

REQUEST FOR SPECIAL APPROPRIATION GRANT

FISCAL YEAR 2012

PRINCE GEORGE'S COUNTY COUNCIL
Attn: Grant Coordinator, Room 2035
14741 Governor Oden Bowie Drive
Upper Marlboro, Maryland 20772
(301) 952-5839 or 952-3699 / Fax (301) 952-4862
E-mail address: gasabel@co.pg.md.us

(A) Date _____

(B) Grant Amount
Designated: _____

(C) FUNDS (IF ANY) TO BE DESIGNATED BY COUNCIL MEMBER _____

APPLICANT

(D) Name of organization (this should be the proper and legal name as stated on your seal or charter):

(E) Address/Telephone Number/Website Address (if any): _____

(F) Nature of organization (e.g., private non-profit human services, promotional, advocacy, municipal government): _____

(G) Mission/Purpose of the organization [one-paragraph history, mission and goals]: _____

Nature of Affiliation, if any, with any governmental unit: _____

(H) Please attach a list of organization staff members and a list of the officers and members of the board of directors or comparable governing body.

(I) Federal Tax I.D. #: _____ Tax Exempt: No _____ Yes _____

Date incorporated: _____ Incorporated as a non-profit: Yes _____ No _____

(J) State Tax I.D. #: D-_____ (number from Maryland Department of Assessments and Taxation)

Please attach a copy of the IRS notification of tax-exempt status under Section 501(c)(3) of the U.S. Code (or related section). A completed, signed and dated IRS Form W-9 MUST accompany this application if the designee is a first-time grant recipient. NOTE: The IRS Form W-9 may also be requested by the grant coordinator to comply with IRS directives that an original completed, signed and dated W-9 be on file with the County's Office of Finance.

(K) Director of Organization:

(NAME) _____ (TITLE) _____
E-MAIL ADDRESS: _____

(DAYTIME TELEPHONE) _____

(CELL PHONE NUMBER) _____

Contact Person:

(NAME) _____ (TITLE) _____
E-MAIL ADDRESS: _____

(DAYTIME TELEPHONE) _____

(CELL PHONE NUMBER) _____

(L) PROPOSED USE OF REQUESTED FUNDS:

Describe the intended use of the grant funds. Either after the questions below or on a separate page, provide sufficient details so that the Council Member can readily associate the fund use(s) described here with the budget document provided by the grant applicant.

1. Who is the target population (i.e., who will benefit)? _____

2. What type(s) of service(s) and/or program(s) will be provided? _____

3. Where will the service(s) be provided and/or the program(s) be conducted? _____

(M) FINANCIAL INFORMATION: Fiscal Year 2012 Total Budget \$ _____

(Attach a copy of the most recent budget)

1. For the current fiscal year, provide the budget and a report of expenditures of funds from all sources, including the County. These must be submitted in order to be considered for any special appropriation grant. County public schools and county municipalities are partially exempt from this requirement because their budgets are already in the public domain. For special purchases and events, a copy of applicable invoices and/or breakdown of costs for multiple items are required. NOTE: If funding fluctuates dramatically from year to year, an applicant may submit the previous year's budget, but still must show how and where the requested funds would be used in that budget.
2. Please provide a copy of the most recent IRS Form 990, Return of Organization Exempt from Income Tax.
3. If your organization received County Council grant funds in the previous fiscal year, please provide a brief report indicating from whom the funds were received and how the funds were spent.

(N) METHOD OF PAYMENT: The County strongly encourages the use of electronic deposits via the Automated Clearing House (ACH) system. Instructions and an authorization form are included. As an alternative, paper checks will be mailed to grant recipients.

(O) CERTIFICATION

I hereby approve the submission and contents of this application and agree that any grant awarded pursuant to this application will be subject to review by the County (Office of Audits and Investigation) and will be administered in conformity with the purposes stated. I further agree that all financial records must be opened and available to County officials upon request.

Name _____ Title _____

Signature _____ Date _____

Note: Requests for confirmation, by external auditors for your organization, of grant amounts paid should be sent to the Director, Office of Finance, Prince George's County, Maryland, Room 3200, County Administration Building, Upper Marlboro, MD 20772. This will avoid delay in response to these requests.

Supplemental Instructions for County Council Special Appropriation Grants

I:/Grants/GS – FY 2006 to Present/CSP Grant Memos & FY Grant Amounts/Supplemental Instructions... 080511.doc

August 5, 2011

[Note: This document updates the October 18, 2007, instructions.]

Part I. Instructions for Completing the Special Appropriation Grant Application Form

New requirements have been added for Fiscal Year 2012 and beyond. Only current fiscal year grant application forms provided to applicants by the Council office will be accepted.

Council staff can print them from the County computer shared drive. Applicants should receive an application form, these instructions and an enrollment form for the Automated Clearing House (ACH) system (electronic deposit). Applicants may also receive a cover letter from the Council Member's office inviting them to apply.

- (A) Ensure that the grant application form is for the County's current fiscal year (July 1 to June 30). Applicants should receive the current fiscal year grant application form from the office staff of the Council Member to whom they are applying for the grant.
- (B) "Grant amount requested." The amount requested also must be identified in the organization's budget, either as a lump sum entry or as multiple entries, and correspond to the description listed in the "Proposed Use of Grant Funds" section. The Council Member has four options: to fund the grant as requested, to NOT fund it all, to increase the grant (within applicable budget limits), or to decrease the grant. Prior grant approvals are not an indicator of future grant approvals.
- (C) "Funds (If Any) Designated by Council Member" Please include the last name of the Council Member from whom the grant is being requested. In part, this is because some organizations receive funding from more than one Council Member, rather than only from the member in whose district the organization is located. Also, some communities are part of more than one councilmanic district.
- (D) "Name of Organization." Please use the name listed on your IRS tax-exempt status notification letter. That name should be the same as the one listed on your organization's seal or charter.
- (E) "Address/Telephone Number/Website Address (if any)." Please use the address listed on your IRS tax-exempt status notification letter. If the address has changed, or if your organization has multiple office locations, please include a letter to the Prince George's County Office of Finance, on organization letterhead, indicating the current and correct address. The grant coordinator will take the letter to Finance. The letter is needed to authenticate and enable the updating of County vendor information so the check will reflect the latest address information.
- (F) "Nature of organization." Please indicate what kind of entity the organization is and if it is a non-profit.
- (G) "Mission/Purpose of the organization." Please include a one-paragraph history of the organization, including when the IRS awarded the organization its non-profit status. Also, please list the organization's mission, goal(s) and previous year's accomplishments.

- (H) "Please attach a list...." Self-explanatory.
- (I) "Federal Tax I.D. #." Please include this number, which is listed on your organization's IRS tax-exempt status notification letter. Please do NOT list your Maryland Sales and Use Tax Exemption number. It is not relevant or helpful in processing the grant application. Please provide a copy of all IRS letters relating to your tax-exempt status (e.g., initial assignment of status, final determination of status, name changes, etc.).
- (J) "State Tax I.D. #." Please list this number, which is assigned to an organization when it is licensed in the State of Maryland by the Maryland Department of Assessments and Taxation.
- (K) "Director of Organization and Contact Person." Please provide a daytime phone number (work, cell or home phone number) at which each of these people may be reached. Additionally, please list your e-mail address and your cell phone number (if any).
- (L) "Proposed Use of Grant Funds."
- (1) Item 1. "Who is the target population?" Please identify using words such as "youth," "the homeless," "senior citizens," or other appropriate terms.
 - (2) Item 2. "What type(s) of service(s) and/or program(s) will be provided?" Please provide descriptions of all services and/or programs for which the grand funds will be used.
 - (3) Item 3. "Where will the service(s) be provided and/or the program(s) be conducted?" Please provide information about whether the services and/or programs will occur on the premises of the grant applicant or at one or more locations within the community.
- (M) "Financial Information." See the second page of the application regarding the current fiscal year budget, a copy of the IRS Form 990, and the report of use of County Council funds previously received.
- (N) "Method of Payment."
- (1) For grant applicants: Organizations are encouraged to enroll in the Automated Clearing House (ACH) system to reduce County expenses related to check production. Enrollment also speeds delivery of the money to the organizations in need of the approved funds. A copy of the enrollment form and instructions should be included with the grant application form and these instructions. For organizations not wishing to use ACH, a paper check and a memo from the Councilmanic office will be prepared and sent to the organization.
 - (2) For Council Members:

Whether the grant funds are to be sent by ACH or by a paper check, an original memo and a copy of the payment document (ACH verification printout or check) will be given to the Council Member to inform him/her that the grant check has been received. A letter addressed to the grant recipient should be prepared by the Council Member's office, signed by the Council Member, and then given to the grant coordinator who will mail the letter and the ACH verification printout or check to the grant recipient.

(a) If the Council Member does not prepare such a memo to the grant recipient within 30 days, the grant coordinator will transmit the ACH verification printout or check to the grant recipient with a generic cover letter.

(b) A sample cover letter is provided as an attachment to these instructions.

(O) "Certification." Usually completed by the organization's president or director. Please print your name and title on the upper lines, then place your signature and date on the lower lines.

Part II. General Grant Program Information (for both Council Offices and grant applicants)

A. Each grant application package will consist of:

- (1) An **original**, completely filled out, original signed and dated application for the current fiscal year.
- (2) An **original**, completely filled out, original signed and dated original IRS Form W-9, Request for Taxpayer Identification Number and Certification. In accordance with IRS instructions, via an August 4, 2003, memorandum from Dr. Jacqueline F. Brown, Chief Administrative Officer, Office of the County Executive, effective August 15, 2003, Prince George's County is required to have on file an IRS Form W-9 with original signature and date for each entity (grant applicant, company or non-County employee) to which the County issues a check.
- (3) A copy of any IRS letters related to the tax-exempt status of the organization. The grant coordinator and Finance both verify that organizations are listed by the IRS as tax-exempt.
- (4) A copy of the current year budget and the related financial information as listed in (L) above and on the second page, section (L), of the grant application form.
- (5) A report identifying how County Council grant funds received in the previous fiscal year were used. The report is to be submitted to the Grant Coordinator by December 31 of the year in which the funds were received.

B. Grant application packages will be logged in by the grant coordinator when received. The application(s) will then be sent to the Council office(s) for review. After review and approval by the Council Member, the application(s) will be returned to the grant coordinator for processing. If an application is received lacking one or more of the supporting documents (items A (2), (3), (4) or (5) above), the grant coordinator will contact the Council Member's office and request assistance to obtain the required document(s).

For many applicants, but not all, the grant coordinator may have a copy of one or more of the supporting documents which can be copied for use if still applicable to the fiscal year of the grant application.

C. Once a grant application package has all constituent parts, it will become part of a bundle of grant applications submitted under a cover memo to the OMB. Staff and managers in OMB will review the applications and then prepare and sign the documents necessary for further processing. The

documents and applications are then sent to Finance for review, processing and the issuance of the grant checks. Because OMB and Finance provide financial services to the entire County government, they operate under guidance from the Prince George's County Code, Subtitle 10A, Purchasing; Subdivision 10, Contract Administration, Section 10A-153, Prompt Payment, and Administrative Procedure 337, Prompt Payment Policy.

- D. Processing timeframe: 30 days from the date a complete grant application package is sent to OMB until the receipt of the check or electronic deposit notice by the grant coordinator.

If the grant applicant has not previously received a payment from the County, additional time (three to five days) will be required to process and set up a vendor number for the applicant.

Based on past experience, the 30 days means that this is the average time it takes to process a grant application by OMB and Finance. Occasionally, it may take a little more or a little less time to complete the process. Please plan your grant application submissions accordingly.

- E. If a Council Member wishes to make a formal presentation, that Member's staff will contact the grant recipient to coordinate a date and time. Council staff may also obtain an oversized foam check appropriate for use when taking a photograph of presentation.
- F. When a grant applicant receives a grant payment, the payment is to be deposited in the organization's bank right away and used as soon as practical for the purposes listed on the grant application, but not later than one year after receipt. Grant funding is not to be used to "pad" an organization's bank balance. If circumstances change and the funds cannot be used in a reasonable amount of time, they must be returned to the Grant Coordinator. Returned funds will be given to the Office of Finance and put in the applicable Council Member's special appropriation grant fund.

Part III. Other Criteria for Grant Applicants

- Accountability for County funding is required. This includes:
 - The program or service has measurable/quantifiable outcomes that can be reported.
 - The organization maintains adequate financial records and statements to account for all sources of funding, including County funding.
 - The organization maintains adequate records and documentation to facilitate an independent audit by a CPA firm or by the Office of Audits and Investigations.

County Council - Special Appropriations Grants Program - Grant Documents Checklist

I:/Grants - GS FY 2006 to Present/Grant Forms & Documents/Grant Documents Checklist 080511.xls

Please provide the following documents, as appropriate, with each grant application submitted to the Prince George's County Council:

Y / N	
	Application form (current fiscal year only - previous formats will NOT be accepted):
	1. Have all of the sections of the application been completed as indicated in the instructions? Required.
	2. Has the requested contact information been provided, preferably for two people? Required.
	3. Has the application been signed and dated by one of the two contact people? Required.
	4. Send the original application to the County Council. Required. Keep a copy for the organization's files. Suggested.
	IRS Form W-9, Request for Taxpayer Identification Number and Certification:
	1. Has a W-9 been downloaded from the IRS website, www.irs.gov, completed, signed and dated?
	2. Send the original completed, signed and dated W-9 to the County Council with your application. Required.
	NOTE: The IRS requires that the W-9 be kept on file for organizations receiving payments from the County. Once a W-9 has been sent to Finance with an application for processing (and thus formally entered into the files), another W-9 is not needed unless one is requested by the grant coordinator for the County Council.
	IRS Tax-Exempt Status Letter:
	1a. Has a copy of the IRS notification of tax approval been attached? Required.
	NOTE: This is the letter which indicates your organization is tax-exempt under Section 501(c)(3) of the IRS Code.
	1b. Send a copy of the IRS tax-exempt status letter with your application. NOTE: If you also receive a follow-up letter regarding your tax-exempt status, please provide a copy of the follow-up letter to the grant coordinator for the County Council.
	2a. Alternatively , if you applied for tax-exempt status but have not received your IRS letter conveying that status, has a copy of the first page and signature page of IRS Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the IRS Code, and a copy of either the U.S. Postal Service's certified/return receipt or the IRS acknowledgement of receipt of application been included? Required.
	2b. Send a copy each of the documents mentioned in 2a, above, with your grant application.
	NOTE: When you receive the follow-up letter regarding your tax-exempt status, provide a copy to the grant coordinator for the County Council.
	Organization Budget:
	1. Has a copy of the current fiscal year's budget been included with your grant application? Required.
	2. Send a copy of the budget with your grant application.
	NOTE: The budget should include line items and/or a section which corresponds to the text regarding the proposed use of requested funds (on the second page of the grant application).
	IRS Form 990, Return of Organization Exempt from Income Tax:
	1. Has a copy of the latest IRS Form 990, 990 EZ, 990 N or other applicable tax return form been included? Required.
	2. Provide a copy of the latest IRS Form 990 or other form with your grant application.
	Financial report:
	1. Have you included a financial report indicating from whom grant funds were received and how the funds were spent? Required.
	2. Provide a financial report by December 31 of the year in which the funds were received which reflects the usage of the grant funds received with this application.
	Staff Member List and Board of Directors List:
	1. Has a copy of the current Staff Member List and the Board of Directors List been provided? Required.
	2. Provide a copy of both lists with your grant application.

**PRINCE GEORGE'S COUNTY MARYLAND
OFFICE OF FINANCE
ELECTRONIC DISBURSEMENT NOTICE**

Dear County Business Partner:

The County is pleased to offer your enterprise the opportunity to receive future invoice payments electronically through the Automated Clearing House (ACH) Payment System. Payments can be posted directly to your business bank account. Our Accounts Payable Section will mail a separate advice to detail the paid invoice(s) information and to confirm the transmission date so that you can update your financial records. The County reserves the right to reverse - without prior notice - any erroneous transmissions.

To qualify for this payment method, the County must have made at least five payments to your business in the prior twelve-month period or you must currently have an open purchase order or a legal contract with the County. You must also bank with a financial institution capable of processing these electronic transfers.

To enroll in this new program, please complete the enclosed Authorization for Electronic Funds Disbursement form. After processing of your form is complete (approximately 60 days after receipt), you can expect electronic payments at the designated bank until you advise us in writing to stop payments.

Keep a copy for your records and forward the original completed form to:

PRINCE GEORGE'S COUNTY, MARYLAND
OFFICE OF FINANCE
ATTN: R.I. MORGAN
14741 GOV. ODEN BOWIE DRIVE, SUITE 3151
UPPER MARLBORO, MD 20772

If you have any questions or concerns, please contact our Accounts Payable Department by email (pgcap@co.pg.md.us) or telephone (301.952.5481). Thank you and we look forward to working with you.

Sincerely,
Robert I. Morgan
Disbursements Manager

**USE THIS SAMPLE CHECK FORMAT AS A GUIDE TO DETERMINE
THE ACCOUNT NUMBER AND THE NINE-DIGIT ROUTING NUMBER**

The image shows a sample check with the following details:

- Payee: JOHN DOE, 123 MAIN STREET, PA. 10000-0000, ANYTOWN, USA 12345
- Amount: \$ []
- Bank: Anybank USA, Anytown, USA
- Routing Number: 123456789
- Account Number: 123456
- Check Number: 0597

Bank Routing Number Account Number Check Number

PRINCE GEORGE'S COUNTY MARYLAND

OFFICE OF FINANCE – ACCOUNTING DIVISION

14741 GOV. ODEN BOWIE DRIVE, SUITE 3151

UPPER MARLBORO, MD 20772

Voice: 301.952.5481 Fax: 301.952.3529 Email: pgcap@co.pg.md.us

AUTHORIZATION FOR ELECTRONIC FUNDS DISBURSEMENT

PRIVACY ACT STATEMENT

The following information is being provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR 210. This information will be used to start/stop payment data by electronic means to the referenced financial institution. Failure to provide correct or complete information may delay or prevent the receipt of payments through the Automated Clearing House Payment System. (April 2004)

VENDOR/PAYEE INFORMATION

Action: Start _____ Stop _____ Federal TIN/SSN _____
Legal Name _____ Business Name (if different) _____
Address _____ City _____ State _____ Zip _____
Remittance Address (if different) _____
Contact _____ Title _____
Voice _____ Email _____ Fax _____

FINANCIAL INSTITUTION

Name of Bank _____ Account Title _____
Address _____ City _____ State _____ Zip _____
Contact _____ Telephone _____
Account Number _____ Checking _____ Savings _____
Nine-digit Routing No: _____

CONDITIONS AND AUTHORIZATION

I acknowledge that this form has been completed to the best of my knowledge. I understand that in the event of an erroneous payment, the County reserves the right to reverse a transfer and further understand that failure to provide accurate information could result in a forfeit of this payment method. I certify that I am a multiple payment vendor of at least five payments and will provide the County with my vendor number on all correspondence. I must communicate any changes in the financial institution(s) or account(s) to the County within five business days of the new information becoming effective. I understand that this payment method is governed by County policy that may periodically change without prior notice. I hereby authorize Prince George's County to electronically transfer payments due to the referenced business enterprise for goods or services rendered to the County.

Officer Name _____ Title _____

Signature _____ Date _____

OFFICIAL USE ONLY

Pay Entity _____ Vendor No. _____ Processor _____ Date _____