

MONTGOMERY ALLIANCE
2011/2012 Nonprofit Grant Process
INSTRUCTIONS

Montgomery Alliance seeks applications from Montgomery County nonprofit agencies to address the following targeted areas of need:

- **Basic needs**
Includes programs that assist clients meet their basic needs (e.g., food, clothing, shelter, transportation, income)
- **Health-related services**
Includes health, dental and mental health services, support and supplies

Only applications that address one of these two need areas will be accepted. Applications must directly relate to the mission of the submitting agency. Applications will be evaluated based on the following criteria:

- Application will **serve a significant number of Montgomery County residents**, recognizing the limited grant funds to be awarded;
- Application clearly **demonstrates and documents the specific need** to be addressed;
- Application provides convincing explanation that these **grant funds will provide essential financial support to service program** that is not available from other internal or community sources; and
- Application clearly indicates how the agency will **measure the program's effectiveness**.

Funds Available – Individual grants will not exceed \$8,500. The number of grant awards will depend on the total funds available.

Eligibility – Only nonprofit organizations that are physically located in Montgomery County are eligible to apply.

Technical Assistance Workshop – All potential applicants are urged to send a representative to this workshop, which will be held on Monday, April 11 at 1:30 p.m. at the Cottage on the grounds of Glenview Mansion (603 Edmonston Drive in Rockville). ***Please RSVP by sending an email to montgomery4alliance@comcast.net***. The workshop will clarify the requirements of the application form, with the goal of maximizing the number of well-written applications submitted by organizations that have a need for and would benefit from grant funds. Call 240-314-5004 for directions to Glenview Mansion.

Deadline – All applications must be received by **5:00 p.m. on Friday, April 29, 2011**.

Mailing Address – All applications must be mailed or delivered to:

Montgomery Alliance Grant Process
c/o Rockville Community Services
30 Courthouse Square Suite 100
Rockville, Maryland 20850

Number of Copies – *Submit the original with the below required attachments (one copy of each), and seven (7) copies of the application only (not including the required attachments.)*

Space Requirements – Applicants must respond to all of the questions contained in the grant application. In addition to providing the contact information requested on page 1, *please be sure to indicate the dollar amount of your request.* The spacing of the questions on pages 2 through 4 may be adjusted to fit the length of your responses as long you answer all of the questions within the three-page limit. Page 5 must be used for your FY 2012 Line Item Budget. Page 6 must be used for your Program Measures form. *Applications that exceed a total of six pages will not be considered.*

Font Size and Presentation – Only a font size equivalent to Times Roman 10-point or larger is acceptable. *Applications must be typed or computer generated.*

Required Signatures and Supplemental Attachments– The application must be signed and dated by both the Agency Executive Director and the President or an officer of the Board of the agency. If the same person holds both positions of Executive Director and Board President, a second leadership signature from an authorized Board member is required. The grant application will not be accepted without required signatures.

ONE COPY of each of the following attachments must be included with the original copy of the application. They will not count towards the page limit.

- List of members of the Board of Directors
- Most recent independent agency audit (no more than three years old). If unable to provide, please provide explanation.
- Letter from IRS documenting 501(c)3 status
- Most recent filed 990 form
- Memorandum of Agreement for a collaborative program

Miscellaneous Attachments – Do not enclose cover letters, letters of endorsement, photographs, video tapes, annual reports, etc. These items will not be considered.

Nonconforming Applications – Only applications that are complete, include all required attachments and copies and comply with the above requirements on length and font size will be accepted for consideration for funding.

Questions -- Applicants who are unable to attend the technical assistance workshop on April 11 may email their questions to montgomery4alliance@comcast.net.

Grant Award Notification –Written notification of grant awards will be mailed out to all applicants by the end of June.

Program Measures Instructions

Please complete each box on the Program Measures form, consistent with the following instructions.

Agency: Specify the applicant agency.

Program: Specify the *program* for which funds are requested (not the whole organization.).

Outcomes: are benefits or changes for individuals or populations during or after participating in program activities. **Indicators** identify what is being measured to track how well the program is achieving its outcome. An indicator is observable and measurable. An indicator should state the number and percent of participants who achieve a specific outcome. When an indicator is stated as a *projection* of what level of achievement the program hopes to accomplish, it is considered a target, not a promise.

To complete the statement of program measures:

- Start by stating each outcome for your program.
- Under each outcome, list the relevant indicator(s) you will use to track your program's success on outcomes.
- For each indicator, enter your estimates for the program's level of achievement for the period of July 1, 2011 through June 30, 2012 in the 2012 Estimated column. Enter *both numbers and percentages*. (If your request is funded, you will be required to complete the 2012 Actual column at the conclusion of the grant year and submit the program measures form with your final report.)

Outputs: Specify the direct products of program activities in the 2012 Estimated column. Outputs are usually measured in terms of the volume of work accomplished. They include the numbers of classes taught, counseling sessions conducted, educational materials distributed, and participants served.

At the bottom of the form, indicate the full name, title, and email address of the person who completed the form together with the date the form was completed.