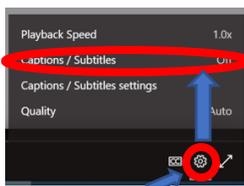
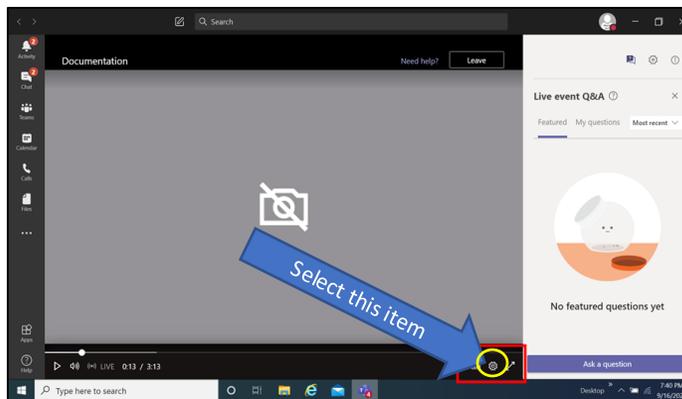


# FY26 Food as Medicine Grant Information Session

## February 24, 2026

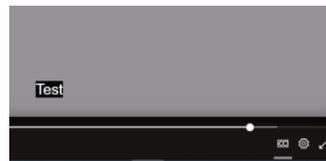
How you can view the multi-lingual closed captions:



When you select it a menu appears, choose **captions / subtitles**



You then select the language of choice



It will then display the language chosen

### Disclaimer

The translations provided in this application use what is referred to as mechanical translation technology. Although this method of translation is very effective and provides a high rate of accuracy it is NOT 100% word for word accurate. Things that may affect it are the quality of the microphone used and potentially a person speaking that may have an accent.

# Information Session Agenda

1. OFSR and FY26 FAM Program Background
2. Provide an overview of the program details
3. Walk through the eCivis (Euna) application platform
4. Open for participant questions (put your questions in the Q&A box during the presentation). Any questions we cannot answer during the Information Session will be addressed and posted on the platform.

This meeting will be recorded and posted for future viewing on the Grant Program page. The slide deck will also be posted in the same location for your reference.

## **Grant Program Page:**

[https://gn.ecivis.com/GO/gn\\_redir/T/17b6541nxefcw](https://gn.ecivis.com/GO/gn_redir/T/17b6541nxefcw)

Where to access in progress applications: <https://portal.ecivis.com/#/login>

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# Office of Food Systems Resilience

- OFSR was created based on the recommendation of the Montgomery County COVID-19 Food Security Task Force and established by the County Council in July 2022 under [Bill 20-22](#).
- The mission of the OFSR is to develop and implement interagency budgetary, regulatory, and operational strategies to build a more equitable, efficient, resilient, and sustainable food system in Montgomery County.

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# OFSR Values & Priorities

**OFSR Core Values:** Equity, Systems-based, Innovation, and Data-driven

## **Strategic Priorities**

- Build racial equity and social justice in the local food system.
- Expand local food production (including commercial farms, urban agriculture, community production).
- Strengthen processing and distribution infrastructure.
- Guide strategic investment in food security.
- Coordinate capacity for future crises (plans, mechanisms).
- Establish food system strategies for climate change adaptation and mitigation.
- Increase economic opportunities in food systems.

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# Food as Medicine Grant History

## FY24:

- Special Appropriation #24-37 allocated \$11.06 M to fund programs aligned with the recommendations of the Strategic Plan to End Childhood Hunger, including a Food as Medicine Grant Program.
- **\$450,000 awarded across 5 partnerships at hospitals, healthcare clinics, and school-based health/wellness centers**
- **Program Impacts:**
  - 1200+ children screened for food insecurity
  - 500+ children and families connected with medically relevant food
  - 94% of food sourced from County farms or food businesses

## FY25: Food as Medicine grant program renewed in OFSR's FY25 budget.

- \$750,000 was awarded across 6 partnerships (led by Adventist, AfriThrive, CHEER, Holy Cross Health, Mid-County United Ministries, Vietnamese American Services)
- Mid-Cycle data demonstrates 2,274 households screened for food insecurity, over 106,000 lbs of medically-tailored food distributed to participants

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# Key Program Details



<b>Total Funding Available:</b>	<b>\$750,000</b>
<b>Award Range:</b>	<b>\$100,000 Minimum to \$300,000 Maximum</b> <i>Final award amounts may be lower than \$100,000</i>
<b>Performance Period:</b>	<b>May 1, 2026 to April 30, 2027</b>
<b>Where to Apply:</b>	<a href="https://gn.ecivis.com/GO/gn_redir/T/17b6541nxefcw">https://gn.ecivis.com/GO/gn_redir/T/17b6541nxefcw</a>
<b>Application Opening:</b>	<b>Friday, February 20, 2026</b>
<b>Application Deadline:</b>	<b>Friday, March 20, 2026 at 11:59 PM</b>

# Program Goals

The focus of this grant program is on healthcare- and clinic-led models that are structured to deliver meaningful, clinically aligned support over a defined period of participation, while remaining scalable, sustainable, and aligned with evidence-building goals. The program is designed to complement, rather than replace, longer-term food assistance systems by pairing a defined period of intensive support with intentional transitions to ongoing nutrition benefit and food access resources. The program continues to support local, Mid-Atlantic-region farms and food businesses whenever feasible and clinically appropriate.

- **Target Populations:** Montgomery County pediatric patients (ages 0–18) and their households who are experiencing, or are at risk of experiencing, food insecurity and diet-related health conditions.
- **Eligible Participants must meet all of the following criteria:**
  - Include one or more children ages 0–18 residing in the household;
  - Screen positive for food insecurity through a healthcare- or clinic-based screening process;
  - Have a documented diet-related condition or risk affecting a parent/caregiver and/or child(ren) in the household (such as diabetes, prediabetes, obesity, or hypertension); and
  - Reside in Montgomery County, Maryland.

*Additionally, participants will be expected to participate in 75% or more of the nutrition education programming offered by the grantee during the relevant intervention period.*

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# Funding Priorities (1 of 3)

OFSR will prioritize proposals that:

- Are healthcare- and clinic-led, with strong integration into clinical workflows and care teams;
- Demonstrate relevant experience with Food as Medicine, produce prescription, or other healthcare-linked food access or referral programs, either directly or through established partners;
- Include strategies designed to maximize participant retention and completion over the intended enrollment period, recognizing the time-limited, higher-intensity nature of the intervention;
- Serve populations with high unmet need, including families with children who experience food insecurity and diet-related health conditions;
- Provide meaningful quantities of food that are aligned with clinical goals, household size, and the dietary needs of participating children and families;
- Include evidence-based nutrition education programming that is convenient, culturally relevant, and designed to reinforce the foods provided and the health conditions addressed;

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# Funding Priorities (2 of 3)

OFSR will prioritize proposals that:

- Demonstrate cost-effectiveness and scalability, including realistic assumptions about average enrollment duration and expected monthly cost per participating family;
- Outline a feasible and intentional strategy for establishing long-term program funding beyond public funds;
- Leverage clinic trust and existing care coordination infrastructure to support enrollment, retention, and continuity of care;
- Support the local food economy through purchasing partnerships with local, Mid-Atlantic-region farms and food businesses and/or Mid-Atlantic-based businesses owned/operated by individuals representing historically underserved communities.

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# Funding Priorities (3 of 3)

OFSR will prioritize proposals that align with the OFSR's core values:

- **Equity:** all efforts should address social injustice and racial disparities to build equity and food sovereignty in our community.
- **Systems-based:** strategies should focus on identifying, maximizing, and addressing the interconnections of food issue areas, simultaneously contextualizing their benefits and their impacts on production, access, natural resources, education, and economy.
- **Innovative:** to transform our food system, novel approaches, creative ideas, and best practices models from other jurisdictions are critical.
- **Data-driven:** strategic policy and investment decisions require intentional and reliable data collection and analysis, and solutions with clearly defined success metrics and measurable impact.

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# Grant Program Eligibility (1 of 3)

- Only one application per lead organization
- Eligible applicants must be **healthcare providers** or **clinics** (including hospital systems, federally qualified health centers (FQHC), or community clinics)
  - Applicants must demonstrate the capacity to carry out all core program functions, including clinical screening, food access, nutrition education, and data reporting, either directly or through committed partners.

# Grant Program Eligibility (2 of 3)

Applicants must meet **all of the following Grant Program and Montgomery Eligibility Conditions** outlined below:

- Applicant(s) must demonstrate the ability to conduct the proposed project, and proposed expenses must be for a new activity, expansion of existing activities, or a combination of both. County funding cannot be used to supplant other funding for already planned activities.
- Eligible applicants must meet one of the following criteria:
  - Be a healthcare provider or clinic, including hospital systems, FQHCs, or community clinics

# Grant Program Eligibility (3 of 3)

In addition, all applicants must meet ALL of the following program requirements:

- All partners must be identified at the time of application;
  - Any non-applicant partners must submit a Memorandum of Understanding that clearly define their role, level of engagement, compensation expectations, and responsibilities in the proposed project;
- Collectively, identified partners must cover all core program functions, including clinical screening, food access, nutrition education, and data collection and reporting; and
- Applicants must meet the graduated match requirements established for this program:
  - Year 1: Minimum 15% match (up to 10% in-kind); and
  - Year 2 (if renewed): Minimum 25% match (15% in-kind), with documentation.

# Montgomery County Eligibility (1 of 2)

- The organization must be currently registered and in Good Standing with the Maryland State Department of Assessments and Taxation (SDAT);
- The organization's principal place of business must be located in Montgomery County; if a national or regional organization, it must have a location in Montgomery County through which it provides related services;
- All activities and expenditures under this grant program must be provided in Montgomery County and/or be exclusively for Montgomery County residents;
- All successful applications must clearly state the following and activities and expenditures funded through this grant program must:
  - Be provided free of charge (this includes a prohibition on requesting donations and use of County resources for fundraising);
  - Not be provided in promotion of a particular religion, political party, etc. or with a requirement of service or program attendance; and
  - Be open and available to all Montgomery County residents, regardless of race, color, religious creed, ancestry, national origin, age, sex, marital status, disability, sexual orientation, gender identity, family responsibility, genetic status, presence of children, or source of income.

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# Montgomery County Eligibility (2 of 2)

- 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; and
- Proposed expenses must be for a new activity, expansion of existing activities, or a combination of both. Grant funding cannot be used for any purchase which has already been made; purchases or activities unnecessary to accomplish grant purposes as determined by Montgomery County; prior obligations of and/or fines; debts and penalties imposed on the grantee; lobbying expenses; alcoholic beverages; or supplanting (replacing) other funds.

# Examples of Eligible Project Models

Examples of project models that will be considered for funding include, **but are not limited to:**

- Federally Qualified Health Center (FQHC)-led produce prescription or market-style food distribution models tied to pediatric care and clinical screening;
  - Hospital-affiliated or clinic-based programs that partner with food providers to deliver recurring food access directly to enrolled families;
  - Community clinics serving uninsured or underinsured families with integrated food access and nutrition education aligned with pediatric health needs; and
  - Mobile or satellite clinic models that extend food access and nutrition education to families living in high-need zip codes.
- Programs may use rolling enrollment models, provided they are designed to support an average duration of participation consistent with program goals.
- Regardless of the proposed model, funded projects are expected to clearly define the full program flow, including how families are enrolled, how frequently food is accessed, and how nutrition education is delivered in relation to food distribution.

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# Examples of Eligible Activities

Examples of project models that will be considered for funding include, **but are not limited to:**

- Food insecurity screening conducted or overseen by a healthcare provider;
- Enrollment and referral coordination;
- Food purchasing and distribution of medically relevant foods through choice markets, pre-packaged boxes or bags, retail vouchers redeemable for specific items, or hybrid models;
  - Programs relying primarily on recovered or surplus food will generally be less competitive, as Food as Medicine interventions are expected to provide consistent, predictable access to specific foods aligned with clinical goals.
- Nutrition education, including classes, demonstrations, tours, or educational materials;
- Data collection, tracking, and reporting; and
- Program coordination with food partners, educators, and clinical staff.

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# Required Program Tasks

All program proposals **must indicate how they will accomplish all of the following Required Tasks during implementation:**

- **Conduct clinical screening for food insecurity and diet-related disease** among pediatric patients or households with children ages 0–18, with screening led or overseen by a qualified healthcare provider;
- **Directly provide or provide referral to food assistance** for all households identified as food insecure through screenings;
- **Provide recurring access to medically relevant food** for enrolled participant households experiencing diet-related disease and food insecurity, in quantities intended to meaningfully supplement household food needs over the enrollment period, at minimum on a bi-weekly basis;
- **Offer evidence-based nutrition education** that is aligned with the clinical goals of the program, the foods provided, and the needs and preferences of the population served;
- **Facilitate a structured transition** (“warm handoff”) at the conclusion of program participation, connecting participating households to ongoing food assistance and nutrition benefit supports, such as Nutrition Benefits Outreach (NBO) providers funded by the Office of Food Systems Resilience, to support continuity of food access beyond the grant-funded intervention period; and
- **Collect, track, and report program data** on population served, food access provided, and intervention impact on food security and health-related outcomes, in accordance with OFSR reporting requirements. This includes administering the pre- and post-program evaluation survey developed by OFSR.

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# Reporting Requirements

This Grant Program **requires** awarded grantees to submit financial and performance reports at two points during the grant performance period: **Mid-cycle (6 months)** and **End-cycle (12 months)**. These reports must align with the specific metrics outlined in this document. Mid-cycle and End-cycle financial and performance reporting is a mandatory component of the grant. A link to the [required metrics can be found here](#).

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# Submission Guidelines

- Submissions must come through the online application portal. Create an account and then apply through the FY26 Food As Medicine Grant Program page:  
[https://gn.ecivis.com/GO/gn\\_redir/T/17b6541nxefcw](https://gn.ecivis.com/GO/gn_redir/T/17b6541nxefcw)
- All applications must be fully submitted online by **Friday, March 20, 2026 at 11:59 PM**
- Applicants requesting an Americans with Disabilities Act (ADA) accommodation should contact the Office of Grants Management to discuss alternative submission options.

# Application Tasks

- **Applicant Information:** Organization contact info & supporting documents (data fields and uploads)
- **Applicant Background (OPTIONAL):** Organization size and leadership demographics (*data collected will **never** be seen by Review Committees or used for awarding*)
- **Project Strategy:** Project data, narrative questions, and grant request type
- **Project Budget:** Project cost details and organization funding details (MS Excel template below)
- **Budget Narrative/Justification:** Explanation of the Project Budget (narrative questions)
- **Performance History:** Outline of metrics and outcomes achieved (Project data & narrative questions)
- **Performance Plan:** Outline of metrics and outcomes to be achieved (narrative questions and milestone data)
- **Key Performance Indicators (KPIs):** Projected figures for each KPI at 6 and 12-month reporting

## Full Task requirements and guidance on the [FY26 FAM Grant Page](#)

- The Grant Program Standard Budget template:  
<https://montgomerycountymd.gov/ogm/Resources/Files/OutgoingGrants/Reporting%20Templates/FY26-FAM-Budget-Template.xlsx>
- The Grant Program reporting and evaluation requirements for awarded applicants to review:  
<https://montgomerycountymd.gov/ogm/Resources/Files/OutgoingGrants/Reporting%20Templates/FY26-FAM-Reporting-and-Evaluation-Requirements.pdf>

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# Project Strategy (1 of 3)

*The following information will be answered using data entry fields or uploads:*

- **Project Title**
- **Project Overview**
- **FY26 FAM Funding Request** *(Total amount requested through this grant proposal from Montgomery County directly)*
- **Total Project Cost** *(Total cost of project from **all** funding sources)*
- **Collaborating Partner (“Support”) Organization Name(s)**
- **Upload: Memorandum of Understanding – Required** *from each “support” organization involved in the proposal*
  - MOUs must be signed by authorized representatives of both the lead applicant and the collaborating organization.
  - Generic letters of support or commitment will not be accepted in place of an MOU.
  - Applicants that do not include an MOU from each listed partner may be deemed ineligible.

# Project Strategy (2 of 3)

*Organizations applying must provide the following information using narrative entry fields:*

- What is the primary health issue or need that this proposal will address? How will the proposed project address this issue or need?
- Outline how the program service delivery will work from start to finish, specifically addressing how the partners will:
  - Conduct clinical screening for food insecurity and diet-related disease among pediatric patients or households with children ages 0–18.
  - Directly provide or provide referral to food assistance for all households identified as food insecure
  - Provide consistent, recurring access to medically relevant food (at minimum bi-weekly) for enrolled participant households experiencing diet-related disease and food insecurity, in quantities intended to meaningfully supplement household food needs over the enrollment period;
  - Offer nutrition education that is aligned with the clinical goals of the program, the foods provided, and the needs and preferences of the population served. Program design may require that food assistance is co-located and distributed concurrently with education programming.
  - Facilitate a structured transition (“warm handoff”) at the conclusion of program participation, connecting participating households to ongoing food assistance and nutrition benefit supports;
  - Collect, track, and report program data on population served, food access provided, and intervention impact on food security and health-related outcomes.

# Project Strategy (3 of 3)

- Program Structure and Reach
- How have you engaged the community and participants, particularly from the target population for this grant, in shaping the proposed program?
- What additional resources is this partnership leveraging to implement the proposed project? Please include human and financial resources.
- How does your proposed program align with broader food system priorities (such as eliminating health disparities, addressing climate impacts, and/or increase economic opportunity) as well as center OFSR values of initiatives that are equitable, systems-based, innovative, and data-driven?
- What is your strategy for reaching underserved residents in our community and connecting these families to resources?
- What is your proposed strategy to maximize participant retention and completion over the intended enrollment period, recognizing the time-limited, higher-intensity nature of the intervention?
- What is your organization's capability to implement this project in a culturally, linguistically, and technically proficient way for youth and families? Please describe languages offered and any accommodations used to reduce participation barriers (e.g., timing, location, transportation, childcare).

# Project Budget

**All applicants must submit their project budget using the [required template](#) for the grant term (May 1, 2026 - April 30, 2027). Please review the NOFO for additional details and requirements.**

The budget template for this proposal includes:

- **Expenses:** Detailed itemized cost information for all proposed expenses, including quantities and prices, plus any indirect costs. Eligible expenses include:
  - Food
  - Staffing
  - Program Operations
  - Data & Reporting
  - Equipment (Limited)
  - Indirect Costs
- **Not Eligible or Limited Expenses:**
  - Major capital construction or renovations
  - Equipment not directly tied to food access or nutrition education
- **Revenues:** include the value of other confirmed funding sources that will support the proposed project, such as donations, other grants received, and in-kind or pro bono services that you anticipate being contributed to the successful implementation of this proposal.
  - For the initial grant year, applicants must provide a minimum 15% match (up to 10% in-kind). For a renewal year, if awarded, applicants must meet an increased match requirement of 25% (up to 15% in-kind).

The budget should be submitted in MS Excel format.

# Project Budget Narrative/Justification

Applicants **must** address the following:

- Describe the purpose of each major expenditure category and explain how associated costs were calculated, including food, staffing, and operational costs
- Explain how the proposed budget supports the program design and scope, including alignment with the expected number of participating families, target average duration of participation, and frequency of food access described elsewhere in the application.
- Describe how costs are distributed across the Lead Applicant and any collaborating partner organizations, including responsibility for specific expenses.
- Describe how required match contributions will be met and documented, including the source(s) of cash match and/or in-kind contributions. Please include the estimated value and nature of any in-kind or absorbed costs (such as clinical staff time, donated space, volunteer support, or food contributions), consistent with the graduated match requirements.
- Please specify how your project would be affected if the total funding awarded were less than the amount requested. State whether your project could be completed at a reduced scale, and how projected outcomes, including number of families served, partner/subgrantee compensation, duration of participation, or frequency of food access, would be affected by any funding reduction.
- If your organization provides services outside of Montgomery County, please describe in detail how your organization will ensure that funding provided through the Food as Medicine grant will be used exclusively to benefit Montgomery County residents.

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# Performance History

The Performance History should demonstrate the applicant's readiness and capacity to successfully implement the proposed Food as Medicine program. Applicants should describe relevant experience, outcomes, and organizational practices that provide confidence in their ability to deliver a healthcare- or clinic-led intervention serving pediatric patients and families experiencing food insecurity and diet-related disease.

In the Performance History Narrative, applicants should address the following:

- Describe relevant experience implementing programs that integrate clinical screening, referral, food access, and/or nutrition education, including the population served, scale, and duration.
- Explain how prior experience, partnerships, or organizational systems demonstrate readiness to implement the proposed Food as Medicine program, even if the exact model is new.
- Where available, reference data, process measures, or participant feedback (e.g., satisfaction surveys, listening sessions, enrollment or retention data) that informed program design or continuous improvement.
- Describe the organization's grant and financial management practices, including experience managing public or philanthropic funds and meeting reporting requirements.

Applicants will have the option of uploading supporting materials that help illustrate relevant experience or readiness.

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# Performance Plan

Applicants must submit a Performance Plan describing how progress toward program goals will be measured, tracked, and reported over the grant performance period. The Performance Plan should clearly outline the applicant's proposed strategy for monitoring implementation and outcomes, including projected benchmarks for required Key Performance Indicators (KPIs).

Applicants must provide the following information:

- Description of the Lead Organization's data collection and data management practices
- Description of how screening data are used operationally
- Description of how required participant surveys will be administered (pre- and post-program),
- Description of how performance data will be collected, managed, and coordinated across partner organizations
- Description of key program planning assumptions used to design the proposed Food as Medicine program
- Upload of the organization's most recent annual or program report (optional)

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# Key Performance Indicators (KPIs)

In the “Goals” section of the application, applicants **must** provide projected figures for each KPI to be measured at the mid-cycle (6-month) and end-cycle (12-month) reporting. These projections will serve as benchmarks to support progress monitoring, learning, and program improvement during the grant term.

Metric	6 month (Mid-Cycle) Projection	12 month (End-Cycle) Projection	Data Type
Total number of households screened for food insecurity (unduplicated counts)			Number
Total number of children ages 0-18 screened for food insecurity (unduplicated counts)			Number
Total number of households enrolled in the Food as Medicine program (unduplicated counts)			
Total number of children ages 0-18 enrolled in the Food as Medicine program (unduplicated counts)			Number
Total number of households participating for the full program period (unduplicated counts)			Number
Total number of households that participated in 75% or more nutrition education sessions during their enrollment period (unduplicated counts)			Number
Total pounds of medically-tailored food distributed to program participants			Number

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# Ethics Questions

- **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 organization.** Answering "yes" to either question does not exclude your organization from being eligible to apply.
- 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.*

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# Other **REQUIRED** Preparations

- **Register and create a profile on the online application platform** for each team member who will be working on your application.
- **Verify that your organization is registered with the Maryland State Department of Assessment and Taxation (SDAT).** Click [here](#) to go to the SDAT Business Express site to confirm. Even if your organization is registered in another jurisdiction, you must be registered with SDAT for Montgomery County to finalize an award with your organization.
- **If your organization is not in Good Standing with SDAT, take the necessary steps to get back into Good Standing.** SDAT will advise what steps are required. Montgomery County cannot finalize an award with you or organization if you are not in Good Standing. Your application for a grant could be disqualified if you are not in Good Standing.
- **Register with the Montgomery County Central Vendor Registration System (CVRS)** by clicking [here](#). If you or your organization receives an award from the County, you will need to be registered with CVRS to receive payments.
- **Ensure your organization has a “Current” standing** with the [Maryland Secretary of State’s OneStop Charity Database](#)

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# Review Process

- 1. OGM Administrative (Admin) Review** - OGM will assess all applications for Montgomery County Eligibility Conditions as well as confirm that the applications submitted are complete and meet minimum standards. If minor errors are found, OGM will give applicants a brief window (usually two business days) to resolve the issue. Applicants generally will not be given the opportunity to resolve any issues with County Eligibility Conditions or major issues with their applications.
- 2. Programmatic Eligibility Review** – The OFSR will also conduct a second review assessing whether applicants and their proposals Grant Program Eligibility Requirements cited above to ensure all submitted applications are within the intended scope of this Grant Program. Organizations and applications that do not meet these **all of** these requirements will be disqualified.
- 3. Subject Matter Expert (SME) Review** - The OFSR will recruit an independent Review Committee that will develop recommendations for funding. The Review Committee will be composed of neutral, qualified individuals from Montgomery County Government, and possibly the broader community, selected for their experiences in the program's subject area, grants administration, project management, and/or ability to analyze programs from a RESJ lens. The panel members will review and score 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 the expert opinion of grant administrators with prior experience with applicants, updates to priorities, or other factors.

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# Confidence Rating System

Easier!  
Faster!  
Smarter!

- Reviewers will score proposals using a Confidence Rating system against a weighted criteria
- Used by the federal government as an innovative practice that facilitates more holistic ratings, capturing reviewers' overall confidence in the applicant's likelihood to succeed

<b>3 – Confident</b>	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.
<b>2 – Somewhat Confident</b>	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.
<b>1 – Not confident</b>	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.

[Executive Office of the President, OMB Memo for Chief Acquisition Officers, Senior Procurement Executives on reducing procurement administrative lead time using modern business practices \(January 15, 2020\)](#)

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# Scoring – 110 Possible Points

## A. Project Strategy (1-3 rating; weighted 30/100 pts)

- A strong understanding of the target population's health issues, preferences, and food access barriers, and a proposed strategy that will effectively meet the needs of the identified target population with technically, culturally, and linguistically proficient services;
- A demonstrated plan to conduct clinical screenings for food insecurity and diet-related disease that includes validated screening tools and involves qualified staff members;
- Clear processes for referring all patients that screen positive for food insecurity to a no-cost food assistance resource, and logical criteria for determining which patients will be enrolled in the Food as Medicine program;
- A service delivery strategy for sourcing, storing, and distributing food, that strives to engage local, Mid-Atlantic based farms and food businesses;
- Robust research basis for 1) selecting nutritious food for distribution and 2) nutrition education program design with improved health outcomes for the target population and a process for reinforcing participation in the nutrition education programming;
- A clear strategy for facilitated structured transitions ("warm hand-off") at the conclusion of program participation to ensure clients have access to ongoing food assistance supports; and
- Well-informed strategies to maximize participant retention and completion over the intended enrollment period.

# Scoring – 110 Possible Points

## **B. Sound Fiscal Management & Budget (1-3 rating; weighted at 20/100 points)**

- Applicant demonstrates the ability to leverage non-County funding to financially sustain the program long-term, including by meeting the required match (a minimum 15% match (up to 10% in-kind) in the initial one-year grant period and 25% (up to 15% in-kind) in a renewal year);
- Applicant demonstrates sound grant and fiscal management practices and will be able to submit financial reports and back-up documentation to meet administrative and audit requirements;
- Expenses listed in the Budget and Budget Justification are consistent with the Project Strategy, Staffing Plan, and other parts of the proposal;
- Applicant's Budget and Budget Justification reflect reasonable and realistic costs needed to implement all aspects of the proposal and achieve the stated outcomes for the target population/community; and
- Funding requested is for a new initiative or the enhancement of existing projects in alignment with the priorities of this program

# Scoring – 110 Possible Points

## C. Performance History (1-3 rating, weighted at 20/100 points)

- Organization, or partnership of co-applicant organizations, demonstrate a successful history of providing pediatric healthcare services, food access, food referral, and/or related community-based supports in underserved communities within Montgomery County and have a mission focused on serving and improving these communities;
- Demonstrated experience with Food as Medicine, produce prescription, or other healthcare-linked food access or referral programs, either directly or through established partners; and
- Demonstrated expertise to deliver the proposed outcomes to the target population, including a strong relationship with the target population and ability to effectively perform food security screenings and referral, coordinate and administer food assistance and educational services, and to promote, engage, and/or connect the target population with the proposed project.

# Scoring – 110 Possible Points

## D. Performance Plan (1-3 rating; weighted at 15/100 points)

- Applicant demonstrates in their Performance Plan a clear process to measure/evaluate its project, including:
  - Participant retention,
  - Completion of the intended enrollment period,
  - Administration of the evaluation survey, and
  - Transition (“warm handoff”) to ongoing food assistance or nutrition benefit supports;
- Applicant demonstrates a strategy to comply with the required metrics and evaluation of participants; and
- Coordinated strategies for collecting, tracking, synthesizing and reporting unduplicated program data, including through collaboration with partner organizations to gather data as needed and a plan for administering the pre- and post-program evaluation survey.

# Scoring – 110 Possible Points

## **E. Soundness of the Overall Proposal (1-3 rating; weighted 15/100 points)**

- Proposal clearly demonstrates the effectiveness of proposed activities and, if funded, will result in the accomplishment of their stated outcomes;
- The implementation plan within the proposal is realistic and achievable based on the proposed timeline; and
- Proposal's contingency plans for a lower than requested funding amount is realistic and still results in desired outcomes albeit at a lower level.
- The proposal aligns with the OFSR's core values of being an equitable, systems-based, innovative, and data-driven strategy.

# Scoring – 110 Possible Points

## **Added Value Proposal Characteristics (1-3 rating; weighted to a maximum additional 10 points)**

- Support the local food economy through purchasing partnerships with local farms and food businesses and/or businesses owned/operated by individuals representing historically underserved communities within the Mid-Atlantic region; *(5 points)*
- Operate a “participant choice model” for food access, allowing participants to select what food they receive while maintaining alignment with medically-relevant food interventions *(5 points)*

# Award Notification

- Award notification letters are expected to be released roughly 3 weeks after the application deadline via email.
- For successful applicants, the award agreement will contain funding restrictions; programmatic, administrative, and policy requirements; reporting documents including total budget along with the amount of grant funding for the program; and payment terms.
- Documentation standards are very high as we are subject to audits and must follow official procedures. If you are unable to provide documentation of how the funds were used, your organization may be required to return the grant funds to the County.
- Organizations should expect mid-cycle (at 6 months) and end-of-cycle (at 12 months) financial and performance reporting, modeled on the specific metrics submitted as part of the KPIs.

# General Recommendations

- **Read the guidelines and instructions in the NOFO and follow them.**
- Develop, coordinate, and finalize your application offline and then upload all materials into the application.
- Uploads in PDF format are preferred (*except the Program Budget, MS Excel please*) but other formats are also welcome.
- **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.

## Euna (eCivis) Transition Action Items



1. **Log into the Euna (eCivis) Portal to create an application profile**  
<https://portal.ecivis.com/#/login>
2. **Download and review the Euna (eCivis) applicant user guides**
  1. [Logging into Your eCivis Portal Account](#)
  2. [Reviewing and Submitting your application](#)
  3. [Transfer Application Ownership](#)

**Step 1:** Open <https://portal.ecivis.com/#/login> and click on the green “Create an Account” button.

Welcome to the Portal

  
eCivis  
A Euna Solutions Brand

This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations. Login, or create a free account to start.

Login

Password  
(Minimum 8 chars, alphanumeric with symbol(s))

Portal Login

Grants Network® Login

Forgot Password?

Don't have an account?

**Create an account**

**eCivis Grants Network user?**  
Use your existing login above and the Grants Network® Login button.

*Outgoing Grants*



Montgomery County Office of  
**Grants Management**

## New Account Signup

Welcome to the grant application portal.

This free service provided by eCivis allows grant seeking applicants the ability to save, collaborate, and apply to solicitations.

Weak

Sign Up

[← Back to Login](#)

© 2025 All rights reserved. eCivis, Inc. For technical assistance please contact  
[support@ecivis.com](mailto:support@ecivis.com) [Privacy Policy](#)

**Step 2:** Fill in the data fields for the profile owner and set a password. Then click the blue “Sign Up.”

*Outgoing Grants*



Montgomery County Office of  
**Grants Management**

# Welcome to the Portal

This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations.

## Please verify your email!

Thank you for signing up. Please verify your email address by clicking the following link:

[Confirm my account](#)

If you are having any issues with your account, please don't hesitate to contact us by replying to this mail.

Thanks!

**Step 3:** Euna Grants (eCivis) will send an email to the account being registered for confirmation. Go to your email address, find the email from the platform, and click the “Confirm my account” link.

*Outgoing Grants*



Montgomery County Office of  
**Grants Management**

# Welcome to the Portal

This service provided by [eCivis](#) makes it possible for interested parties to save, collaborate, and apply for solicitations.

## Your email is verified!

Thank you for signing up. Please login to continue with any work inside the Portal by clicking the following link:

[Login to the Portal](#)

If you are having any issues with your account, please don't hesitate to contact us by replying to this mail.

Thanks!

**Step 4:** Once your email is confirmed, click the “Login to the Portal” link.

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**Step 5:** Type in your Login, Password, and then click on the blue “Portal Login” button to begin building your profile.

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## Montgomery County MD

FY26 School-Based Food Assistance Grant Program

Apply

[Overview](#) | [Eligibility](#) | [Financial](#) | [Contact](#) | [Files](#)

ID: N/A

Title: FY26 School-Based Food Assistance Grant Program

Application Start Date: 06/17/2025

Application End Date: 07/14/2025

CFDA/ALN: N/A

Reference URL:

### Summary:

**Program Summary:** The Office of Food Systems Resilience (OFSR), in partnership with the Office of Grants Management (OGM), is soliciting grant applications for the County's FY 2026 School-Based Food Assistance (SBFA) Program from 501(c)(3) designated food assistance provider organizations that are currently providing school-based food assistance services at Montgomery County Public Schools (MCPS) sites. \$2,303,775 in total grant funding is available to support programs co-located at an MCPS school site that increase food security for students and their families.

### Key Program Dates:

- **Program Opens for Applications:** Monday, June 16, 2025
- **MS Teams Live Grant Information Session:** Wednesday, June 18th, 2025, at 1:00 PM
- **Submission Deadline:** Monday, July 14, 2025, at 11:59 PM

To apply for a competitive grant program, go to the Grant Program Page and click the grey "Apply" button.

**Tip:** Do this while already logged in.

**Grant Program Page:**

[https://gn.ecivis.com/GO/gn\\_redir/T/17b6541nxefcw](https://gn.ecivis.com/GO/gn_redir/T/17b6541nxefcw)

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**Grants Management**

# To add a Team Member to your application, click the blue “ADD TEAM MEMBER” button

**Team Members**

**ADD TEAM MEMBER**

Team Member Email	Status	Sent	Accepted	Action
grants@montgomerycountymd.gov	Invitation Sent	04/02/2025	-	 

## Collaborator Email

**Receipt:** The invited Team Member will receive an email invitation. When they log in, they will see the application under “My Invitations”

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eCivis - Application Project Team Invitation

donotreply.arm@ecivis.com via amazonses.com  
To: Grants

**[EXTERNAL EMAIL]**

**Ali Hoy** has invited you to join their grant project team on the eCivis Portal.

Project Name: **Montgomery Example SNAP Benefits Enrollment Program**

Please use the following link to respond. You may be required to create a free account if you do not already have an account on the eCivis Portal.

<https://portal.ecivis.com/#/index/myInvitations>

Sincerely,

The eCivis Support Team

support@ecivis.com  
(877) 232-4847



# Support Links & Contact Info

**Euna Grants (eCivis) Support:** [support@ecivis.com](mailto:support@ecivis.com)

- Can assist with account issues or technical issues in the grant application
- Their response time can take up to 24 hours (morning requests are often answered same day)
- User Guides for download
  1. [Logging into Your eCivis Portal Account](#)
  2. [Reviewing and Submitting your application](#)
  3. [Transfer Application Ownership](#)
  4. [Guide for Applicants](#)

**OGM Support:** [grants@montgomerycountymd.gov](mailto:grants@montgomerycountymd.gov)

**OFSR Support:** [Catherine.Nardi@montgomerycountymd.gov](mailto:Catherine.Nardi@montgomerycountymd.gov)

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**Grants Management**

# Further Questions?



## *Montgomery County Office of* **Grants Management**

**Gregory Weissman**  
**Outgoing Grants Program Manager**  
**Office of Grants Management**  
**[grants@montgomerycountymd.gov](mailto:grants@montgomerycountymd.gov)**

**OGM Website**

**<https://montgomerycountymd.gov/ogm/>**

**OGM online grants application platform**

**<https://portal.ecivis.com/#/login>**

