HARFORD COUNTY
DEPARTMENT OF COMMUNITY SERVICES

GRANT IN AID PROGRAM FY 2022
Applicant Information Packet

*Programs Strengthening At Risk Citizens with
Differing Abilities, Recovery Houses, Seniors and Youth*

Due December 7, 2020

125 North Main Street, Bel Air, Maryland 21014
410-638-3389

This document is available in alternative format upon request

Revised: August 2020

Harford County FY22 Grant-in-Aid Applicant Information Packet

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Grant In Aid Application Checklist and Signature Page

Please review this checklist to ensure all sections are complete and all requested attachments are included. Please organize and label information as follows & use this checklist as your Table of Contents for submission.

Application Form:
☐ **Section A: Organization Information**
☐ **Section B: History and Background**
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☐ **Section D: Past Results**
☐ **Section E: Sustainability Plan**

Please attach the following materials to **each copy** of your application. Label the attachments in the following way - upper right corner- Attachment 1, for example. If they are not attached, your application will be returned. This requirement also applies to organizations currently receiving funding:

☐ **501 (c) 3 documentation, Attachment 1**

☐ **Names, addresses, and organizational affiliations of current Board of Directors, Attachment 2**

☐ **A copy of any agency accreditations and/or licenses, if applicable, Attachment 3**

☐ **Three (3) References, (not letters of reference) with contact name, address, phone, email & affiliation, i.e. partner/vendor/donor, Attachment 4**

☐ **Copy of current annual budget for your organization, including other grant requests, in-kind donations and alternate sources of funding, Attachment 5**

☐ **Financial summary statement signed by your organization's fiscal officer <u>or</u> audit statement for fiscal year 2020, signed by a professional accountant, Attachment 6**

I certify that all information contained in this application and these attachments is true and accurate.

Print or Type Full Name: _____   Title: _____

Authorized Signature: _____   Date: _____

Telephone Number: _____   Email: _____

All applications and supplemental information must be delivered by 5 p.m. on Monday, December 7, 2020 to:

Harford County Department of Community Services
Grant In Aid
125 North Main Street, Bel Air, Maryland 21014
grantinaid@harfordcountymd.gov

PART I: APPLICATION PROCESS AND INFORMATION

Executive Summary

The Harford County Department of Community Services is proud to announce its Request for Applications for the Grant In Aid Program for Fiscal Year 2022 (July 1, 2021 through June 30, 2022).

The Harford County Department of Community Services' Grant In Aid Program fosters sustainable communities by coordinating with municipalities, public and private agencies, civic organizations and community members to address needs in our community. Grant In Aid administers grants to public service organizations serving at risk populations, low income households, individuals with disabilities, disadvantaged youth, senior citizens and the recovery community.

Our goal is to enhance human services in Harford County and provide support to our public/private partners that are striving to meet the emergent and daily needs of Harford County citizens. To carry out its mission, Grant In Aid awards operating and project reimbursement grants to qualified applicants. The Grant In Aid process is reviewed by Community Development Review Board members who serve terms of two to four years.

Technical assistance is available by calling 410-638-3389 or by attending a group information session. The dates of the sessions are listed below.

Application Calendar

October 16, 2020   Grant In Aid Applications available online at www.harfordcountymd.gov/1708/GrantInAid
Please contact coordinator with any questions on the application process or for assistance with completing the application

December 7, 2020   Deadline for applications. **Please submit one (1) original paper application and one (1) paper copy to the DCS Office as well as one (1) electronic copy package to** grantinaid@harfordcountymd.gov **by 5:00 p.m. Both the paper and electronic copies should be identical and must include all attachments.** Late applications will not be accepted.

January 2021   Community Services Review Board reviews grant applications and issues funding recommendations

May 2021   Preliminary Notification to Recipients, pending approval of submitted County Budget from the County Council

July 1, 2021   Beginning of Fiscal Year 2022

Please direct inquiries to:

Harford County Government
Department of Community Services
Meg Deem, Grant In Aid Coordinator
125 North Main Street
Bel Air, MD 21014
madeem@harfordcountymd.gov
Phone: 410-638-3389 ext. 1229
Fax: 410-803-0433

The Grant In Aid Program information packet and application are available in alternative format upon request.

Eligibility & Qualifications of Applicants

- 501 (c) (3) non-profit organization or Public Body
- Organizations that do not require participation in non-secular activities as a condition for receiving program services
- Independent annual audit – applicants can include the cost in the Grant In Aid application budget
- Applicant programs must primarily serve low to moderate income individuals and be able to provide documentation on clients served.
- Applicant programs must serve at risk populations, low income households, individuals with disabilities, disadvantaged youth and/or senior citizens.
- Applicant organizations must be soundly managed and financially accountable and provide proof thereof.
- Applicant organizations will comply with all state and federal laws regarding the Americans with Disabilities Act.
- Applicants are prohibited from using funding to promote or further non-secular purposes.
- Applicant organizations must be legally active and in *GOOD STANDING* with the Maryland State Department of Assessment and Taxation. The organization's name in the MD SDAT database must match *EXACTLY* the organization's legal name listed on the GIA application. Visit the web site below to confirm these requirements and initiate any corrective action, if necessary:

    https://egov.maryland.gov/BusinessExpress/EntitySearch
- Applicant organizations must be registered and in *GOOD STANDING* with Maryland Office of the Secretary of State, Charitable Organization Division. The organization's name in the Secretary of State's database must match *EXACTLY* the organization's legal name listed on the GIA application. Visit the web site below to confirm these requirements and initiate any corrective action, if necessary: http://sos.maryland.gov/Charity/Pages/default.aspx

What are Eligible Activities?

1. Activities serving low-income Harford County residents in the following categories:
   - Prevention and intervention programs for those citizens "at risk" and in active recovery.
   - Individuals with disabilities
   - Seniors citizens
   - Disadvantaged youth
2. Activities that can be accomplished during a 12 month period, including operating funds
3. Activities that immediately improve participants' quality of life and/or assist them in improving and stabilizing their quality of life in the future
4. Activities that support Harford County's Mission, Goals & Objectives. The County's Vision & Mission are available for review on the County's website at: http://www.harfordcountymd.gov/DocumentCenter/View/6268/Vision-and-Mission-Statement

What are Eligible Funding Items?

Category	Item
Salaries	Employee wages
Fringe Benefits	Social Security, retirement, insurance, worker's compensation
Contractual	Rent, lease of office equipment and building space, utilities, telephone, high speed internet services, advertising, general liability, unemployment insurance, professional services (legal, audit/financial, etc.), service and maintenance contracts (office equipment, building and custodial services, consultants, etc.)
Supplies/Materials	General office supplies, printing, postage and delivery, janitorial supplies, food, small tools (hammers, etc.) audio/visual equipment, computer supplies and software, printer cartridges, paper, etc.
Business/Travel	Mileage, parking, tolls, commercial carrier/transportation costs, meals and lodging, professional books and periodicals, membership fees, training/seminar tuition, etc.
Other	If you have other items not mentioned above, please contact Community Services at 410-638-3389 ext. 1229.
Equipment	Restrictions apply, prior approval required

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What are INELIGIBLE Funding Items?

- Property Acquisition
- Capital Building Projects
- Merit Bonuses for employees
- Charitable Contributions & Donations

- Political Campaign Donations
- Event tickets/attendance at Fundraising events

Linking your program to Harford County's Mission, Goals & Objectives

The County's Mission to be "fiscally prudent in providing efficient, transparent and responsive services to strengthen families and communities, to support excellence in public safety and public education, and to promote economic vitality" can be found with more details at: http://www.harfordcountymd.gov/DocumentCenter/View/6268/Vision-and-Mission-Statement

Application

- The application form can be downloaded from the County website at www.harfordcountymd.gov/1708/GrantInAid on October 16, 2020.
- Applicants may apply for Grant In Aid from only one Harford County department. A separate application form must be filled out for each program.
- All required attachments and supplemental information must be included in paper (2) and electronic (1) copies.
- Please direct all questions regarding preparation and/or submission of these forms to Meg Deem, Department of Community Services, Grant In Aid at 410-638-3389 ext. 1229.
- First time applications will be considered. There is a $5,000 request limit for first time applicants. The applicant will indicate on top of the application that they are a first time applicant.

Deadline

- The application deadline is **Monday, December 7, 2020 at 5:00 p.m.**
- Late applications will not be accepted.
- **Please submit one (1) original paper application**, **one (1) paper copy application and one (1) electronic copy by 12/7/20 at 5:00 p.m. Both the paper and electronic copies must be identical and include all attachments.**
- Email the completed application and all supporting documents in one file to grantinaid@harfordcountymd.gov. Mail or drop off original hard copy application and one (1) copy to the DCS office at 125 N. Main Street, Bel Air, MD 21014.

Important Application Formatting and Technical Details

- Grant In Aid applications must <u>only</u> be signed by the program director or an officer of the corporate entity; the person who can legally obligate the organization.
- Use 8 ½ x 11 inch paper with one inch margins for application
- Use 12 point, Arial Font
- Number the pages
- There are no formulas in the charts or worksheets. Please ensure your calculations are correct.
- Do not staple, hole-punch or place pages in a binder - an envelope or folder for hard copies is fine. A large binder clip will be accepted.
- Label the top right corner of the attachment with attachment number, as instructed on page 3
- When scanning the materials to email: re-label the document to match with the checklist attachment number. For example, do not label the attachment as References; instead label it as attachment 4. Please scan the entire application with all attachments as one pdf file.
- The Grant In Aid Application Checklist should be used to confirm all application items are complete and included, and used as your table of contents.

Application Evaluation Process & Community Services Review Board

The Community Services Review Board is appointed to assist the Department of Community Services in its Grant In Aid decision-making. Its function is to review applications, make funding recommendations, and offer policy recommendations.

The Community Services Review Board is made up of a diverse group of citizens, including representatives from faith based organizations, business leaders, the local school system and various community service agencies.

Review Criteria

The review of grants is based on the following criteria:
- Placement of projects/organizations in areas with concentrations of low-to-moderate income individuals/families
- Ability of the applicant to carry out the project/service
- Impact of services to the community

At a minimum, the Community Development Review Board will address each of the following criteria when the application is reviewed:

- Implementation
- Serves Community Need
- Capacity and Client Development
- Financial Stability
- Past Performance
- Technical Merit of Proposal

PART II: POST AWARD ACTIVITIES AND INFORMATION

Notification

Organizations will be notified by mail in May 2021 as to the disposition of the application, pending County Council approval. If approved for funding, the organization must execute a grant/contract agreement before funding is released.

Accountability

Grant In Aid may request to examine or audit all pertinent books, records, and accounts of grant recipients, as well as service information, customer eligibility and project outcomes.

Marketing and Promotion of your Program

If a general operating grant is awarded, all publicity, including brochures, news releases, and other program materials must give credit to Harford County Government Department of Community Services. A copy of the appropriate logo will be provided electronically. When no printed information is used, verbal credit must be given at public events (i.e. at fundraisers, award events, etc.)

Reporting

At the end of each quarter, the organization will submit a Quarterly Narrative Assessment Report which details what services were provided and to who (with reference to any eligibility criteria), project outcomes and progress on meeting goals outlined in the grant application. Additionally, the Financial Status Report form with documentation, i.e. invoices, receipts, time sheets, etc., of expenditures must be submitted before grant funds can be released. The appropriate reporting forms will be forwarded to your organization upon the execution of the grant agreement.

A professional audit must be submitted after the fiscal year, by December 31, 2022. Additionally, please attach any/all publicity materials. Future applications will not be considered unless the final report is submitted.

Reporting Schedule - Due Dates

Reports are due ten (10) days after the end of each Quarter: October 10, 2021; January 10, 2022; April 10, 2022; July 10, 2022.

- Narrative Assessment Report
- Financial Status Report, with documentation
- The Fourth Quarter report filed on July 10th also serves as the final yearend report

Background Checks

As a recipient of Grant In Aid funding, all staff and volunteers who are in contact with youth in a GIA funded program, must undergo state background checks. A statement on the Grantee's letterhead attesting that the individuals have received clear reports is due before any funds are issued.

Program Changes

Grant recipients must notify Grant In Aid if a change is necessary in any funded program or project. Grant In Aid must give approval prior to the change occurring. Applicant may need to complete a **Budget Modification** form.

GRANT IN AID APPLICATION TIPS

1. Be sure to make the required number of copies (original plus one (1) paper and one (1) electronic copy).

2. Double check the application to ensure all required information is attached. Please use the checklist provided.

3. The FY22 grant application requires three (3) references from partnering agencies. Please notify the agencies that we may be contacting them.

4. If the audit/financial statements are spiral bound, be sure to attach a copy to all application packages submitted.

5. The FY22 grant application will once again have a strong emphasis placed on target population data and performance measurements.

6. Be sure to read the questions *carefully* and answer what is being asked. Some questions have several parts to them.

7. There are no formulas in the charts or worksheets. Please ensure your calculations are correct.

8. Be concrete in your responses. Acronyms should be clearly defined. Remember to back up any statements/claims you make. Do not leave the reviewers wondering what you mean. It is helpful to have someone outside of your organization review your application for clarity of ideas.

9. For previous Grant In Aid recipients, remember that the reviewers will receive a report on the timeliness and completeness of your past Narrative Assessment Reports and will take this into consideration when making recommendations.

10. In this tight budget year, it is important that you take your time with your application. Do not re-submit the same application year after year.

11. The reviewers *do* study your financial reports carefully. Make sure they are accurate and easy to understand.

Resources
Maryland Department of Assessment and Taxation - Taxpayer Services Division,
Charter Record Search
https://egov.maryland.gov/BusinessExpress/EntitySearch

Maryland Office of the Secretary of State, Charitable Organization Division
http://www.sos.maryland.gov/Charity/Pages/default.aspx

Harford County Department of Community Services
Grant In Aid Division
125 North Main Street
Bel Air, Maryland 21014

FY 2022 GRANT IN AID APPLICATION
(July 1, 2021 – June 30, 2022)

Please read all instructions before completing this application. NOTE: Please submit one (1) original paper application package, plus one (1) paper copy and one (1) electronic copy (to grantinaid@harfordcountymd.gov) by **5:00 p.m.** on **Monday, December 7, 2020**. Both the paper and electronic copies must include all attachments. All applications should be typed using Arial 12 point font. Late, incomplete and incorrectly completed applications will not be accepted. This application will be available on the Community Services page of the Harford County Government web site at: http://www.harfordcountymd.gov/1708/GrantInAid on October 16, 2020.

SECTION A: ORGANIZATION INFORMATION

First-Time Applicant?   ☐ Yes   ☐ No
Note: First Time Applicants may not request more than $5,000 unless applying for Recovery funding.

Applicant Organization (Full legal name): _____
(as registered with MD Department of Assessments & Taxation & MD Office of Secretary of State, Charitable Organization Div.)

Address: _____

Program contact person/title: _____

E-mail address: _____

Phone number: _____   **Fax:** _____

Target population: ☐ At Risk   ☐ Disabled ☐ Recovery   ☐ Seniors   ☐ Youth

Number (numeric) of people to be served with Grant In Aid funds: _____

Total funding amount requested: $_____

Name of Program requesting GIA funding for: _____

Are you requesting other GIA funding from other Harford County Government Departments or Agencies? ☐ Yes   ☐ No

If Yes, please list the agencies and the total amount of additional funding you are requesting? _____

SECTION B: HISTORY AND BACKGROUND

<u>Background of the Organization</u>

- Provide a **<u>brief</u>** background of your organization including mission, vision, and short and long term goals.

- How many employees and volunteers do you have?

  Full time staff: _____   Part time staff: _____   Volunteers: _____
  (35-40 Hours/wk)

- List & briefly describe programs currently offered by your organization and their purpose:

Program Name	Program Description	Program Purpose

- Does your organization hold any licenses/certifications/accreditations related to serving your targeted population? Yes ☐ No ☐   (If yes, please list and include copies of certifications with your application.)

Define the problem your organization is working to solve

- **Briefly** describe the community problem that your organization is working to solve. How many people in the county are affected by this problem? How many are currently aided or unaided? How many people does your organization turn away for lack of resources?

- How will the proposed program be used to advance your organization's objectives?

- Where do your clients reside?

SECTION C: PROPOSED PROGRAM AND BUDGET

Detailed Program Description

- Provide a description of the <u>specific program</u> that your organization will implement with the requested funds. Be sure to tell how staff and volunteers will deliver the program to clients over the course of a full program year. Include goals, number of clients you anticipate to serve, their income level and geographic location.

- Please list staff, including titles, skill levels and number of years with the organization for those individuals working directly with the program for which funds will be used. If hiring staff, please attach job description.

Name	Title	Education, Certification Licensure and/or Experience	Years with Organization	Hours worked on Project/week & hourly salary

Link to Harford County's Mission

- Explain how your project supports the County's Mission, Goals & Objectives. Details are located on the County's website at: http://www.harfordcountymd.gov/DocumentCenter/View/6268/Vision-and-Mission-Statement

Client Identification and Engagement

- Explain how you will engage your anticipated clients and how you will be able to serve the number of clients you are proposing to serve. Describe your methods of outreach.

- How will your organization determine client/household eligibility for your program?

- How will your program verify eligibility requirements (i.e. income, residency, age)?

- Does your organization regularly review policy, procedure, productivity and how you distribute services? Is there an assessment at least one time a year?

- What is the cost breakdown per person/household? Explain how you calculated this cost.

Similar Services

- What other organizations currently provide this type of service in our community and how is your organization different?

Program Budget

- Provide the name of the program and total annual budget for the **program** for which you are seeking funding. Break this budget down by use and source of funding. *(Attach additional information as needed.)*

Name of Program: _____

Program's Total Annual Budget: $_____

Use/Expense	Amount	Source

- If your organization is increasing its program budget by 20% or more, please elaborate on the specific areas for the funding increase.

In-Kind Donations

- Describe non-cash donations (in-kind services, staff, office/program space, materials, printing, etc.) given to your organization for this particular **program**. *(Attach additional information as needed.)*

Organization	Type of Donation	Estimated Value

Total Estimated Monetary Value of In-Kind Donations for this Program: $_____

Partnerships

- List all community partners with which you intend to collaborate to achieve success in this particular program year. For each partner listed, briefly describe current and/or planned efforts for shared planning, resources, data, and any other assets to help you create positive community change through the proposed program.

- Organizations must submit three (3) references from partnering agencies who routinely contribute to the success of your organization's ability to serve this population throughout the year. Include contact name, phone number, email address and mailing address.

SECTION D: PAST RESULTS

Part I - Narrative of Past Performance-

Briefly describe your organization's program goals and performance for FY 2020 (July 1, 2019 – June 30, 2020). Please provide the following details about the program's performance and client results:

- Describe program outcomes and results, number of clients served, activities or services delivered (type and frequency). Provide information on the methods used, and by whom, for measuring performance.
    - ***Examples:***
        - ➢ *Numbers and percentage of program participants with changes in skills, knowledge, behavior, situation/circumstances.*

        - ➢ *Number and percentage of program participants who engaged in productive activities (such as employment, volunteering or education).*

- Describe how this program demonstrates quality.
    - ***Examples****:*
        - ➢ *Monitoring of clients continued participation in the program.*

        - ➢ *Satisfaction results surveys*

Part II – Client Data

Give details of the region served, income level of clients served and race/ethnicity of clients served for FY20 (July 1, 2019 - June 30, 2020).

SECTION E: SUSTAINABILITY PLAN

Funding plan
- Describe your organization's plan to sustain the proposed program beyond funding from Harford County. Describe your organization's planned fundraising and grant writing efforts for this fiscal year.

Other funding requests
- Please list other organizations to which you have applied or intend to apply for funding.
- Note the amount you are requesting, application date, award notification timeframe and status.

Organization	Amount Requested	Application Date/ Award Notification Date	Status (Pending, Funded, Declined)

- Do you plan to use Grant In Aid, if awarded, as a match for other funding?

  Yes ☐   No ☐

- If yes, please estimate below how much Grant In Aid funding will be used as match and to what other funding source the match will be attributed. Please note that Grant In Aid funds cannot be counted more than once as matching funds.

GIA Match Amount	Other Funding Source