

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

FY26 Nonprofit Security Grant Program

Program Summary: The Office of Emergency Management and Homeland Security (OEMHS) is soliciting grant applications for the County’s FY 2026 Nonprofit Security Grant Program from qualified nonprofit or faith-based organizations located in Montgomery County. The County Council’s FY26 Approved Budget provides \$1,200,000 to nonprofit and faith-based organizations at a high risk of experiencing hate crimes. Funding may be awarded to augment costs for security personnel, planning, training, or security cameras. FY26 Nonprofit Security Grant applicants may request funding up to \$15,000 per facility. Organizations with more than one facility in the County must submit a separate application for each facility, with a limit of five (5) applications per organization. The period of performance of these grant awards will be for one year (12 months) upon execution of a grant agreement by Montgomery County.

Key Program Dates:

- **Program Opens for Applications:** Tuesday, September 30, 2025
- **Grant Program Information Session:** Wednesday, October 1, 2025, 7:00 to 8:00 PM (*held via MS Teams Live, see Key Program Resources for the link to view the session*)
- **Submission Deadline:** **EXTENDED to Tuesday, November 4, 2025 at 11:59 PM** (Original date: Tuesday, October 28, 2025 at 11:59 PM)

Key Program Resources:

- **Program Page:** https://gn.ecivis.com/GO/gn_redir/T/1wv5212h62ssp
- [Link to the October 1, 2025 Information Session OR a recording of the event](#)
- [OGM Board Race-Ethnicity Reporting Template](#)
- Example of [FY26 NPSG Semi-Annual Activity Report Template](#)

Grant Program Details, Submissions, and Support: Application details can be downloaded and application may be submitted through the Office of Grants Management (OGM)’s Online Grants Application Platform through the links above. Applicants requiring an Americans with Disabilities Act (ADA) accommodation should contact OGM 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 general questions, platform support, or for alternate ADA submission options please contact OGM using the contact information below. For content related questions, please contact OEMHS using the contact information below:

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SECTION I – GRANT PROGRAM INFORMATION

A. Background

The Office of Emergency Management and Homeland Security (OEMHS) is soliciting grant applications for the County’s FY 2026 Nonprofit Security Grant Program from qualified nonprofit or faith-based organizations located in Montgomery County. The County Council’s FY26 Approved Budget ([Resolution 20-820](#)) provides \$1,200,000 to nonprofit and faith-based organizations at a high risk of experiencing hate crimes. Funding may be awarded to augment costs for security personnel, planning, training, or security cameras. FY26 Nonprofit Security Grant applicants may request funding up to \$15,000 per facility. Organizations with more than one facility must submit a separate application for each facility, with a limit of five (5) applications per organization. The period of performance of these grant awards will be for one year upon execution of a grant agreement by Montgomery County.

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

B. Target Population

The target populations for this Grant Program are Montgomery County:

- **Nonprofit Organizations:** Tax-exempt nonprofit organizations at risk of hate crimes based on their work, community, and/or known threats or hate crimes experienced by their organization or similar organizations or communities nationally.
- **Faith-based Facilities:** Religious organizations that meet the requirements of a 501(c)(3) organization and are at risk of hate crimes based on their work, community, and/or known threats or hate crimes experienced by their facility or other facilities representing their faith group nationally.

C. Funding Guidelines

The goal of this program is to support projects that improve the security posture of nonprofit or religious organizations that are at risk of hate crimes based on their work, community, and/or known hate crimes or threats to them or similar organizations or communities nationally. Grant awards may be used:

- To hire security personnel or to augment current security personnel;
- To pay for a security assessment or plan;
- To conduct security training;
- To develop and execute a security drill;
- To purchase new security cameras for their facility;
- To purchase a [fususCORE](#) device to enable sharing the security camera feed with the Montgomery County Police Department.

Funds may not be used for:

- Equipment purchases (except as noted above for new security cameras and fususCORE devices).
- Facility upgrades.
- Supplies.
- Expenses incurred before the date of a signed and executed contract.
- Monitoring service for security cameras.
- Subscription services for the fususCORE device.

D. Eligibility Requirements

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

Program Eligibility Criteria:

- The organization must have a Federal 501(c)(3) tax-exempt status or be a religious organization that meets the requirements of a 501(c)(3);
- The organization must be experiencing threats or hate crimes, or be at significant risk of hate crimes based on its work, community, and/or known threats to similar organizations or communities nationally;

Montgomery County Eligibility Conditions:

- The organization must be currently registered and in Good Standing with the Maryland State Department of Assessments and Taxation (SDAT);
- The organization must be registered as a vendor with Montgomery County (organizations that are not already vendors must register before submitting the application);
- All activities and expenditures under this grant program must be provided in Montgomery County;
- 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.

For profit businesses are not eligible for this grant.

E. Award Amounts and Duration

Award sizes will vary. Applicants may request up to \$15,000 per facility. Organizations with more than one facility in the county may apply separately for each facility. The grant will be awarded for up to a one-year (12-month) performance period upon execution of a grant agreement by Montgomery County. Funds must be used within one year of the date of execution of a grant agreement and cannot be used for expenses outside of these dates. This Grant Program does not commit Montgomery County to make an award.

F. Award Reporting Requirements

Grantees will be required to submit a Semi-Annual and Final Activity and Financial Reports electronically to the Grantor on or before the date set in the Grant Agreement. The Semi-Annual Activity and Final Reports should reflect all authorized activities undertaken and expenses incurred **through** the performance period date set in the Grant Agreement. The Final Activity and Financial Reports should reflect all authorized activities undertaken and expenses incurred **during** the life of the whole Grant Agreement.

OEMHS is required to collect reporting data to justify to the County Council and Montgomery County residents the value of this Grant Program. OEMHS has taken great efforts to limit reporting requirements to key data points and narrative information. An example of the Semi-Annual/Final Activity reporting template can be found below. The actual Reporting Template may have slight changes but applicants should not expect significantly different reporting requirements. An Activity Report Template will be provided by the Grant Monitor during the grant term.

- Example of [FY26 NPSG Semi-Annual Activity Report Template](#)

The Financial Report must follow the format of the Financial Progress Report Template provided by the Grantor. The Final Financial Report must also include all invoices or receipts for expenses incurred during the life of the Grant Agreement using award funds.

G. Application Review & Awards

All submitted applications will go through a three-stage review process to shape final award recommendations.

1. **OGM Administrative (Admin) Review** – OGM will assess all applications for Montgomery County Eligibility Conditions listed above as well as confirm that the applications submitted are complete and meet minimum standards. If minor errors are found in an application, 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 Montgomery County Eligibility Conditions or major issues with their applications. Organizations and applications that do not meet these requirements will be disqualified while those that do will move on to the next stage.
2. **Programmatic Eligibility Review** – OEMHS will also conduct a second review assessing whether applicants and their proposals Programmatic Eligibility Conditions cited above to ensure all submitted applications are within the intended scope of this Grant Program. Organizations and applications that do not meet these requirements will be disqualified while those that do will move on to the next stage.
3. **Subject Matter Expert (SME) Review** – OEMHS will then establish a Review Committee 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, grants administration, project management, and/or ability to analyze programs from a racial equity and social justice lens. The panel members will review and score applicant proposals based on the criteria outlined in this document 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, but are not limited to, 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.

H. Award Notification

Award notification letters are expected to be released in January 2026 via email. For successful applicants, the Grant Agreement will contain the total amount awarded and funding restrictions; programmatic, administrative, and policy requirements; reporting requirements; and payment terms.

I. 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 Nonprofit Security Grant Program Solicitation Page and click the “Apply” button to create an application. Users must be logged into their Euna accounts BEFORE clicking APPLY.**

Program page: https://gn.ecivis.com/GO/gn_redir/T/1wv52l2h62ssp



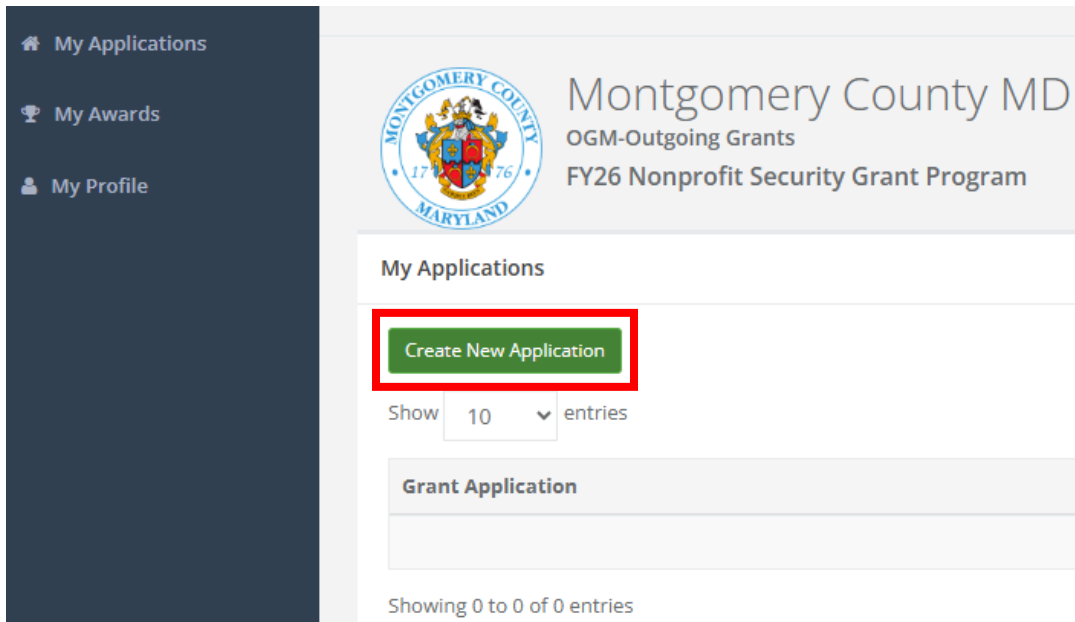
Montgomery County MD

FY26 Nonprofit Security Grant Program



Overview	Eligibility	Financial	Contact	Files
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ID: FY26NPSG	Summary:
Title: FY26 Nonprofit Security Grant Program	Key Program Dates:



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](#)
4. [Guide for Applicants](#), including budget assistance

After creating an account, an applicant must select this Grant Program from the [OGM homepage](#). The applicant will then 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 [Tuesday, November 4, 2025 at 11:59 PM](#) (*Extended Past the Original date: Tuesday, October 28, 2025 at 11:59 PM*). All applications will be recorded upon receipt and a notice or receipt will be delivered to the applicant via email. 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. The only exception to this may be if an applicant facility is directly targeted with a hate crime after submission of the application. In such a case, please send notice of the incident, with police report, if applicable, to the Point of Contact in this NOFO and a determination will be made as to its possible inclusion for consideration. Applications with incomplete, illegible, or corrupted digital materials will not be considered.

J. Information Sessions

The County will hold an information session regarding the FY26 Nonprofit Security Grants via Microsoft Teams on Wednesday, October 1, 2025, 7:00 to 8:00 PM. 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 Nonprofit Security Grants application page. Attendance at the information session is not a requirement for applying.

K. Terms and Conditions

- The 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 QUESTIONS

Applicants are required to follow the content requirements and submission instructions listed within the online application platform and NOFO document. To submit your proposal, please complete each of the Tasks in the application 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. The application platform cannot read Mac formatted documents (i.e., Pages, Numbers, and Key Note) so these should be submitted as PDFs or converted to MS Office formats. **Applications will be considered incomplete if any part of any section is missing.**

Applicants may request up to \$15,000 per facility. Award sizes will vary. Thus, applicants who are requesting smaller funding amounts should not feel pressured to hit the maximum word limit. In general, Review Committees have historically preferred concise narratives focused on the funding priorities, questions asked, and scoring themes rather than long narrative descriptions.

A. 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 (TIN). *This Grant Program has traditionally provided funding to many organizations whose legal status does not provide them with a Federal TIN. If you are one of these organizations, please provide a brief explanation.*
- Montgomery County Supplier Number, if known (optional)
- Organization’s website (optional)
- Upload: Current Board List (Include names, affiliation and contact information, as applicable)
- Upload: Most recent IRS 990 Form for Nonprofit Organizations or an explanation why your organization is exempt from filing 990s
- Contact Information for the organization’s proposal primary point-of-contact (POC)
- Contact Information for the organization’s proposal secondary point-of-contact (POC)
- 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>

B. Lead Applicant Background Task (optional)

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.

C. Application Questions

The Application should answer the following questions and upload the response into each field. If a question below does not apply to your proposal, please indicate that it is not applicable.

1. **Project Title** – If awarded, the Project Title will become the name of the Grant Agreement (100 character maximum).
2. **Montgomery County Funding Request** – Total amount requested through this grant proposal. Click on the Euna Grants Budget Tool in the application platform to provide budget details (instructions below).
3. **Cost-Shares** – Please include the value of any cost-shares such as donations, other grants received, and in-kind or pro bono services that you anticipate being donated and that are related to this proposal.
4. **Total Project Cost** – Total annual cost of project from all funding sources.
5. **Organization Need** – Describe why your organization needs funds. Give specific examples that demonstrate that your nonprofit organization or faith-based facility is experiencing hate crimes or is at significant risk of becoming a target of hate crimes. (2,500 character maximum).
6. **Use of Funds** – Please describe how you would use these funds and what you expect to accomplish with these funds. (2,500 character maximum).

7. **Estimate of Benefit** – Please provide the estimated number of Montgomery County residents served by your organization. How many residents would benefit from the grant, if awarded? Include details like the number of residents present each day, at special events or services, etc. (1,500 character maximum).
8. **Current Security Funding** – What is the organization's current source of funding for security personnel and/or planning? (1,000 character maximum).
9. **Security Assessment** – Has your facility had a security assessment? If so, please describe. (1,000 character maximum).
10. **Training Participation** – Has your organization participated in Montgomery County Police Department Civilian Response to Active Shooter Events (CRASE) training or OEMHS Securing Houses of Worship Training? If so, please explain when. (1,000 character maximum).
11. **Reduced Funding Impact** – If applicable, please specify how your project would be affected if total funding awarded were less than the amount requested. State whether your project could be completed with a smaller amount, and how your projected outcomes would be affected by any funding reduction. (600 character maximum).
12. **Montgomery County Location Assurance** – If your organization does work regionally or has other funding sources, please provide us with information to reassure us that the Montgomery County funds will not simply enable you to shift current, non-County monies to operations outside the County but rather will allow you to add to or expand your work on behalf of services in Montgomery County. (1,500 character maximum).

D. Required Supporting Document Uploads Task

Please upload the following materials, ideally in PDF format, to support your proposal.

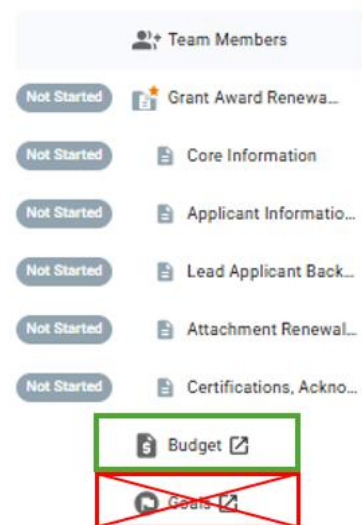
- **Demonstration of Need** - Copies of police reports demonstrating prior hate or bias-related incidents. Police reports should indicate the type of incidents and investigation result such as hate graffiti, hate speech, etc.
- **Demonstration of Costs** – At least two quotes or proposals from vendors for each of the eligible expenses included in the Budget.

E. Budget Tool

Applicants are required to submit their **Budget** and **Budget Narrative** through the Euna Grants Budget Tool.

Budget

Detail your budget request by clicking on the Euna Grants Budget Tool in the application platform to open a new browser tab. Enter your budget request using only the eligible expenses listed below. Add as many additional line-items underneath each category as required to explain your budget in detail. Provide an estimated cost for each line-item based on an official price quote on a letterhead or an online estimated cost by providing the vendor webpage link to justify your requested budget.



The Euna Grants [Guide for Applicants](#) includes detailed guidance on pages 13-20 on how to fill out the Budget Tool. OGM will also demonstrate how to use the Budget Tool during the Grant Program's recorded Information session.

Budget Narrative

At the bottom of the Budget Tool applicants will have the opportunity to enter their Budget Narrative (8,000 characters max). The Budget Narrative should be entered as a bulleted description of each line-item entered into the Budget above. The descriptions should explain:

- Why the cost is necessary for the project, and;
- how the figure was calculated.

Two to three sentences per line-item is generally sufficient but applicants may exceed that amount if necessary to fully explain a line-item. Note: In past grant programs applicants have frequently received low scores on their budgets for not fully explaining why each line item was necessary for the proposed project.

Please do not include graphics, branding, or complex text formatting as these make it difficult for reviewers to assess your application and compile final grant agreements. Simple text organization and formatting is preferred and appreciated by reviewers and OGM.

Review of Eligible and Ineligible Expenses

The goal of this program is to support projects that improve the security posture of nonprofit or religious organizations that are at risk of hate crimes based on their work, community, and/or known hate crimes or threats to them or similar organizations or communities nationally. Grant awards may be used:

- To hire security personnel or to augment current security personnel;
- To pay for a security assessment or plan;
- To conduct security training;
- To develop and execute a security drill;
- To purchase new security cameras for their facility;
- To purchase a [fususCORE](#) device to enable sharing the security camera feed with the Montgomery County Police Department.

Funds may not be used for:

- Equipment purchases (except as noted above for new security cameras and fususCORE devices).
- Facility upgrades.
- Supplies.
- Expenses incurred before the date of a signed and executed contract.
- Monitoring service for security cameras.
- Subscription services for the fususCORE device.

When filling out the Budget Tool adding line-items covered by [Cost Share](#) is optional. Applicants should **ignore the Program Income section** as this will not be evaluated or impact the review process.

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

- 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 project.

I. Goals Tool (not used)

This Grant Program is not using the Goal Tool, and it should be ignored when completing the application.

SECTION III – SCORING OF APPLICATIONS

Scoring Criteria

Applicant’s proposal submissions will be evaluated using the following confidence ratings based on the below weighted criteria. Confidence ratings are another form of objective 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: Assessment of Security Needs and Risk (80 points)

- In line with the priorities for the FY26 Nonprofit Security Grants Program, the application clearly demonstrates that the organization:
 - Is at risk of or has directly experienced hate crimes (e.g., hate-related vandalism, graffiti, property crimes, attacks, or threats via social media, print, or other communications) (criminal activity not related to bias or hate, such as theft, property crime, general vandalism, or other crimes not clearly motivated by hatred or bias cannot be considered) (40 points);
 - Represents people or groups who have statistically been the target of hate crimes locally or nationally (e.g., African American/Black, Jewish, Muslim, Sikh, LGBTQ+, Disabled, Homeless, Asian American/Asian) (20 points);
 - Will make a meaningful and substantive improvement in the security of this facility (10 points); and
 - Serves Montgomery County residents (10 points).

Criterion B: Grant Administration and Budget (20 points)

- The organization (and partner facilities, if applicable) demonstrates the organizational capacity necessary to effectively manage the grant and comply with reporting requirements, as evidenced by a complete application and budget (5 points);
- The proposed budget has reasonable cost estimates, which will enable the organization to achieve the target outcomes (5 points);
- The application clearly includes the estimated number of Montgomery County residents served by the organization (5 points);
- The application clearly states that the funds are intended for either security personnel, an assessment or plan, security training, the development and execution of a security drill, or a new camera/camera system (5 points).

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.
- Applications will be reviewed through a Racial Equity and Social Justice lens.
- 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 Committee's 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 about why their proposal was not granted, or their funding request was not granted in full.

SECTION IV – CERTIFICATIONS, ACKNOWLEDGMENTS, AND ASSURANCES

The applicant shall complete and return the Certifications, Acknowledgements, and Assurances listed with the application submission provided in the Application Certification section of the application in the 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.

1. 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.
2. 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 question 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 understands 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.