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

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

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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 – Stage Two 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 approved FY 2025-2030 Capital Improvements Program (Resolution 20-811, adopted on May 22, 2025), earmarked $4,500,000 in County funds to be awarded through a formal grant review and approval process under this program. 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 is divided up into two stages. Stage One focused on collecting topline requests for County funding and determining eligibility through a brief application. Applicants who passed Stage One are invited to participate in Stage Two where they will submit a full, more detailed application that explains their funding request in detail. **Eligible applicants who missed the first Stage One deadline may still submit an application for this Grant Program.**

Stage Two Key Program Dates:

- **Program Opens for Applications:** Thursday August 7, 2025 at 3:00 PM
- **MS Teams Live Online Grant Program Information Session:** Friday August 15, 2025 from 10:00 AM to 11:00 AM (see link below)
- **Submission Deadline:** Monday September 8, 2025 at 11:59 PM

Stage Two Key Program Resources:

- **Grant Program Page:** https://gn.ecivis.com/GO/gn_redir/T/1oswxkeuck4lp
- Link to the Stage 2 August 15, 2025 from 10:00 AM to 11:00 AM Information Session OR a recording of the event
- Link to the April 18, 2025 Stage 1 Information Session OR a recording of the event
- OGM Board Race-Ethnicity Reporting Template
- SF 424C Budget Form (for EUNA inputs)

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 (and subsequent renewals), roughly $3 million remains for FY26 projects with funds broken down into the following categories:

- **Arts Facility Capital Grants ($553,159) 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 ($2,428,166) 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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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 – Stage Two 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 approved FY 2025-2030 Capital Improvements Program (Resolution 20-811, adopted on May 22, 2025), earmarked $4,500,000 in County funds to be awarded through a formal grant review and approval process under this program. 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 is divided up into two stages. Stage One focused on collecting topline requests for County funding and determining eligibility through a brief application. Applicants who passed Stage One are invited to participate in Stage Two where they will submit a full, more detailed application that explains their funding request. **Eligible applicants who missed the first Stage One deadline may still submit an application for this Grant Program.**

After providing multi-year funding commitments to the FY24 CSCG and FY25 CSCG award winners, roughly $3 million remains for FY26 projects with funds broken down into the following categories:

- **Arts Facility Capital Grants ($553,159) 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 ($2,428,166) 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 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 populations[1] in Montgomery County.

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[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

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.

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. *Organizations who have an active capital award from the County will be less competitive (see eligibility criteria below for additional terms).*

"underserved communities" refers to populations sharing a particular characteristic, as well as geographic 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. **Funding requests that exceed a one-to-one match from their State award will likely be reduced to a one-to-one match due to a predicted high number of applications.**

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 an 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. **Funding requests that exceed a one-to-one match from their State award will likely be reduced to a one-to-one match due to a predicted high number of applications.** 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
Stage One applications underwent an Administrative Review process where OGM verified

legal eligibility and confirm applicants' State awards. Applicants that passed this review have been moved on to Stage Two. **Eligible applicants that missed the initial Stage One deadline may still submit an application, undergo the same Administrative Review, and be moved onto Stage Two if they meet all eligibility requirements.**

For Stage Two, the Office of Grants Management and the Department of General Services 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

Award notification letters are expected to be released roughly two months after the application deadline in this NOFO via email and the grants management platform. For successful applicants, the Grant Agreement will contain the total amount awarded (including multi-year awards), 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**
2. **Access the FY26 CSCG Stage 2 Grant Program Solicitation page and click the grey "Apply" button to create an application.**

3. **Download and review the Euna (eCivis) applicant user guides for assistance**
   1. **Logging into Your eCivis Portal Account**
   2. **Reviewing and Submitting your application**
   3. **Transfer Application Ownership**

After creating an account, an applicant must select the FY26 Cost Sharing Capital Grants – Stage Two 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 September 8, 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 FY26 Cost Sharing Capital Grants – Stage Two Information Session will be held on **Friday, August 15, 2025 from 10:00 AM to 11:00 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 this 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 where requested.   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 required 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.

****Please read the following instructions very carefully****

This application is divided into two stages (Stage One and Stage Two). If your organization submitted an application during Stage One and it passed the Administrative Review, please access your existing application in Euna and proceed to "*Stage Two Tasks*" below. You have already completed Stage One tasks and these can be ignored. If your organization did not submit an application during Stage One, please complete **both** "*Stage One Tasks*" and "*Stage Two Tasks*" in Euna.

Stage One Tasks

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 ($553,159) 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 ($2,428,166) 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 third 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 the 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.

D. Certifications, Acknowledgements, and Assurances

Applicants must provide certification for **both** Stages One and Two.

Stage Two Tasks

E. Project Scope of Work Task (Data fields and optional additional uploads)

The proposal's Project Scope of Work should answer all of the following questions within a series of data fields. If an organization prefers, they may submit their Scope of Work responses in an alternative media format such as a video or audio recording. Because of upload size limits, please post your videos to YouTube or a similar platform and provide a hyperlink to the video within the applicable data field(s). The alternative submission will still need to address the questions below. If a question below does not apply to your proposal, please indicate that it is not applicable.

Applicants must have a fully developed scope of work upon submission for their project. Changes to the scope of work after a funding decision has been made and communicated may be rejected and lead to a loss of award.

- **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).
- **Ownership/Usage Relationship** – What is your organization's ownership/usage relationship with the proposed capital project site (or asset to be purchased)? If your organization does not own the asset, please describe your relationship with the site/asset owner (i.e. renting, lease, MOU, etc…). Applicants should upload any supporting documentation for their answer within this Task (1,200 characters maximum).
- **Target Population** – Please describe the target population/community that your proposed capital project will benefit (1,200 characters maximum).
- **Community Need** – What is the issue or need within your target population/community that this capital project will address? How will the proposed capital project address this issue or need (1,800 characters maximum)?
- **Capital Project Implementation Capabilities** – What are your organization's current capabilities to successfully implement the proposed capital project? Please note your capacity, including staff/volunteer and financial resources, to implement capital projects as well as the projects/services that will take place through the capital project (1,200 characters maximum).
- **Other Key Implementation Capabilities** – What is your organization's capability to develop and implement this capital project in a culturally, linguistically, and/or technically proficient way for the target population/community (1,200 characters maximum)?
- **Project Outcome** – Overall, how will the capital project have a positive outcome on the target population/community and Montgomery County more broadly (1,200 characters maximum)?

Applicants have the option of uploading up to three additional pieces of back-up documentation related to the capital project such as architectural renderings, site plans, copies of leases, Memorandums of Understanding with a jurisdiction, or other capital project related materials. These attachments are useful to the Review Committee in understanding the scope of the proposed capital project as well as demonstrating due diligence and progress on the part of the applying organization. ***Applicants should not upload any documentation with sensitive information such as bank statements.***

F. Project Cost and Revenue Plan Task (MS Excel upload, Data fields, and optional additional uploads)
In addition to the data fields below, applicants must provide a Project Cost and Revenue Plan with detailed, itemized cost and revenue information (from all sources) for the whole proposed capital project.

- Applicants **must use and then upload a completed** **FY26 Cost Sharing Capital Grant Project Cost and Revenue Plan Template.**
- Applicants may propose a multi-year budget of up to three (3) years in length. Please also include the value of any cost-shares such as donations, State funding, other grants

received, capital campaigns, cash-on-hand, in-kind or pro bono services that you anticipate being donated and that are related to this capital project, or other sources of revenue for the capital project.

- For Proposed Revenue/Funding Sources, the Project Cost and Revenue Plan must briefly note whether capital funds have already been raised or committed versus are currently being raised or grants are being applied for. Applicants will have an opportunity to provide more detailed information and context through a data field below. For example, an organization plans to commit $100,000 as part of a capital campaign. They have raised $70,000 thus far and plan to raise an additional $30,000 in the next six (6) months. The amount raised and planned to be raised would be included as different capital campaign line-items. Another example, an organization should list their existing State Bond Bill and non-County grants they are planning to apply for as separate line items. The Project Budget Template will be uploaded as an attachment to the application in MS Excel format.

The Project Cost and Revenue Plan Task includes several required data fields related to the proposal:

- **Year 1 (FY26) Montgomery County Funding Request** – Enter the amount requested from the County for this 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 third year of project (assuming continued appropriations and satisfactory project performance).
- **Total Project Cost** – Enter the total cost of capital project from **all** proposed funding sources across **all** fiscal years.
- **Project Costs –** Please briefly describe each of the costs listed in your Cost and Revenue Plan. Focus on describing why the cost is necessary for the project and how the amount was determined. For example, have you received quotes or estimates and if so, from how many different vendors (2,400 characters maximum).
- **Other Project Revenue Sources –** Please briefly describe each of the revenue sources, outside of your County request, listed in your Cost and Revenue Plan. Be sure to differentiate which revenue sources are confirmed and in-hand as well as which ones are pending or planned. For example, other grants should be differentiated between those already won versus grants applied for with a decision pending. Or capital campaign cash already collected versus planned capital campaign targets (2,400 characters maximum).
- **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).
- **Cost Reimbursement Impact –** This Grant Program will provide awards largely on a cost reimbursable basis. This means the organization will incur and pay for an expense and then the County will reimburse the Grantee for this expense after receiving documented proof that the expense meets the terms of the Grant Agreement. If you are awarded a capital grant under this program, how will you manage cash flow to

implement this capital project on a reasonable schedule given the nature of the award (1,200 characters maximum)?

Applicants will have the option of uploading additional back-up documentation related to the capital project's costs such as price quotes, cost estimates, proof of funding commitments (i.e. other grant awards), the organization's procurement and subcontracting policies, or other relevant documentation. OGM may request proof of any funding commitments as part of the application review process, post-award decisions, or even after grant agreements have been signed. ***Applicants should not upload any documentation with sensitive information such as bank statements.***

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.

G. Project Work Plan/Timeline Task (1 page limit per year, PDF format)
The implementation schedule for the capital project should list:
- The capital project's key milestones and related activities;
- Timeline for implementation and completion of each; and
- Responsible staff (noting organization affiliation if applying as a collaboration).

Applicants are encouraged to include milestones already achieved to demonstrate progress already made in their proposed capital project. Remember that a key funding priority is **readiness to immediately, or quickly, begin project implementation**. Thus, it will be important for applicants to demonstrate their readiness through this Task.

H. Performance Plan Task (2-page limit, PDF format)
The Performance Plan outlines how the applicant will measure the success of their proposed capital project and the benefits it will bring to Montgomery County residents **after the project is complete.** This Grant Program does not require any specific metrics given the diversity of expected proposals. Organizations are given full flexibility to develop a Performance Plan that fits their proposed capital project's goals. To measure the impact of the capital project on the target populations, the Performance Plan should include:
- An outline of the **Key Performance Indicators (KPIs)/metrics** to be collected, targets for each metric, and the data collection method for each metric. Both target outputs and outcomes should be included as applicable. Examples of possible metrics are:
  - Number of visitors attending a new museum per month
  - Number of performances hosted in remodeled theatre per year
  - Number of workshops or trainings in expanded community center per month
  - Number of archived materials used by researchers per year

- o Number of patients utilizing upgraded clinic space per month
- o Number of graves preserved in a historic cemetery
- An outline of any qualitative or other evaluation methods the organization will be using to measure the effectiveness of the project.

Measuring outcomes within the context of a capital project is often a challenge and cannot be easily measured. In these cases, the applicant is encouraged to cite research or the results of similar projects (whether by the applicant or other organizations in different jurisdictions) to demonstrate likely capital project outcomes. Providing a brief description of the study or past project and its relevance to the proposed capital project (2-3 sentences maximum) and a hyperlink to the study or description of the past project is sufficient.

Organizations must expect that each disbursement of grant funds will require financial reporting detailing expenses incurred as well as written reports on the progress of the project.

I. Project Leadership Summary Task (2 page limit, PDF format)
Successfully implementing a capital project requires a team of stakeholders with clear roles and responsibilities. The Project Leadership Summary must outline:
- The key positions within or in relation to (i.e. consultants) the organization that will be directly involved in the implementation of the capital project;
- The names of the key stakeholders who are currently in these positions (or an estimate of when the position or role will be filled);
- A brief description (3-4 sentences maximum) of their roles and responsibilities in implementing the capital project; and
- Who will take up this position's duties if there is turnover in the organization.

J. Memorandum of Understanding/Letter of Commitment Among Collaborative Partners (no page limit, PDF format)
If the proposed capital project will be a collaboration between multiple organizations then you must include a Memorandum of Understanding (MOU) or a Letter of Commitment (LOC) between the partner organization(s) that outlines roles and responsibilities for implementing the project. The MOU/LOC should also include an outline of how County grant funds will be disbursed among the collaborators as well as the expected financial contributions to the capital project from each of the partners. The MOU/LOC must be signed by duly authorized representatives of all collaborating organizations and may be as long as necessary. **Note that the organization submitting the application will be the one signing any awarded grant agreement and will be the one accountable to its terms.**

Organizations who will be applying as a single entity will simply mark that the proposed capital project is not a collaborative effort.

K. Certifications, Acknowledgements, and Assurances
Please complete the same certification as Stage One for this portion of the application.

L. Budget Tool (budget data fields for County Year 1 (FY26) request ONLY)
Applicants must enter a detailed Project Budget for their first year (FY26) County request using the pop-up Euna Budget Tool. Data fields for this tool are based on the federal **SF-424-C** format and categories for construction projects. The Project Budget will be directly incorporated in any resulting grant agreement. The Project Budget entered should NOT include

any costs from future fiscal year requests (FY27 and/or FY28) or any costs covered by other funding sources.

Additional Project Budget Guidance:

- **Budget Settings –** Ignore both the **Indirect Costs** and **Match/Cost Share** options. Both should remain set as **Not Applicable**. Indirect Costs are not eligible costs and the Project Budget should not include any non-County cost shares.
- **Budget Items –** Click on each SF-424C category (i.e. 1. Administrative and Legal Expenses, etc…) to open and then click on the cog wheel icon to add in line-item costs. Only enter data into the <u>Ext Cost</u> and/or <u>Direct Cost</u> columns. Ignore the <u>Ind Cost</u> and <u>Cost Share</u> columns as these are not eligible or used for the Project Budget.
- **Other –** Any costs that do not fit into the categories above may be included here. Consult with OGM on whether a specific line-item cost belongs here or should be incorporated into a different category.
- **Program Income –** Ignore this section and do not enter any information into the <u>Income</u> column. This Grant Program is not assessing any program income.
- **Budget Narrative –** Below the main budget section in the Euna Budget Tool, applicants must provide a Budget Narrative (8,000 character limit). Include a brief description of each expenditure listed in the Project Budget within Euna. These descriptions should focus on why the cost is necessary for the project, why it is included in the first-year request, and how the cost was determined. Please **do not use unique fonts, formatting, branding, or insert graphics.** Using simple text options makes it much easier for reviewers to assess the Budget Narrative and for OGM to compile the information into a grant agreements. Hyperlinks, if applicable, are encouraged.

M. Goals Tool
The Euna Goals Tool is NOT being used for this Grant Program and should be ignored.

SECTION III – SCORING OF APPLICATIONS

Applicant's proposal submissions will be evaluated using the following confidence ratings based on the below weighted criteria. Confidence ratings are another form of adjectival rating that allow evaluators to assign ratings more holistically. **Confidence ratings** provide evaluators the ability to look more holistically at the strongpoints and weak points of a proposal to capture raters' overall confidence in the applicant's likelihood to succeed, helping smaller organizations who may be stronger overall than some more seasoned larger organizations. Confidence ratings are identified by the federal government as an innovative practice that may help with reducing the lead time from solicitation to award.

3 – Confident	The Reviewers are confident that the applicant understands the requirements, proposes a sound and relevant project, and will be successful in implementing the proposed project.
2 – Somewhat Confident	The Reviewers are somewhat confident that the applicant understands the requirements, proposes a sound and relevant project, and will be successful in implementing the proposed project.
1 – Not confident	The Reviewers are not confident that the applicant understands the requirements, proposes a sound and relevant project, and will be successful in implementing the proposed project.

Depending on the volume of applications, number of Review Committee members, and whether they all review each application, OGM may employ a **statistical rescaling** of scores to put applications on a more level playing field.

Each criterion is attributed a specific weight out of a total of 100 points.

Criterion A: Underserved Focus Program Priority (15 points)
The proposal demonstrates a commitment to and impact on Underserved populations in Montgomery County. Specifically, the application explicitly demonstrates 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.

Criterion B: Implementation Readiness Program Priority (15 points)
- The proposal demonstrates that the capital project, or at least the portion funded by Montgomery County, is very likely to begin implementation within the next 3 to 9 months.

Criterion C: Asset Ownership/Commitment Program Priority (15 points)
- The proposal demonstrates that the organization owns (or intend to buys) the land, building, or other asset that they are seeking funding to improve or acquire; OR

- The proposal demonstrates that the organization has a long-term (5+ years) commitment to a space owned by the jurisdiction (i.e. State, County, city, or other municipality) or other institution (i.e. house of worship, higher education institution, etc.) that owns the property or asset.

Criterion D: Sound Fiscal Management (10 points)
- Proposal demonstrates that the applicant has sound grant and fiscal management practices, will be able to track and main expense back-up documentation, submit financial reports for reimbursement, and could meet audit and other administrative requirements.

Criterion E: Budget and Financial Planning (15 points)
- Expenses and revenues for the capital project detailed in the Project Budget and Project Budget Narrative are consistent with the other parts of the proposal;
- Expenses and revenues for the capital project detailed in the Project Budget and Project Budget Narrative reflect reasonable and realistic costs needed to implement the capital project and achieve the stated outcomes for the target population/community; and
- The proposal demonstrates that the organization can implement the capital project on a cost reimbursable basis.

Criterion F: Organizational Implementation Capability (20 points)
- The proposal demonstrates a clear, well-organized plan and team to implement the capital project;
- The Project Workplan/Timeline is reasonable and realistic for the proposed capital project; and
- The proposal demonstrates an ability for the applicant to adapt to challenges, delays outside their control, and staffing changes to keep the capital project reasonably on track.

Criterion G: Performance Plan (10 points)
- Applicant demonstrates in their Performance Plan a clear process to measure/evaluate the impact of the capital project on the target population/community and/or Montgomery County residents overall; and
- The proposal's choice of KPI's/metrics, milestones, other evaluation methods, and ultimate outcomes are reasonable and fit the capital project's stated goals.

MISCELLANEOUS
- Those persons scoring the proposals on the Review Committee will confirm that they have no conflicts of interest.
- Neither the County Executive nor any elected official will be involved in the scoring of grants or determining winners and amounts of awards.
- Scores and award amounts are non-appealable.
- Scorers' comments and the scores themselves are deliberative and privileged and will not be released. However, applicants may request a feedback report from the Office of Grants Management summarizing the Review Committees feedback. Winners will be announced publicly, and successful grant applications and award letters may be subject to release (with redactions as allowed by law).
- County officials may decline to debrief with unsuccessful applicants why their proposal was not granted, or their funding request was not granted in full.

SECTION IV – CERTIFICATIONS, ACKNOWLEGMENTS, 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.