

MONTGOMERY COUNTY GOVERNMENT
Office of Grants Management
Notice of Funding Opportunity (NOFO)

FY26 Cost Sharing Capital Grants (CSCG)
Grant Program – Stage One

Program Summary: The Office of Grants Management (OGM) is soliciting grant applications for the County's FY 2026 Cost Sharing Capital Grants (CSCG) Grant Program from qualified 501(c)(3) nonprofit organizations seeking to implement capital projects that help provide access to resources, direct services, historical preservation, cultural enrichment, and/or other benefits to Montgomery County residents. The [FY26 County Executive Recommended Budget](#) includes \$3.0 million for nonprofit organization capital projects within Montgomery County and who have already secured a State capital award. This amount and priorities for this funding may be impacted by the Montgomery County Council's final FY26 Approved Budget to be passed in late May of 2026 as well as multi-year awards from the FY24 and FY25 CSCG competitions. Multi-year awards will range from \$50,000 to \$1,000,000 across up to three fiscal years with a maximum of \$350,000 provided in a single fiscal year.

The FY26 CSCG competition will be divided up into two stages. Stage One will focus on collecting topline requests for County funding and determining eligibility through a brief application. Applicants who pass Stage One will be invited to participate in Stage Two where they will submit a full, more detailed application that explains their funding request. The Stage Two dates and Notification of Funding Opportunity (NOFO) will be released after the County Council passes its FY26 Capital Budget in late May of 2025.

Stage One Key Program Dates:

- **Program Opens for Applications:** Monday April 14, 2025 at 5:00 PM
- **MS Teams Live Online Grant Program Information Session:** Friday April 18, 2025 from 9:30 AM to 10:30 AM (see link below)
- **Submission Deadline:** Monday April 28, 2025 at 11:59 PM

Stage One Key Program Resources:

- **Program Page:** https://gn.ecivis.com/GO/gn_redir/T/1oswxkeuck4lp
- [Link to the April 18, 2025 Information Session OR a recording of the event](#)
- [OGM Board Race-Ethnicity Reporting Template](#)

Stage Two **Key Program Dates** and **Key Program Resources** will be provided within a FY26 CSCG Stage Two NOFO in late May of 2025 after the Montgomery County Council provides final approval of their FY26 Capital Budget.

Capital expenses are defined as expenses that are \$5,000 or more in one-time costs for the purchase or improvement of a single fixed asset. After providing multi-year funding, where applicable, for the FY24 and FY25 CSCG award winners, roughly \$2.5 million remains for FY26 projects with funds broken down into the following categories:

- **Arts Facility Capital Grants (\$636,280 available to match appropriated Maryland State Bond Bills or other forms of Maryland State capital funding)** are defined as having their primary mission or objective as the exhibition, presentation, production or performance of, and/or education in, an arts and/or humanities discipline, and/or provides support services to artists and/or scholars and/or arts and/or humanities organizations.
- **Non-Arts Facility Capital Grants (\$1,867,593 available to match appropriated Maryland State Bond Bills or other forms of Maryland State capital funding)** for any nonprofit capital project that falls outside of the Arts Facility definition above.

Grant Program Details, Submissions, and Support: Application details can be downloaded, and application may be submitted through OGM's Online Grants Application Platform through the links above. Applicants requiring an Americans with Disabilities Act (ADA) accommodation should contact the Office of Grants Management to discuss alternative submission options. Applications that are incomplete, do not meet legal requirements, or are submitted after the deadline will not be accepted. For questions, technical support, or for alternate ADA submission options please contact the Office of Grants Management using the contact information below:

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TABLE OF CONTENTS

Section I	Grant Program Information	4-9
	Background	4
	Target Population	4
	Funding Priorities	5-6
	Project and Organization Eligibility	6
	Eligible and Ineligible Expenses	6-7
	Award Information	7
	Award Reporting Requirements	7
	Application Review & Awards	7
	Award Notification	8
	Submission Guidelines	8
	Information Session	9
	Terms and Conditions	9
Section II	Application Tasks	10-12
Section III	Scoring of Applications	13
Section IV	Certifications, Acknowledgements, & Assurances	14-15

SECTION I – GRANT PROGRAM INFORMATION

A. Background

The Office of Grants Management (OGM) is soliciting grant applications for the County’s FY 2026 Cost Sharing Capital Grants (CSCG) Grant Program from qualified 501(c)(3) nonprofit organizations seeking to implement capital projects that help provide access to resources, direct services, historical preservation, cultural enrichment, and/or other benefits to Montgomery County residents. The [FY26 County Executive Recommended Budget](#) includes \$3.0 million for nonprofit organization capital projects within Montgomery County and who have already secured a State capital award. This amount and priorities for this funding may be impacted by the Montgomery County Council's final FY26 Approved Budget to be passed in late May of 2026 as well as multi-year awards from the FY24 and FY25 CSCG competitions.

The FY26 CSCG competition will be divided up into two stages. Stage One will focus on collecting topline requests for County funding and determining eligibility through a brief application. Applicants who pass Stage 1 will be invited to participate in Stage Two where they will submit a full, more detailed application that explains their funding request. The Stage Two dates and NOFO will be released after the County Council passes its FY26 Capital Budget in late May of 2025.

After providing third year funding for the FY24 CSCG award winners, up to \$2.5 million remains for FY25 projects with funds broken down into the following categories:

- **Arts Facility Capital Grants (\$636,280 available to match appropriated Maryland State Bond Bills or other forms of Maryland State capital funding)** are defined as having their primary mission or objective as the exhibition, presentation, production or performance of, and/or education in, an arts and/or humanities discipline, and/or provides support services to artists and/or scholars and/or arts and/or humanities organizations.
- **Non-Arts Facility Capital Grants (\$1,867,593 available to match appropriated Maryland State Bond Bills or other forms of Maryland State capital funding)** for any nonprofit capital project that falls outside of the Arts Facility definition above.

About the Office of Grants Management: As charged in Bill 36-19, the OGM provides a central point of contact regarding the grants that the County receives or awards. The OGM also develops countywide policies and procedures regarding grants management and ensures these are consistent with racial equity and social justice goals, performs outreach regarding grants offered by the County and other grants functions. For additional information on other Montgomery County grant programs, please visit the [OGM’s County homepage](https://montgomerycountymd.gov/ogm/) at <https://montgomerycountymd.gov/ogm/>.

B. Target Population

The target populations for this Grant Program are Montgomery County residents and is intentionally very flexible. Priority in awarding funding will be given to projects that demonstrate a commitment to and impact on Underserved populations¹ in Montgomery County.

¹ This program uses the same definition of underserved communities as [the January 20, 2021 Executive Order on Advancing Racial Equity and Support for Underserved Communities Through the Federal Government](#). The term “underserved communities” refers to populations sharing a particular characteristic, as well as geographic

C. Funding Priorities

The goal of this program is to support capital projects led by 501(c)(3) nonprofit organizations that provide access to resources, direct services, historical preservation, cultural enrichment, and/or other benefits to Montgomery County residents. OGM expects a large number of applications and total funding requests that will greatly exceed the amount of resources available. **The Stage Two FY26 CSCG NOFO may have updated priorities to reflect final County Council budget decisions.** Applicants will have the opportunity to address any updated priorities, if any, in the Stage Two application.

To help applicants make their proposals more competitive, priority in awarding funding will be given to projects that demonstrate:

- **A commitment to and impact on Underserved populations in Montgomery County.** If targeting an Underserved population or community, applicants should explicitly demonstrate the following in their proposal:
 - A strong understanding of their target population's/community's needs;
 - How this capital project will help meet these needs through resources, direct services, historical preservation, cultural enrichment, and/or other benefits;
 - How these benefits will be provided in technically, culturally, and/or linguistically proficient way to the target population/community; and
 - A broad base of impact through their proposal to their target population/community.

Projects that cannot demonstrate this commitment to and impact on Underserved populations will be less competitive.

- **Readiness to immediately, or quickly, utilize grant resources.** Applicants should explicitly outline in their proposals other funding streams contributing to the capital project, the status of each of these funding streams, the current stage of planning/implementation, and overall how the capital project is on track to begin implementation in the next 3 - 9 months. *Applicants who still need to raise significant amount of funding (50% or more) to begin or complete their project will be less competitive.*
- **Ownership of or a long-term commitment to the asset being improved.** Applicants should explicitly demonstrate that they own (or intend to buy) the land, building, or other asset that they are seeking funding to improve. If the organization has a long-term (5+ years) commitment to a space owned by a jurisdiction (i.e. State, County, city, or other municipality) or other institution (i.e. house of worship, higher education institution, etc...) then that should also be clearly demonstrated in the application. In short, this Grant Program is less likely to fund capital projects that will involve rented or leased space. *Applicants who are renting or leasing a space on a short-term basis (less than 5 years) or who do not yet have a property selected will be less competitive.*
- **No current County capital project funding.** Applicants who currently do not have an active capital award from the County will receive funding preference. *Organization who have an active capital award from the County will be less competitive (see eligibility criteria below for additional terms).*

communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQIA+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

Applications for other, non-County capital grants do not disqualify organizations from applying for and winning grants under this Grant Program. Other funders set their own policies, priorities, and eligibility requirements and they should be consulted.

Also due to the expected volume of requests greatly exceeding available resources, grants provided under this program may be requested as multi-year awards of up to three years, pending satisfactory program performance and continued appropriation of funding by the County Council. Large projects that will take two or more years to be finished should expect to have their funding spread across multiple fiscal years. The multi-year funding request must be consistent with the project's expected timeline.

The Office of Grants Management will also seek proposals from organizations that:

- Exhibit cultural proficiency;
- Are inclusive of the LGBTQIA+ community members; and
- Use a racial equity lens in providing services.

D. Project and Organization Eligibility

Applicants and their proposed projects must meet all of the following Programmatic Eligibility requirements to be considered for funding.

- Organizations must have an appropriated Maryland State Bond Bill (or other forms of Maryland State capital funding) to apply for this Grant Program;
- Organizations currently pursuing, but who have not yet secured, a Maryland State Bond Bill (or other forms of Maryland State capital funding) for this capital project are not eligible for this Grant Program;
- The Maryland State Bond Bill (or other form of Maryland State capital funding) must be for the same capital project as the one in the application for this Grant Program;
- Organizations with an existing County capital award **for the same project** are not eligible for this Grant Program;
- An organization with an existing County capital award may apply for this Grant Program for **a different project** (see Funding Priorities above for related terms); and
- Applicants may only submit one application per organization under this NOFO.

In addition, applicants must meet all the following general County eligibility conditions:

- The organization must have a Federal 501(c)(3) tax-exempt status or be a collaboration between two or more entities with at least one having this status;
- The organization must be currently registered and in Good Standing with the Maryland State Department of Assessments and Taxation (SDAT);
- The organization's capital project must be, or planned to be, located in Montgomery County; and
- Current Montgomery County contract or grant award winners must be current on all reporting obligations for other awards and those reports must reflect substantial progress towards the goals of their awards.

E. Eligible and Ineligible Expenses

The range of expenses related to capital projects allowed under this grant is intentionally very flexible. Capital expenses are defined as expenses that are \$5,000 or more in one-time costs for the purchase or improvement of a single fixed asset. Examples of past capital projects that have previously been funded by CSCGs include, **but are not limited to:**

- Purchase of land or buildings;
- Construction of new buildings;
- Improvements to land (i.e. addition of turf and bleachers to a sports field);
- Expansions or add-ons to existing facilities;
- Renovation and upgrades to existing facilities;
- Renewal of assets to preserve historical buildings and sites; or
- Purchase of major equipment (\$5,000+) (i.e. walk in fridges and freezers);

This Grant Program will **not** fund the following expenses:

- Any operating costs including but not limited to rent, leases, salaries, utilities, staff benefits, contractor costs unrelated to capital projects (i.e. contract trainers or accountants), supplies, minor equipment (\$5,000 or less), maintenance, and other program related supplies;
- Indirect costs;
- Loans or mortgage payments on existing capital projects or properties;
- Lobbying;
- To cover any expenses made prior to the Grant Award;
- To supplant (replace) funds from other grant sources; or
- Any other cost deemed by the County unrelated to the capital project.

Applicants are encouraged to vet with OGM potential costs prior to submitting application to ensure it is eligible.

F. Award Information

Award sizes will vary with a minimum award of \$50,000 and a maximum award of \$1,000,000. The County may choose to provide a multi-year award, up to a maximum of three (3) years, with future fiscal year funding contingent on satisfactory project progress and Council appropriations. \$350,000 is the maximum amount to be awarded in a single fiscal year. This Grant Program does not commit Montgomery County to make an award.

Capital grant awards are anticipated to provide a 30% upfront payment of the fiscal year's award value with the remainder of the award provided on a cost reimbursable basis.

Grant awards are anticipated to be a 24-month term that may be extended if justified.

G. Award Reporting Requirements

Award winners will be required to submit a semi-annual activity and financial reports during the grant's implementation. Activity reporting will cover the progress made on implementing capital projects while financial reporting will summarize expenditures made thus far. Award winners will also submit a final activity and financial report at the completion of the grant term summarizing the full progress achieved and how the grant funds were spent.

H. Application Review & Awards

The Office of Grants Management will recruit an independent Review Committee that will develop and submit recommendations for funding. The Review Committee will be composed of neutral, qualified individuals from Montgomery County Government, and possibly the broader Montgomery County community, selected for their experiences in the Grant Program's subject area, project administration/management, and/or ability to analyze programs from a Racial Equity and Social Justice or cultural competency lens. The panel members will review

and score applicant proposals based on the criteria outlined in this program and submit recommendations for awards. Final decisions will be made based on the scores and such other factors and considerations as the County deems relevant at the time of award. These may include updated consideration of how well the applicant has performed on prior programs, the expert opinion of grant administrators with prior experience with applicants, updates to priorities, or other factors.

I. Award Notification

For Stage One, applicants will be notified within a week after the Stage One application deadline on whether they are eligible for Stage Two. The FY26 CSCG Stage Two application will be launched in late May of 2025 after the County Council passes its FY26 Capital Budget.

Award notification letters are expected to be released roughly six weeks after the application deadline in the Stage Two NOFO via email and the grants management platform. For successful applicants, the Grant Agreement will contain the total amount awarded and funding restrictions; programmatic, administrative, and policy requirements; reporting requirements; and payment terms.

J. Submission Guidelines

NOTICE: This grant program application and future grant opportunities released through the Office of Grants Management will no longer be using SM Apply to accept grant applications. This grant program will be using a new grant platform called Euna Grants (eCivis). Instructions for setting up an account are listed below. An information session will be held to walk through this process.

How to Apply:

- 1. Log into the Euna (eCivis) Portal to create an application profile**
<https://portal.ecivis.com/#/login>
 1. [Watch the eCivis \(Euna Grants\) Transition Video Training](#) with a walk through on how to set up a Euna Grants account.
 2. [Download the eCivis \(Euna Grants\) Transition Video Training Slides](#)
- 2. Download and review the Euna (eCivis) applicant user guides for assistance prior to the FY25 CSCG Grant Program Information Session.**
 1. [Logging into Your eCivis Portal Account](#)
 2. [Reviewing and Submitting your application](#)
 3. [Transfer Application Ownership](#)
 4. [Guide for Applicants](#), including budget assistance

After creating an account, an applicant must select the FY26 Cost Sharing Capital Grants Program from the [OGM homepage](#), and then will be able to create an application for this Grant Program within the Euna Grants platform. Applicants requiring an Americans with Disabilities Act (ADA) accommodation should contact the Office of Grants Management to discuss alternative submission options.

Applications are due no later than Monday April 28, 2025 at 11:59 PM. All applications will be recorded upon receipt. Applications received after the deadline will be disqualified and will not be forwarded to the Review Panel for funding considerations. Any additions or deletions to an application, unless requested by the Office of Grants Management will not be accepted after the deadline. Applications with incomplete, illegible, or corrupted digital

materials will not be considered. Please note that technical assistance for applicants will not be available outside of normal business hours.

K. Information Session

An FY24 Cost Sharing Capital Grants Information Session will be held on **Friday April 18, 2025 from 9:30 AM to 10:30 AM**. The link to participate in the Information Session live or to view an event recording afterwards can be found on the first page of this document or on the FY26 CSCG application page.

L. Terms and Conditions

- County reserves the right to accept or deny any or all applications if the County determines it is in the best interest of the County to do so. The County shall notify the applicant if it rejects that applicant's proposal. The County reserves the right to suspend or terminate an outstanding Grant Program.
- The County reserves the right to issue addenda and/or amendments subsequent to the posting of a Grant Program.
- The County shall not be liable for any costs incurred in the preparation of applications in response to the Grant Program. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
- The County may conduct pre-award on-site visits or request additional information to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services proposed.
- The County may enter into negotiations with an applicant and adopt a firm funding amount or other revisions for the applicant's proposal that may result from negotiations. The County shall provide the citations to the statute and implementing regulations that authorize the grant or sub-grant; all applicable federal, State, and County regulations; payment provisions identifying how the grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by federal, state, or County law and/or the granting department; and compliance conditions that must be met by the grantee. If there are any conflicts between the terms and conditions of the Grant Program and any applicable federal, State, or County law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

SECTION II – APPLICATION TASKS

Applicants are required to follow the content requirements and submission instructions listed within the online application platform and the NOFO document. Please submit your proposal, as broken out by each of the Task, by filling out the data fields or uploading documents where applicable. Uploaded documents should have clearly titled sections and sub-sections. Document uploads should ideally be submitted as PDF documents with budgets uploaded as MS Excel file. The application platform cannot read Mac formatted documents (i.e. Pages, Numbers, and Key Note) so these should be submitted as PDFs or converted to MS Office formats. **Applications will be considered incomplete if any part of any section is missing.**

Please note that Review Committees have historically preferred concise narratives focused on the funding priorities, questions asked, and scoring themes rather than long narrative descriptions.

A. Funding Category Consideration and Budget Request Task (Data fields and PDF upload)

This Task requires applicants to select which funding category they want their proposal considered under. Applicants must choose one of the following:

- **Arts Facility Capital Grants (\$636,280 available to match appropriated Maryland State Bond Bills or other forms of Maryland State capital funding)** are defined as having their primary mission or objective as the exhibition, presentation, production or performance of, and/or education in, an arts and/or humanities discipline, and/or provides support services to artists and/or scholars and/or arts and/or humanities organizations.
- **Non-Arts Facility Capital Grants (\$1,867,593 available to match appropriated Maryland State Bond Bills or other forms of Maryland State capital funding)** for any nonprofit capital project that falls outside of the Arts Facility definition above.

Applicants must also fill out the following data fields with brief responses.

- **Project Title** – If awarded, the Project Title will become the name of the Grant Agreement (100 characters maximum).
- **Project Overview** – Provide a brief description of the capital project. This description of the project will also be directly integrated into the Grant Agreement (600 characters maximum).
- **Project Location** – Enter the address, GPS coordinate, primary Montgomery County zip codes that will be served, or a description of where the capital project will be located. If a site location has not been selected, please describe the general area of Montgomery County where you intend to locate the capital project (600 characters maximum).
- **Year 1 (FY26) Montgomery County Funding Request** – Enter the amount requested from the County for this coming (FY26) fiscal year.
- **Year 2 (FY27) Montgomery County Funding Request** – If applicable, enter the amount requested for second year of project (assuming continued appropriations and satisfactory project performance).

- **Year 3 (FY28) Montgomery County Funding Request** – If applicable, enter the amount requested for second year of project (assuming continued appropriations and satisfactory project performance).
- **Total Project Cost from ALL Sources** – Enter the total cost of capital project from **all** proposed funding sources across **all** fiscal years.
- **Reduced Funding Impact** – Please specify how the capital project would be affected if total funding awarded were less than the amount requested or provided on a multi-year basis. State whether your project could be completed with a smaller amount, and how your capital project would be affected by any funding reduction (1,200 characters maximum).

Organizations must also upload proof of their current State award in this Task. This could be the citation of the project funding in legislation, an award letter, or some other State documentation citing the project and award amount. Consult OGM if unsure of whether a document is sufficient proof of an existing award or not. OGM will be independently vetting the award against legislation and other materials provided by our State of Maryland partners.

B. Lead Applicant Information Task

Organizations must provide the following information and documents using data entry fields or uploads. The document uploads will be used to assess legal eligibility for the Grant Program and data fields will be used populate any resulting grant agreement. Applicants should fill out this information as if they were drafting a contract using specific and exact information.

- Legal Name of Applying Organization as registered with the Maryland State Department of Assessment and Taxation (SDAT)
- Organization's Maryland SDAT Department ID Number
- Organization's Federal Tax Identification Number
- Montgomery County Supplier Number, if known (optional)
- Contact Information for the organization's proposal primary point-of-contact (POC)
- Contact Information for the organization's proposal secondary point-of-contact (POC)
- Upload of Most recent IRS 990 Form for Nonprofit Organizations. If applicable, provide an explanation of why your organization is exempt from filing 990s or if you cannot provide a 990 for 2023. We do not expect 990s for 2024.
- Type in board chair (or equivalent position) names, organization title, email, and phone number

The County is required to check applicants' status of Good Standing (or equivalent status) with the Maryland State Department of Assessment and Taxation (SDAT) at the time of application review, finalization of grant agreements, and for payments during the life of a grant agreement. Although proof of Good Standing is not required as a component of the application, it is critical that Lead and Support organization applicants remain registered and in Good Standing with SDAT as applicants will be disqualified from a grant competition, delay or even lose a grant award, and/or face delays in grant payments if they are not in Good Standing.

Applicants can verify their status with SDAT via this link:

<https://egov.maryland.gov/BusinessExpress/EntitySearch>

C. Applicant Background Task

The Office of Grants Management collects data through this Task for post-award analysis to understand application and award trends as well as how to support the diverse communities in Montgomery County. Data collected through this Task will **not** be visible to Review Committees and will **not** be used in evaluation and scoring of applications.

In line with Montgomery County's Racial Equity & Social Justice goals, the Office of Grants Management is collecting the racial and ethnic information on the leadership of nonprofit organizations. The structure of this portion of the survey is based on the new [federal standards for collecting this data](#). Note that the information entered should be based on how the person identifies themselves.

- Lead Organization estimated staffing size serving Montgomery County in a given year
- Lead Organization estimated budget, including by funding source, for Montgomery County programs, services, and other initiatives in a given year
- Lead Organizational leadership, including CEO or Executive Director and Board Members (if applicable), race and ethnic information

If choosing to provide race and ethnicity information for their board, applicants must use the [OGM Board Race-Ethnicity Reporting Template](#) and upload it into application. Responding to these questions is optional and will have no impact on application reviews.

SECTION III – SCORING OF APPLICATIONS

FY26 CSCG Stage One applications will not be scored and ranked. OGM will only conduct an administrative review that focuses on ensuring that the Stage One applications submitted are complete and eligible based on the standards and requirements detailed in this NOFO.

Applications will be fully evaluated, scored, and ranked in Stage Two of the FY26 CSCG competition. The full scoring methodology, criteria, and weights will be published in detail within the FY26 CSCG Stage Two NOFO that will be published in late May of 2025 after the County Council passes their FY26 Capital Budget.

SECTION IV – CERTIFICATIONS, ACKNOWLEDGMENTS, AND ASSURANCES

The applicant shall complete and return the Certifications, Acknowledgements, and Assurances listed with the application submission provided in the Application Certification section of the application in SM Apply online grants application portal. The specific items in this section are listed below:

Montgomery County Ethics Questions

Note that individuals employed by partner agencies such as Montgomery College, Montgomery County Public Schools, and WorkSource Montgomery do not count as Montgomery County Government employees for the purpose of this Grant Program. If you are unsure if a position applies please contact the Office of Grants Management for clarification.

Does your organization employ current employees or contractors of the Montgomery County Government? This applies for employees that are paid by your organization but are also paid by Montgomery County Government.

Does your organization's Board of Directors include current employees or contractors of the Montgomery County Government? This applies to volunteer board of director positions.

If you answered yes to either question, please describe the employee(s) role and function as it applies to your nonprofit organization. Answering “yes” to either questions does **not** exclude your organization from being eligible to apply. Instead, we would like to receive this information upfront so that we can allow adequate time for the Ethics Commission to review.

Acknowledgements Agreed to by All Applicants

- ✓ Applicant acknowledges that this grant application may not be revised or altered after submission.
- ✓ Applicant acknowledges that if funding is awarded, the organization will enter into a non-competitive contract or grant with the County.
- ✓ Applicant acknowledges that awards may not be distributed as a lump sum, but may be reimbursed or provided on a fixed schedule after sufficient documentation is submitted to the administering County agency.
- ✓ Applicant acknowledges that any funds submitted for reimbursement must be spent AFTER the contract is finalized and a Notice to Proceed is secured.
- ✓ Applicant has cited in this application all individuals affiliated with the organization and this program who are employed by Montgomery County.

Assurances Agreed to by All Applicants

If the grant is awarded, the applicant assures that:

- ✓ The applicant will administer all awarded funds through this Grant Program.
- ✓ Funds received will be used solely for the documented activities within the submitted proposal.
- ✓ The applicant has read and will conform to the program guidelines and any other

conditions imposed by the County in connection with the grant.

- ✓ The applicant organization intends to comply with the Title VII of the Civil Rights Act of 1964, indicating that no person will be excluded from participation or be denied the benefits of any program, activity or service on the basis of race, sex, sexual preference, color, religion, ancestry, age, national origin, or handicap. The applicant further agrees to make every attempt to ensure that the program is accessible to persons with disabilities.
- ✓ Please note that applications are subject to the Maryland Public Information Act (MPIA) (found at Md. Code Ann., State Gov't., §10-611 through -628 (MPIA) and the County must comply with the disclosure requirements of the MPIA when a request for documents is received.
- ✓ The applicant understand that all grantees that receive awards under this Grant Program must show proof of insurance prior to receiving the funds., when requested, must be able to show proof of all insurance coverage required by law.
- ✓ The applicant agrees that any time before final payment and three (3) years thereafter, the County may have the grantee's expenditure statements and source documentation audited.
- ✓ If there are any changes that need to be made to the grant application after submittal or if the organization ceases operations or becomes a subsidiary of another organization, you have the responsibility of notifying the appropriate County administrator.
- ✓ The filing of this application is made by the undersigned individual, officially authorized to represent the applicant organization by its governing board.
- ✓ I hereby certify that information submitted in the grant application is a true and correct statement of facts. I, as a designated legal representative of the Organization, further certify that this Organization shall abide by and be subject to all applicable Federal, State and Local laws and regulations pertaining to any subsequent grant that may be issued.