



**DISTRICT 4 SPECIAL APPROPRIATION
GRANT REQUEST FORM
FISCAL YEAR 2011**



PRINCE GEORGE'S COUNTY COUNCIL
Office of Council Member Ingrid M. Turner
14741 Governor Oden Bowie Drive
County Administration Building
Upper Marlboro, Maryland 20772
(301) 952-3094 Fax: (301) 952-4910

Date: _____

Grant Amount
Requested: _____

*Submission Deadline: September 15, 2010 – FIRST ROUND
February 1, 2011 – SECOND ROUND*

APPLICANT

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

2. Address/Telephone Number/Website (if any) _____

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

4. Mission/Purpose of the organization (one paragraph history, mission and goals) _____

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

5. Date incorporated _____ 6. Incorporated as a non-profit: Yes ___ No ___

7. Tax Exempt: No _____ Yes _____ Federal Tax I.D.# _____ **(Attach a copy of IRS notification of tax approval under Section 501(c)(3) of the U.S. Code or related section. A completed, signed and dated IRS W-9 from MUST accompany this application if the designee is a first-time grant recipient.)**

8. Director of Organization:

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

(DAYTIME TELEPHONE)

(CELL PHONE NUMBER)

9. Contact Person:

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

(DAYTIME TELEPHONE)

(CELL PHONE NUMBER)

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 the Council Member can readily associate the fund use(s) described here with the attached budget document.

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

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

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

FINANCIAL INFORMATION: Fiscal Year 2011 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 is 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. If available, provide the most recent audited financial statements (include auditor's letter and notes). If there are no audited financial statements available, provide pages one through six of the most recent IRS Form 990, Return of Organization Exempt from Income Tax.

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

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 and will be administered in conformity with the purposes stated.

Name _____ Title _____

Signature _____ Date _____

Note: **Only original, signed applications will be accepted, no faxes or copies.** 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.