

City of Rockville

2012/2013 Grant Process for Community Organizations

INSTRUCTIONS

1. **Eligibility** – Only nonprofit organizations that provide services to Rockville residents are eligible to apply.
2. **Deadline** – All applications and attachments must be received by the City of Rockville Community Services Office by **5:00 p.m. on Friday, December 9, 2011.**
3. **Technical Assistance Session** – To encourage the submission of quality applications, a technical assistance session will be held on **Tuesday, November 29, 2011, 4-5:00 p.m.** in the Mayor and Council Chambers at Rockville City Hall, 111 Maryland Avenue, Rockville.
4. **Mailing Address** – All applications are to be mailed or delivered to:

Carlos Aparicio
Community Services Manager
30 Courthouse Square Suite 100
Rockville, Maryland 20850
5. **Required Attachments and Signatures** – The application must be signed and dated by both the Executive Director and President of the Board of the agency. If the same person holds both positions, a second leadership signature from an authorized Board member is required. ONE COPY of each of the following attachments must be included with the application.
 - Audit, Financial Statement, or compilation for most recent completed operating year
 - Board Roster identifying officers, term limits, addresses, and phone numbers.
6. **Number of Copies** – Submit the original with the above required attachments, and eight (8) copies of the application only (*not including* the above required attachments.)
7. **Fiscal Year** – The fiscal period used for Rockville funding is July 1 through June 30. All applicants must use this funding period for providing information requested in the grant application. For this application, the Current Year is defined as Fiscal Year 2012 (July 1, 2011 through June 30, 2012). The Grant year is defined as Fiscal Year 2013 (July 1, 2012 through June 30, 2013).
8. **Electronic Copy** – An electronic copy of the application form may be obtained from the City's webpage at www.rockvillemd.gov. Applicants may also request an electronic copy by calling Carlos Aparicio at 240-314-8303.
9. **Grant Award Notification** – On or after March 26, 2012, all applicants will be notified, in writing, of the grant recommendations made by the City Manager to the Mayor and City Council. Applicants will have an opportunity to speak in support of their grant request at a Budget Public Hearing on **April 2, April 16, or April 30** in the Mayor and Council Chambers at Rockville City Hall, 111 Maryland Avenue in Rockville. Final decisions will be made by the Mayor and Council on the City's Fiscal Year 2013 budget on **May 21, 2012**. Notification of grant awards will be mailed shortly thereafter.