

# City of Rockville

## 2012/2013 Human Services Nonprofit Grant Process

# INSTRUCTIONS and ATTACHMENTS

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- 1. Eligibility** – Only nonprofit organizations that provide services to Rockville residents are eligible to apply. Please be advised that the City of Rockville continues to require grantees to maintain a system of outcomes measurement consistent with the standards and process developed by the Montgomery Organizational Development Group.
- 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, 3-4:00 p.m.** in the 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, #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. The grant application will not be accepted without required signatures. **ONE COPY** of each of the following attachments must be included with the application.

*One* copy of the following:

  - Audit, Financial Statement, or compilation for most recent completed operating year
  - IRS Form 990 for most recent completed operating year
  - Board Roster identifying officers, term limits, addresses, and phone numbers.
  - Certificate of Insurance for all insurance policies covering the program, including type and amount of insurance and name of insurer
- 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. Space Requirements** – Applicants are to use only the space and format provided when responding to questions contained in the grant application. The forms should not be altered. Failure to adhere to the space/format requirements and/or required font size (see item #10 below) may render a proposal ineligible for funding consideration.
- 8. Three-hole Punch** – All eight (8) copies, but not the original, must be three-hole punched in the left margin of the pages.
- 9. Miscellaneous Attachments** – Do not enclose cover letters, letters of endorsement, video tapes, annual reports, etc. These items will not be considered.

10. **Font Size and Presentation** – Only a font size equivalent to Times Roman 10-point or larger is acceptable, except on page 7 of the program grant proposal where the font may be smaller to accommodate the budget format. *Applications must be typed or computer generated.*
11. **Geographic Area Served** – Grants will be awarded for local programs and services that benefit residents of the City of Rockville. A resident is anyone residing within the corporate city limits of Rockville whose address is included on the City Street Listing.
12. **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).
13. **Electronic Copy** – An electronic copy of the application form may be obtained from the City’s webpage at [www.rockvillemd.gov](http://www.rockvillemd.gov). Applicants may also request an electronic copy by calling Marcia Freeman at 240-314-8310.
14. **Grant Preparation Resources** – The following attachments were prepared to promote uniform understanding of the grant application and to give applicants examples of required information.
  - Units of Service Information Examples – Attachment 1
  - Definitions for Revenue and Expense Line Items – Attachment 2
  - Program Measures Instructions – Attachment 3

Applicants may direct any questions to Carlos Aparicio at 240-314-8303.

15. **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.