process.

4**. How is performance measured once a non-profit receives a grant?** Performance is not measured but the Community Agencies usually report back the following year on the accomplishments and goals met during the previous year.

5. **After funding decisions are made, what implementation steps are made before funds are distributed?** The County distributes the funds to the agencies twice annually.

6. **What involvement, if any, does the local community foundation have in this process?** The Community Foundation is not involved at all in this process.



**CHARLES COUNTY**

During the current budget cycle (FY 2013), Charles County allocated $900,000 in 22 separate grants. The grant process is administered by the County Board of Commissioners.

**Process:**

Charles County Government awards grants to non-profit and government agencies that provide services to Charles County residents. Funding for these requests is considered during the budget cycle, with applications due to the County the third Friday in January. The applications are then reviewed by a Grants Advisory Panel who makes recommendations about awards to the County Commissioners who then, in turn, vote to approve the panel's recommendations as they stand or have the authority to change those recommendations. Local community foundations currently do not play a decision-making role.

Applications require information about the requesting agency, including basic agency information, details on experience, capability, and funding, along with tax and budget-related documents. Links to the County's application and forms can be found at <http://www.charlescountymd.gov/fas/grants/grants-awarded-county>. The Grants Advisory Panel holds a mandatory application training session in the fall and addresses any questions from applicants prior to submission of applications.

In addition to the funds awarded in conjunction with the budget cycle, funds may also be awarded to non-profit and government agencies, on an as needed basis, throughout the County’s fiscal year (July 1 through June 30), in amounts not to exceed $2,500. These requests for funding are addressed to the County Administrator. Grant agreements are not required as a condition of obtaining this funding; however, the County Commissioners, at their discretion, reserve the right to refer any request to staff and/or an advisory panel.

**Implementation and Performance Measurement:**

If awarded, all recipients of grant funds are required to enter into an agreement with the county.  The grantee agrees to maintain supporting documentation and financial records of incurred costs directly expended by the grantee on the Project, according to generally accepted accounting principles. An annual or biannual report(s) concerning program implementation will be completed and returned to the County on or before the due date(s) as follows:

For example for the County's FY2013, a grantee receiving up to $15K in funding submits an annual report for the period 07/01/12 - 06/30/13 which is due on 07/31/13. A grantee receiving more than $15K in funding submits 2 reports, an initial biannual report for the period 07/01/12 – 12/31/12, due on 01/31/13 and a final biannual report for the period 01/01/13 – 06/30/13 which is due on 07/31/13. At the termination of the grant period, the grantee is expected to return any unspent balance, or any funds that have not been spent in accordance with this agreement.

The County makes four equal quarterly payments to the grantee for the first, second, third, and fourth quarters respectively. Initial payment is contingent upon a fully executed grant agreement. Second quarter payment is contingent upon the submission of a budget, using Attachment A for Grantees receiving less than $15,000 or Attachment B for Grantees receiving $15,000 or more, in accordance with the Grant Agreement, no later than July 31st. At the County's sole discretion, disbursement of funds can be made early, in part or in its entirety.

Charles County implemented a grant performance measurement component to the reporting process. Grantees are requested to identify specific outcomes to be achieved with their services and how they will measure the effectiveness of the services. These outcomes appear on the grant budget report summary and are reviewed as part of the reporting process.



**DORCHESTER COUNTY**

**1.      Does your county have a program that specifically budgets local funds to community non-profits?  This is separate from any fee-for-service funding that may go to these organizations as part of
your human services activities.  If your county has a Grants Program: a) how much money was allocated during the FY 2012/current budget cycle, and, b) in how many separate grants?**Dorchester County does not have a program that specifically budgets an annually recurring set amount of local funds to community non-profits. The amount has varied over time.  In FY 2012 we allocated $10,750 to 4
community non-profit organizations.
 **2.      How are decisions made on which groups receive funding?**Funding decisions require approval of County Council.  At least 3 out of 5 must approve the allocation and the amount each year.
 **3.      Do grant recipients have to apply or fill out request forms?  If so, what information is requested?**The Community Agencies must send letters of request that indicate their financial need and how they intend to use the local funds.  This request must be sent to the County Council by the middle of February to be
considered during the annual budget process.
 **4.      How is performance measured once a non-profit receives a grant?**Performance is not measured but the Community Agencies usually report back the following year on the accomplishments and goals met during the previous year.  They also are to define their purposes for requesting
the local funds.
 **5.      After funding decisions are made, what implementation steps are made before funds are distributed?**The County requires that the Community Agency send a letter requesting the allotted funds before they are actually distributed.
 **6.      What involvement, if any, does the local community foundation have in this process?**The Community Foundation is not involved at all in this process.


**FREDERICK COUNTY**

During FY 2012, the Frederick County Board of County Commissioners appropriated $569,491 in 30 separate grants to nonprofit organizations.

**Process:**

The bulk of grant funding is available directly from the Board of County Commissioners through a competitive process. Applications are solicited in November, and then reviewed by a panel that includes representatives from the County Finance Department, the Citizen Services Division, and the non-profit sector.

Submitted applications are reviewed according to set criteria and then scored and ranked by the panel. Application criteria include a detailed request for funding explaining how the funds will be used, and information regarding the organization. This consists of a synopsis of the organization or program, the amount of funding requested, number of individuals served, budget information, and reason for the need. These recommendations are first submitted to the budget office and then brought to the Board of County Commissioners for review and approval. The entire grant packet including application, deadlines, and report templates, can be found online at <http://frederickcountymd.gov/index.aspx?NID=165>.

**Implementation and Performance Measurement (Compliance):**

Funds appropriated for $15,000 and less are sent during the month of July. Appropriations of more than $15,000 are sent in quarterly installments (starting in July).

Grantees are required to submit to Citizen Services Division a 6 month Program Assessment Report and a year- end Program Assessment Report along with their Annual Financial Report.

In FY13 the County began using the Community Foundation Needs Assessment as funding criteria.



**GARRETT COUNTY**

In FY 2013, Garrett County appropriated approximately $52,500 in grant monies for a variety of non-profit organizations. The county does not have a specific “Grant Program”; however, as part of the annual budget process, various groups will request funds from the county. If the funds are approved, they are listed either as a budget line item or included in the “Special Promotion” budget category.

**Process:**

Although Garrett County does not have a separate grant program, the county does support certain nonprofit entities through the budgeting process. For example, both the Garrett County Arts Council and Historical Society have line items in the County’s budget. The County also supplies grant monies to various municipalities to help offset promotional activities. The number above is for those specified line items and is not reflective of the funds allocated to various nonprofit entities that function in a quasi-governmental function for the County, i.e. Community Action Agency, Dove Center. The local community foundation is not involved in this process.

The county does not use a specific grant application form, per se, but rather requires an explanation or presentation of the need for the funds requested. As noted previously, this is done during the annual budget process.

**Implementation and Performance Measurement:**

In many cases, distribution is made on a reimbursement basis, which required that the entity provide invoices and proof of payment. There are no formal reports required, but funding requests made as part of the budget process usually include a detailed description of the intended use for the funds and indicate how funds have been used in the past year.



**HARFORD COUNTY**

Harford County budgets local funds to community non-profits administered by the [Harford County Department of Community Services’](http://www.harfordcountymd.gov/../) Community Development Division.  Local funding provides operating funding to eligible non-profit organizations in Harford County whose missions meet the purpose of providing public service programs which serve the homeless and at-risk populations, low-income households, disabled individuals and our youth. During the FY 2012 budget cycle, Harford County allocated $812,433 in 49 separate grants.

**Process:**

To begin the annual grant cycle, Harford County places a legal Notice of Funding Availability in the local newspaper and on its website, officially notifying the public of the availability of funds. The grant application process in Harford County is competitive, and applications are made available on the first working day in November each year. Training sessions on the application process are held in late October. Applicants attending the training receive the application a week earlier than its release to the public and also have the opportunity to ask questions about the process. The application is extensive, requesting information about the organization, its mission, the activity it would like funded, the documented need, who and how they will be served, expected outcomes and how it will be measured, financial information on the organization, its ability to leverage resources and partner with other organizations and identification of existing programs in their service area. Supporting documentation, including but not limited to fiscal audits, nonprofit verification, support letters, etc., are also a requirement of the application package. Completed applications are due on the first working day of December each year.

Harford County Department of Community Services’ Community Development staff provides an initial application review for completeness and threshold eligibility. Applications are grouped based on subject matter – i.e. youth programs, housing programs, homeless services, etc. The intent is to review and compare similar programs to each other instead of comparing unrelated programs against each other for competitive funding. Community Development staff is also grouped into committees to review applications by subject matter. A Community Development Review Board is made up of individuals representing the following areas in our community: each municipality, youth programs, housing programs, homeless services, local funders – including the United Way & local foundations, the Disabilities Commission, Women’s Commission, Human Relations Commission, law enforcement, local businesses, social services, public health, and local citizens. Each member is asked to serve a minimum of a three-year term to ensure that the Board always contains a mix of both seasoned grant reviewers and new members.

Community Development Review Board members review applications in a two-part process. First, Review Board members meet to hear annual priorities for the County, an update on the annual budget process and its prognosis, receive performance data on existing grantees, and discuss applicant packets. Between the Board’s first and second meeting, members have the opportunity to request additional information from applicants through the Community Development staff, who forwards each request to the relevant applicant. The applicant is requested to respond in writing, and that response is then forwarded to all Review Board members. The intent is to maintain the anonymity of the reviewer. The Board members then use a numeric point system to score the applications individually.

During the Review Board’s second meeting, they are grouped together with other members who have reviewed applications related to the same subject matter, and after extensive discussion, they agree upon a group score for each applicant, using the same numeric point system that they each used individually, as well as a recommend a funding level. The group score, on a scale of 100, must be consistent with the recommended funding level. For example an applicant that scores 96 should not be recommended for a decrease in funding. A Community Development staff person is assigned to each committee with the responsibility of providing unbiased performance data regarding the applicant, noting any reviewer comments and documenting the scoring process. Group scores are then shared with the entire Review Board for final review and recommendation. All individual and group scores, along with reviewer comments are collected for the applicant file. Community Development provides any applicant, upon request, with all scoring and comments from the anonymous Review Board. This information is provided in writing and does not release the names of any Review Board members, but merely references comments by the group.

The Harford County Consolidated Plan, a five-year strategic plan on how the County will address the needs of the low to moderate income, is always used as a framework to make funding decisions. Applicants must describe how their program/service meets a need identified in the Consolidated Plan. The Harford County Continuum of Care, outlining how homeless services are provided, is also used to direct funding decisions. Applicants providing homeless services must participate in the Harford Roundtable, the planning group for the County’s Continuum of Care process. Bonus points are awarded to applicants delivering services directly to areas targeted in the plan, most notably services delivered along the Route 40 corridor.

All recommendations for funding, as well as previous year’s funding levels and comments made by the Review Board, are presented to both the County Executive and the Budget Office. The County Executive makes the final funding recommendation for the County’s annual budget. The Harford County Budget Office then places these recommendations as line items in the annual budget for Council review and approval.

**Implementation and Performance Measurement:**

Applicants are sent a preliminary award letter informing them of the recommended level of funding or non-funding. Upon passage of the annual budget by County Council, Grantees are sent award letters and grant packets containing grant agreements, report forms, and program instructions. Once the agreement is signed and returned, it is routed to various Harford County Departments (Treasury, Law, and Budget) for concurrences, and ultimately the County Executive for sign-off and final execution. Funding becomes available upon final execution of the grant agreement.

Harford County allows an advance up to 25% of the grant award for eligible expenses. The remaining amount is reimbursed to the organization as narrative and financial reports are submitted. The grantee can either submit monthly or quarterly reports depending upon their cash flow needs. Funding is not released unless narrative reports are included with the financial request. Narrative reports detail progress on outcomes, including beneficiary data, and also track the grantee’s ability to develop linkages, collaborations, and partnerships with other providers. The grantee’s ability to submit timely financial and narrative reports is reported to the Community Development Review Board annually. The Review Board actively uses performance data in its decision-making. At times, the Review Board will recommend that an applicant use a portion of its award amount to attend grant writing or non-profit leadership training courses with the intent of increasing capacity within the applicant organization.

Harford County also requires organizations serving the homeless population and those at-risk of becoming homeless to input all beneficiary data into the Homeless Management Information System (HMIS), sponsored by HUD. This not only serves as a reporting tool, but it provides for more streamlined collection of data and more effective delivery of services to this vulnerable population. Harford County continues its efforts to increase performance measurements for all grantees by offering training and technical assistance to nonprofits throughout the fiscal year.



**HOWARD COUNTY**

Howard County provides funding to non-profit human service agencies through its Community Service Partnership (CSP) program, with $5.73 million (FY 13) being provided via 32 separate grants. There are three eligibility criteria: an agency must be a 501 (c)(3) or 501 (c)(4) nonprofit, serve the residents of Howard County (if the agency serves a larger geographic area, funding may only be requested for those services that are offered within Howard County), and make their services available to eligible residents in conformance with federal, state, local housing and human rights laws.

Funding priorities are those services that 1) meet basic needs and 2) promote self-sufficiency. These priorities have been broken down into the following service categories: food/shelter, crisis intervention, health, access/advocacy, opportunity/economic stability, and independent living. In addition, some funding is provided in a seventh category: capacity building.

**Process:**

The CSP program is administered by the Department of Citizen Services (DCS). Applications for grant funding are made available in December, and a pre-submission meeting is held for all interested agencies to discuss any changes in the application, funding priorities, etc. Applications are generally due the end of January.

The CSP grant application requests several different kinds of information.  Applicants must include basic organizational information, including mission, major programs and services, populations served, eligibility requirements, a detailed budget, and fee structure (if applicable). They must describe the specific needs that will be met within the County through agency services, and the measures that will be used to track expected outcomes.  In addition, applicants must outline how the agency ensures that services are accessible to all individuals, and provided in a timely manner

A Grant Review Committee, consisting of both community members and representatives of public agencies, evaluates all applications received. Following committee review, funding recommendations are submitted to the County Executive. Funding for CSP is included in the annual budget submitted to the County Council, broken down in the seven categories listed above.

While not part of the review process, DCS does collaborate with local community foundations, the Columbia and Horizon Foundations, through regular meetings throughout the year. Those meetings are increasingly focused on how we can collectively have the greatest impact in the community through our funding.

**Implementation and Performance Measurement:**

All CSP grantees are required to submit financial and programmatic reports to reflect program activity and costs as outlined in their grant agreement. DCS uses the Results Based Accountability (RBA) model for identifying and reporting on program performance.

The schedule for fund disbursement and reporting requirements are based on the size of the grant award. Awards less than $10,000 are made in one payment and require an annual report at the end of the fiscal year; awards between $10,000 and $25,000 are disbursed in two payments and require semi-annual reports; and awards over $25,000 are disbursed quarterly and require quarterly reports. In order to better monitor fiscal responsibilities, awards of $500,000 or greater are required to submit monthly financial reports, and funds are disbursed monthly (but program reports are still submitted quarterly).

Grantees must submit a “Request for Grant Funds” form with the signed Grant Agreement at the beginning of the fiscal year in order to receive their first payment. Additional RGFs are submitted with scheduled reports (except for the year-end report) to generate disbursement of the next payment. Late reports delay grant disbursements.



 **KENT COUNTY**

Kent County allocated $1,038,490 during FY 2012 in 12 separate budget line items. The process is administered by the Kent County Board of Commissioners.

**Process:**

All requests for funds are considered individually by the County Commissioners during the budget cycle. There are minimal application requirements. Potential recipients provide a written request accompanied by a current financial statement and agency budget. There is no involvement from the local community foundation.

**Implementation and Performance Measurement:**

Funds are allocated for the fiscal year and are distributed at the beginning of the fiscal year. Because the funding is through an allocation and not a grant, there is no monitoring.



**MONTGOMERY COUNTY**

Montgomery County has two separate processes for discretionary grant money, one run through the County Executive and one through the County Council. There is a separate selection and approval process for each. Grants are approved and awarded as part of the overall council review and approval process of each year’s operating budget, ensuring a transparent process. In FY 2013, the Council approved 160 grants totaling $5,830,507; of that total the Executive recommended to the Council approximately 102 grant requests totaling $3,719,570. Any organization, institution or association incorporated as a private, not-for-profit organization designated under 501 (C) (3) of the Internal Revenue Service that provides services or activities in Montgomery County is eligible to apply.  Grants will be awarded for projects in Montgomery County only. Organization headquarters can be outside of Montgomery County as long as the organization demonstrates that the activities and services supported by grant funds benefit Montgomery County residents. Application deadlines for the County Executive’s and County Council’s grant programs are coordinated, and are usually towards the end of January. Specific information about grant programs may be found on the County’s home page at <http://www6.montgomerycountymd.gov/mcgtmpl.asp?url=/content/pio/grants.asp> or the Council’s web page at <http://www6.montgomerycountymd.gov/csltmpl.asp?url=/content/Council/Council_Grants_index.asp>. Applicants are advised to apply for awards from both programs.

**County Executive process:**

The Montgomery County Executive may recommend one-time grants directly to organizations in the community that leverage Federal, State, and/or private funding or improve the quality of life for County residents. There is no dollar minimum or maximum, and the County Executive is not bound by target spending allocations set by Council during the Spending Affordability Guideline process for the operating budget. The Office of Management and Budget receives applications and then reviews and recommends to senior administration staff and the County Executive potential awards. Beginning with development of the FY12 operating budget, an online application is required for consideration, where non-profit organizations requesting funds describe the organization’s mission and programs and services supporting the mission; state the purpose of the specific request; include any collaboration or coordination with other non-profit organizations in the community; submit a total program budget, and include what portion of the total program cost will be funded or raised from Federal, State, and/or private sources; project how the non-profit agency plan to sustain the activity in the future; outline expected project outcome measures; and include a line item budget for the funding amount requested. Priority consideration programmatic areas are found on the web site. For FY13, the County Executive prioritized safety net services and out-of-school time activities for youth.

**County Council** **process**:

For the past several years, the Montgomery County Council has adopted a formal resolution each fall that establishes the grant application and review process for that particular fiscal year. There are three parties involved in the process. The first step is a community volunteer Grants Advisory Group appointed by the Council that reviews all applications, meets with applicants, and evaluates the requests in a written report published on the Council’s website. In conjunction with this group, Council staff then prepares a list of highly recommended grants that is submitted to the Council. In addition, the Council President may recommend a limited number of additional grants for funding based on available revenues, budget priorities and council member recommendations. Arts and Humanities grants, and Adult English Literacy grants are reviewed in a separate process by relevant organizations.

Applicants must submit a Council grants application by the resolution-established deadline. Applications may be submitted electronically or in hard copy. The grant application requires information on the mission of the agency, project description, outcomes to be achieved, mechanisms for measuring outcomes, outcomes already achieved if the request is for an existing program, budget information, financial statement, proof of incorporation and nonprofit status, and list of current Board of Directors. For the last several years the Council has indicated that it is especially interested in proposals that provide emergency and other services to the neediest members of the community.

**Implementation and Performance Measurement (Compliance):**

In Montgomery County, grants are treated as a contractual relationship between the county and the recipient non-profit. The contract includes a scope of service, budget items eligible for payment, usually as a reimbursement by the county, and invoicing and reporting requirements which are overseen by a departmental contract monitor. In addition, the County’s Department of Health and Human Services has worked out a more simplified process for administering grants under $25,999. This process includes advance payments and consolidated invoicing twice a year to simplify the administrative burdens on small and emerging non profits. Beginning in FY08, the County Council instituted a requirement via the Operating Budget Resolution for twice yearly brief outcome reports on the results achieved. This requirement applies to applicants awarded funding through either the County Executive Community Collaboration Grants or the Council Grants processes. These reports are collected by the Office of Management and Budget and transmitted to the County Council by prescribed deadlines.

The County Council is the final authority and approves the operating budget.



**PRINCE GEORGE’S COUNTY**

1. **Does your county have a program that specifically budgets local funds to community non-profits? This is separate from any fee-for-service funding that may go to these organizations as part of your human services activities. If your county has a Grants Program: a) how much money was allocated during the FY 2012/current budget cycle, and; b) in how many separate grants?**

In its budget, Prince George’s County provides funding to community non-profits through three separate programs: Grants to Community Organizations, Human Services Grants and discretionary grant awards. The Executive and Legislative branches of government each administer a discretionary grant program for non-profit organizations. In FY 2012, unaudited figures reflect that the Executive and Legislative branches disbursed $4,253,050 to local non-profits.

In FY 2012, the Executive Branch launched the Community Partnership Grant Program which resulted in 50 separate grant awards to 501(c) (3) non-profit organizations totaling $1,618,800. Additionally, the Legislative Branch made 311 separate awards; 23 County Council Designated grant awards and a combined total of 288 Special Appropriation Grants (SAGs) to various non-profit organizations from the nine council manic districts totaling $2,634,250.

**2. How are decisions made on which groups receive funding?**

Executive Branch Process:

The Executive Branch employs the use of an Executive Review Panel. Interested organizations must submit a current and complete application that is screened by the Office of Management and Budget to verify eligibility and supplemental documentation. Once proposals have been screened, they are submitted to the Executive Review Panel. The Executive Review Panel submits its recommendations to the Office of Management and Budget (OMB). OMB is responsible for submitting the funding recommendation to the Office of the County Executive for final approval. Once OMB receives final approval, this information is submitted to the Office of Finance for disbursement. Awardees submit final programmatic and financial reports to the Office of Management and Budget upon completion of the proposed activities contained in the proposal.

Legislative Branch Process:

 The Legislative Branch administers the County Council Designated Grants process and the Special Appropriation Grants process for non-profit organizations. Each process is detailed below.

*County Council Designated Grants*

As part of the County Council’s annual budget deliberations, funds are allocated to support a continuing partnership with the County’s non-profit service organizations 501(c)(3) that provide human, social, education, recreation, and other service needs that are central to building and maintaining strong communities. In FY 2012, twenty-three (23) non-profit service organizations were selected by the County Council to receive a total of $1,735,000 in designated grant awards.

*County Council Member Special Appropriation Grants*

The FY 2012 Approved County Budget provided $100,000 in grant funds for each of the nine (9) Council Members ($900,000 total) to designate and allocate to County-based and other non-profit service 501(c)(3) organizations that provide services in the County. Throughout the fiscal year, Council Members receive individual applications from various non-profit service organizations seeking supplemental or special project funding support for a variety of human, social, education, recreation, and other services. With the support of the individual Council Member’s personal office staff, as well as the County Council’s Grant Coordinator, the applications are reviewed and grant award decisions are periodically made by the Council Member.

**3. Do grant recipients have to apply or fill out request forms? If so, what information is requested?**

Yes, applicants are required to submit a complete current fiscal year application and supporting documentation for full consideration. In an effort to provide greater transparency and accountability, both the Executive and Legislative Branches initiated changes to their discretionary grant processes, applications and reporting requirements. At minimum, both branches require the following documents:

* Completed current fiscal year application form for the appropriate branch of government
* Copy of the organization’s current operating budget
* Copy of program/project budget
* Roster of organization’s Board of Directors
* Copy of the 501(c)(3) IRS tax-exempt status letter
* Proof of “Good Standing” with the Maryland Department of Assessments and Taxation
* Most recent copy of the organization’s IRS Form 990
* Submission of final financial and programmatic report detailing the use of awarded funds
* Copy of IRS Form W-9

**4. How is performance measured once a non-profit receives a grant?**

Currently, non-profits are asked to compare the planned services detailed in their proposal against the actual services provided. In instances where “General Operating Funds” where provided, organizations are to provide narrative responses from an overall organizational perspective. These responses are designed to emphasize performance and outcome reporting on results achieved by our non-profit grant recipients as their success in providing services is of great importance to the County.

In FY 2012, the Office of the County Executive hosted the Non-Profit Summit, which offered information, workshops and networking opportunities. The summit was designed to spur greater non-profit collaboration and to underscore the importance of “grant readiness and results ” when trying to diversify funding streams in an effort to help non-profits understand the importance of relying less heavily on limited County resources.

**5. After funding decisions are made, what implementation steps are made before funds are distributed?**

Executive Branch Process:

The Office of Management and Budget receives final approval from the Office of the County Executive and submits the items for payment to the Office of Finance for funds disbursement in the form of a check or electronic funds disbursement via Automated Clearing House (ACH) payment. Awardees submit final programmatic and financial reports upon completion of the proposed activities contained in the proposal to the Office of Management and Budget.

Legislative Branch

1. County Council Designated Grants: After each organization is deemed to be in good standing and all required documentation is provided, the Grants Coordinator will finalize the applications selected under the County Council Designated Grants category and forward the applications to the Office of Management and Budget (OMB) and the Office of Finance (Finance) for processing and issuance of a check or electronic payment.
2. Special Appropriation Grants: After each organization is deemed to be in good standing and all required documentation is available, the Grants Coordinator will forward the grant application to the appropriate Council Member for review and decision. When the Council Member approves a grant to a particular grant applicant, the application is returned to the Grant Coordinator with a specified approved grant amount. The Grant Coordinator completes the processing of the application and forwards the application to OMB and Finance for processing and issuance of a check or electronic payment.

**6. What involvement, if any, does the local community foundation have in this process?**

The Executive and Legislative branches of government may consult with and/or collaborate with the Community Foundation of Prince George’s County on non-profit issues however; the Community Foundation does not play a decision-making role in the Executive Branch grant selection process. In FY 2012, several council members awarded grants in varying amounts to the Community Foundation of Prince George’s County for further distribution to qualified grantees.



**QUEEN ANNE’S COUNTY**

**Does your county have a program that specifically budgets local funds to community non-profits? This is separate from any fee-for-service funding that may go to these organizations as part of your human services activities.** **If your county has a grants program: how much money was allocated during the FY13 current budget cycle** **and, in how many separate grants?** Yes, Queen Anne’s County has a grants program for nonprofits and in FY 13 $89,985 was granted to 14 nonprofits.

**How are decisions made on which groups receive funding?** Groups meet with commissioners to discuss program missions and benefits to Queen Anne’s County residents and business owners and commissioners decide based on current economic conditions.

**Do grant recipients have to apply or fill out request forms?** Yes, we have a simple application that can be obtained upon request by email to Jeff Rank, jrank@qac.org.

**How is performance measured once a non-profit receives a grant?** Annual report from the nonprofit grantees stating what was accomplished in the prior year (this is currently optional / voluntary). No formal performance measures for grantees.

**After funding decisions are made, what implementation steps are made before funds are distributed?** Grantees simply make formal requests after start of fiscal year in the form of a letter or invoice.

**What involvement, if any, does the local community foundation have in this process?** We do not involve the local community foundation in the process.



**ST. MARY’S COUNTY**

**Process:**

Each organization is required to submit a budget proposal as a part of the annual budget process. The proposal contains both historical (i.e. past performance) data and its current year information.

Potential grantees are given an instruction packet that details the process and requirements. Organizations must submit financial and budgetary statements, information on mission, purpose and goals, how the organization used county funds in the past, along with a summary of changes, the upcoming fiscal year’s request and justification, and selected statistics. This would include the extent to which the entity and/or its county funding are used to serve St. Mary’s county citizens.

The County Commissioners are provided the full funding submission; requests for funds are considered individually by the County Commissioners during the budget cycle.

**Implementation and Performance Measurement:**

The county does not have grant performance/disbursement requirements. Its approach is that once funding is allocated, depending upon the amount and the organization, the organization receives a periodic distribution - some are quarterly, some are semi-annual, and some are made once a year based on amount as well as use. The County issues letters to each organization in June advising it of its allocation and when it will receive its distributions. Currently, the funding received by these organizations is viewed more as "operational" support rather than as "grants."

Some organizations provide annual reports during the year, but in all cases their next year budget submission includes actual performance data. This data is narrative as well as statistical addressing number constituents served, programs, staffing and fiscal.

**1.** **Does your county have a program that specifically budgets local funds to community non-profits? This is separate from any fee-for service funding that may go to these organizations as part of your human services activities. If your county has a Grants program: a) how much money was allocated during the FY 2012/current budget cycle, and b) in how many separate grants?** In FY2012, a total allocation of $1,452,253 for amounts going to 30 different nonprofits. In FY2013, a total allocation of $1,343,355 for amounts going to 26 different nonprofits.

**2. How are decisions made on which groups receive funding?**  This is a part of the normal budget work session process that we have with the County Commissioners. Generally speaking, for several years we did not grant to new entities, and there was no new funding. Beginning in FY 2012, funding reductions have been phased in, based on decisions made by the County Commissioners.

**3. Do grant recipients have to apply or fill out request forms? If so, what information is requested?**

They must complete budget submission forms that cover proposed uses, benefits/services to St. Mary’s County citizens, as well as financial information about their organization in total – i.e., their total budget by revenue source and major expenditure groupings.

**4. How is performance measured once a non-profit receives a grant?** The funds are treated more like general operating allocations, rather than performance-based grants.

**5. After funding decisions are made, what implementation steps are made before funds are distributed?** None – the distributions are made periodically throughout the year; we use audits and/or IRS form 990.

**6. What involvement, if any, does the local community foundation have in this process?** None.



**SOMERSET COUNTY**

**1.  Does your county have a program that specifically budgets local funds to community non-profits?  This is separate from any fee-for-service funding that may go to these organizations as part of your human services activities.  If your county has a Grants Program: a) how much money was allocated during the FY 2012/current budget cycle, and; b) in how many separate grants?** Somerset County does have a program to budget local funds to community non-profits and we allocated $116,250 to 19 community non-profit organizations for FY 2012.

**2. How are decisions made on which groups receive funding?**  Funding decisions require approval of County Commissioners.  At least 3 out of 5 Commissioners must approve the allocation and the amount each year.

**3.  Do grant recipients have to apply or fill out request forms?  If so, what information is requested?** The Community Agencies must send letters of request that indicate their financial need and how they intend to use the local funds.  This request must be sent to the County Commissioners by the middle of February to be considered during the annual budget process.

**4. How is performance measured once a non-profit receives a grant?** Performance is not measured but the Community Agencies usually report back the following year on the accomplishments and goals met during the previous year.  They also are to define their purposes for requesting the local funds.

**5. After funding decisions are made, what implementation steps are made before funds are distributed?** The County requires that the Community Agency send a letter requesting the allotted funds before they are actually distributed.

**6.  What involvement, if any, does the local community foundation have in this process?**The Community Foundation is not involved at all in this process.

   

**TALBOT COUNTY**

Talbot County does not have a “Grants Program."  Talbot County accepts funding requests as part of the annual budget process. The Council determines which agencies receive funding based on availability of funds and the merits of the activity as a public service.
$424,812 was allocated to 12 organizations during FY 2012, and in FY 2013, the current budget cycle; $410,096 will be allocated to 10 organizations

The Council determines which agencies receive funding based on availability of funds and the merits of the activity as a public service.

The grant application/budget request includes the amount of request, its specific purpose, what the agency or program accomplished in the previous year, and how the program fits into the overall budget of the requesting agency.

Performance measurement and compliance requirements are largely agency dependent, though typically the information requested by the County includes the number of people served, units provided, etc.

Most grant awards are provided on a recurring basis. Depending on the size of the award, funds are distributed monthly, quarterly, or one time after the budget has been enactedThere is no local community foundation involvement in this process.


**WASHINGTON COUNTY**

1.      Does your county have a program that specifically budgets local funds to community non-profits? **Yes;** this is separate from any fee-for-service funding that may go to these organizations as part of your
human services activities.  If your county has a Grants Program: a) how much money was allocated during the FY 2012/current budget cycle? **$1,728,040** and; b) in how many separate grants? **13**

2.      **How are decisions made on which groups receive funding?** A funding pool is set by the County Commissioners each year in which service priority areas are established. Each service priority area is allocated a % of the pool for award. Once the pool and allocation have been set a committee will evaluate all proposals and applications based on a ranking system with 6 score areas. Individual committee members' scores are totaled and averaged to yield for the final score on each proposal. Recommendations for funding are taken to the County Commissioners for final approval.

3.      **Do grant recipients have to apply or fill out request forms?** yes
4.      **How is performance measured once a non-profit receives a grant**? The organization must file a grant budget report with the Office of Community Grants Management.

5.      **After funding decisions are made, what implementation steps are made before funds are distributed**? Most of the work is done upfront.6.      **What involvement, if any, does the local community foundation have in this process?** Washington County has a Community Grants Management Office to handle annual budget requests.

Our funding guidelines and applications:<http://www.washco-md.net/grant_man/index_cof.shtm>.



**WICOMICO COUNTY**

In FY13 Wicomico County funded the following “grant” programs in the general fund budget:

·         Small Business Development Center, 1st year, $6,000, they sent a letter request.

·         The Volunteer Fire & Ambulance budgets are referred to as grants in the budget $4.3M.

·         We list Community College as a grant of $3,120,880.

·         Tri-County Council receives a grant of $315,343.

·         Community Access Channel grant $66,096.

·         Economic Development Grant $125,933.

·         Teen/Adult Center Dove Point $61,363.

·         Maintenance of Aged in Community $166,375.

·         Life Crisis Center $13,500.

 

**WORCESTER COUNTY**

In FY 2012, Worcester County allocated $740,507 in 20 separate grants through the Board of County Commissioners. Worcester County accepts funding requests as part of the annual budget process, and, if funds are approved, they are listed as a budget line item. Funding decisions are made based on two overriding factors: if funds are available in the annual budget, and if new programs are going to be approved County-wide for the fiscal year. In recent years, funding remained flat or was reduced by a percent equal to reductions County Departments and Agencies were asked to cut in their operating budgets. Most recipients have had grant relationships with Worcester County for more than 21 years.

**Process:**

During FY03-FY09, recipients completed a two-page County grant application. The application included agency information, project budget, project information, recent financials and a summary of anticipated expenses for the coming year. Beginning in FY10, the County did not require financial information from non-profits due to revenue shortfalls. The County issues letters to each organization in June to advise what has been allocated and when the agency should receive its distributions. Worcester County does not have a community foundation. Non-profits are encouraged to attend the annual public hearing for the County budget and make a brief presentation to the County Commissioners.

**Implementation and Performance Measurement:**

Most grant funds are distributed annually in early August. A small percentage of approved grants are matching funds for capital expenditures, and the recipients must provide proof of their expenses and request reimbursement from the County. There is no performance measurement component to the grant process in Worcester County, since most annual grants to non-profits help to defray their operating expenses.



**Contacts and County Officials Who Submitted Information for this Report:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **County** | **Contact Name** | **Title** | **Phone No.**  | **Email** |
| Allegany | Jason Bennett | Director of Finance | 301-876-9526 | jasonbennett@allconet.org |
| Anne Arundel | Maria Casasco | Grants Administrator | 410.222.1879 | EXCASA01@aacounty.org |
| Baltimore City | Laura Larsen | Budget Analyst | 410-396-4967 | laura.larsen@baltimorecity.gov |
| Baltimore  | Yolanda WinklerSubmitted by Matthew Carpenter | Government Affairs DirectorGrants Review Administrator | 410-887-2450410-887-8496 | ywinkler@baltimorecountymd.gov |
| Calvert | Timothy HaydenSubmitted by Joan Thorp | Deputy Director, Finance and BudgetDeputy Director, Finance and Budget | 410-535-1600 x 2283410-535-1600 x2651 | haydent@co.cal.md.usthorpjt@co.cal.md.us |
| Caroline  | Submitted by Sara Visintainer | County Comissioners’ Chief of Staff | 410-479-4102 | svisintainer@carolinemd.org |
| Carroll | Cat Wellman | Grants Manager | 410-386-2212 | cwellman@ccg.carr.org |
| Cecil  | Submitted by Craig Whiteford | Budget Manager | 410-996-8302 | cwhiteford@ccgov.org |
| Charles | Debra Posey | Grant Analyst | 301-638-2404 | poseyd@charlescounty.org |
| Dorchester | Michael Spears | Director of Finance | 301-600-1918 | mspears@docogonet.com |
| Frederick | Melanie Thom | Grants Team Leader | 301-600-2217 | mthom@FrederickCountyMD.gov |
| Garrett | Peggy JamisonSubmitted by Wendy Yoder | Grant Resource DeveloperDirector of Financial Services | 301-334-8981301-334-8988 | pjamison@garrettcounty.orgwyoder@garrettcounty.org  |
| Harford | Brenda Peisinger | Grants Coordinator | 410-638-4109x1299 | mbpeisinger@harfordcountymd.gov |
| Howard | Tim BettsPeter Brunner | Grants Oversight ManagerGrants Coordinator | 410-313-4339410-313-2085 | tbetts@howardcoutnymd.govpbrunner@howardcountymd.gov |
| Kent | William KerbinSubmitted by Pat Merritt | Housing PlannerChief Finance Officer | 410- 778-7426410-778-7456 | bkerbin@kentgov.orgpmerritt@kentgov.org |
| Montgomery | Submitted by Beryl FeinbergKathleen Sheedy | Manager, Office of Management and BudgetHealth and Human Services Grants | 240-777-2768240-777-4518 | Beryl.Feinberg@montgomerycountymd.govKathleen.sheedy@montgomerycountymd.gov |
| Prince George's | Deanna Baker-Mims | Office of Management and Budget | 301-952-3300 | DMBaker-Mims@co.pg.md.us |
| Queen Anne's | Michael Clark | Director, Local Management Board | 410-758-6677 | mclark@qac.org |
| St. Mary's | Submitted by John Savich | County Administrator | 301-475-4200 X1321 | John.savich@co.saint-marys.md.us |
| Somerset | Gene Adkins | Finance Director | 410-651-0044 and 9414 | gadkins@somersetmd.us |
| Talbot | Angela Lane | Finance Director | 410-770-8021 | alane@talbotcountymd.gov |
| Washington | Submitted by Deb Murray | Budget & Finance Dir. | 240-313-2300 | Dmurray@washco-md.net |
| Wicomico | Submitted by Sharon Morris  | Assistant Director of Administration | 410-548-4801 | smorris@wicomicocounty.org |
| Worcester | Submitted by Kathy WhitedKim Johnson | Budget OfficerBudget Accountant | 410-632-3001410-632-1194 | kwhited@co.worcester.md.uskjohnson@co.worcester.md.us |