



PRINCE GEORGE'S COUNTY, MARYLAND

GRANTS MANAGEMENT SYSTEM

GMS User Manual Document For Applicants

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1.0	05/03/2024	Shyam Sundar Dwivedula	Initial Draft			
1.1	06/25/2024	Shyam Sundar Dwivedula	<p>1.Clubbed Login pages for Individuals and Organizations in one section (Section 7).</p> <p>2.Introduced Section 10: Organizational Dashboard</p> <p>3.Section 10 and Section 11: Inserted Letter of Intent sections.</p> <p>4.Section 6: Organization Registration removed the steps common to Section- 5.</p> <p>Changed all the screenshots in every section to reflect the updated website.</p> <p>5.Blurred out PII information in screenshots</p> <p>6.Section 11 - Made changes to Grant Application Process status messages. Deleted Grantee role.</p> <p>7.Section 13: Added new section Grant Closure</p>			
1.2	07/25/2024	Shyam Sundar Dwivedula	Introduced Section 9			
1.3	10/21/2024	Shyam Sundar Dwivedula	Changed all sections reflecting new Workflow rules for SAG, DVG, NDG			
1.4	11/05/2024	Shyam Sundar Dwivedula	Changed the screenshots and revised the sections 7,8,9 to reflect the revised Application forms and fields			
1.5	01/22/2025	Shyam Sundar Dwivedula	Modified the instructions and revised the screenshots as per the revised workflow rules and sections.			

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1. INTRODUCTION

The Grant Management System (GMS) is a web-based application designed to offer a comprehensive solution for managing and tracking Grants issued annually by Prince George's County to entities within its jurisdiction. This application enables County personnel to effectively oversee the entire grant process, encompassing the issuance of Grant notifications, receipt of Grant applications, multiple rounds of Application evaluations, and the ultimate Awarding of the Grant to selected Applicants. In addition to simplifying the entire grant process, the GMS application also allows County personnel to archive historical information about all processed Grants and the associated Applications received for each grant.

2. SCOPE

This user manual aims to train Organizations on efficiently using the GMS application for managing Special Appropriation Grants (SAG), Domestic Violence Grants (DVG), and Non-Departmental Grants (NDG). It provides comprehensive guidance on all grant-related activities within the portal.

3. USER ROLES

The GMS supports two primary user roles:

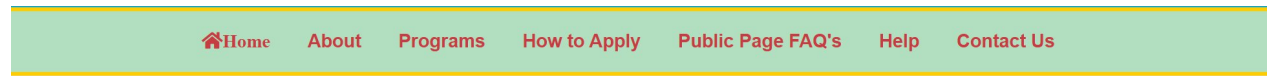
- **Organizational Director**
 - Serves as the primary administrator for the organization's GMS account
 - Has full access to all organizational functions
 - Can manage other users and submit final applications
- **Applicant (Staff Member)**
 - Can initiate and develop grant applications
 - Works under the oversight of the Organizational Director
 - Has limited administrative access

4. PUBLIC PAGE

The GMS public page serves as the main entry point to the portal, providing:

- An overview of available grant programs
- Links to detailed program information

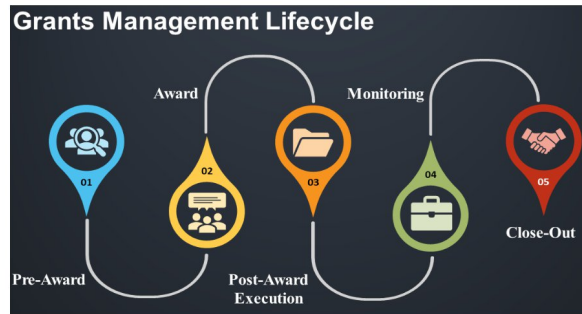
- Access to the login system



"Grants Management System (GMS) is a meticulously designed solution that optimizes the entire grant lifecycle, ensuring efficiency, transparency, and compliance. From application submission to post-award reporting, the GMS offers an intuitive interface, simplifying complex processes for applicants as well as agency users. It facilitates rigorous yet efficient evaluation and selection processes, with features for expense tracking, progress monitoring, and detailed reporting, ensuring financial and programmatic accountability.

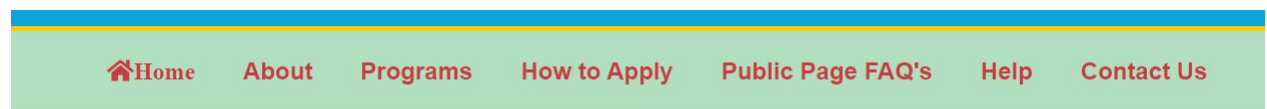
Our system supports post-award management, including grant monitoring, performance evaluation, and compliance oversight. Grant administrators can effortlessly track milestones, budget utilization, and outcomes. The in-built comprehensive reporting tools meet regulatory requirements, providing real-time insights to stakeholders. With robust security measures, the GMS safeguards sensitive data, maintaining confidentiality and integrity. It's scalable, customizable, and user-friendly, tailored to specific agency needs.

Experience heightened efficiency, transparency, and compliance in grant management with ISSI's state-of-the-art GMS, thereby elevating your organization's grant administration and confidently achieving your mission."



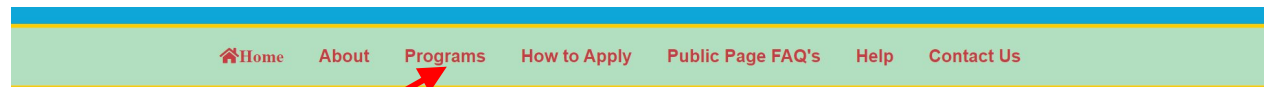
4.1. Public Page - Dashboard Module

The public homepage dashboard contains the following navigation menu items as shown below:



Home: Returns users to the main public page from any location within the system.

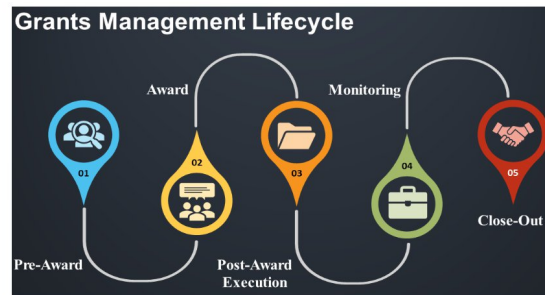
About – Provides an overview of the GMS web application and its purposes



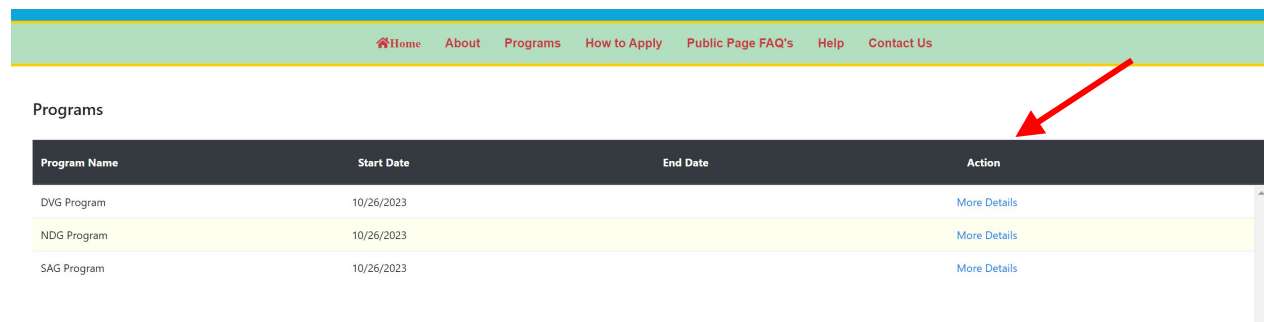
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Programs—This section displays a comprehensive list of all available grant programs. Click the 'More Details' link for specific program information.



The following page is displayed:

Program Overview for FY-23-24 - DVG Program

Program Name: FY-23-24 - DVG Program

Program Budget(\$):\$500,000.00

Key dates for this program are:
Program Opens for Applications: 10/26/2023
Program Deadline:

Overview

Grants Related to: FY-23-24 - DVG Program

Grant Name	Grant Budget(\$)	Grant Start Date	Grant End Date	Actions
DVG Program Grant	\$0.00	10/01/2024	12/31/2024	More Details

Back

- Click on the arrow icon to “Submit a question” related to any queries you have about the Program.
- Click the Eye icon to “View Q& A’s” related to the Program.

The top menu bar also has links to the following information pages:

How to Apply - Gives Information on how to log in/Register and Apply

Public FAQs - Here, the Organization can find the list of Frequently Asked Questions

Help - This opens the User Guide

Contact Us - Contact Details of the Prince George’s County

5. ORGANIZATION REGISTRATION

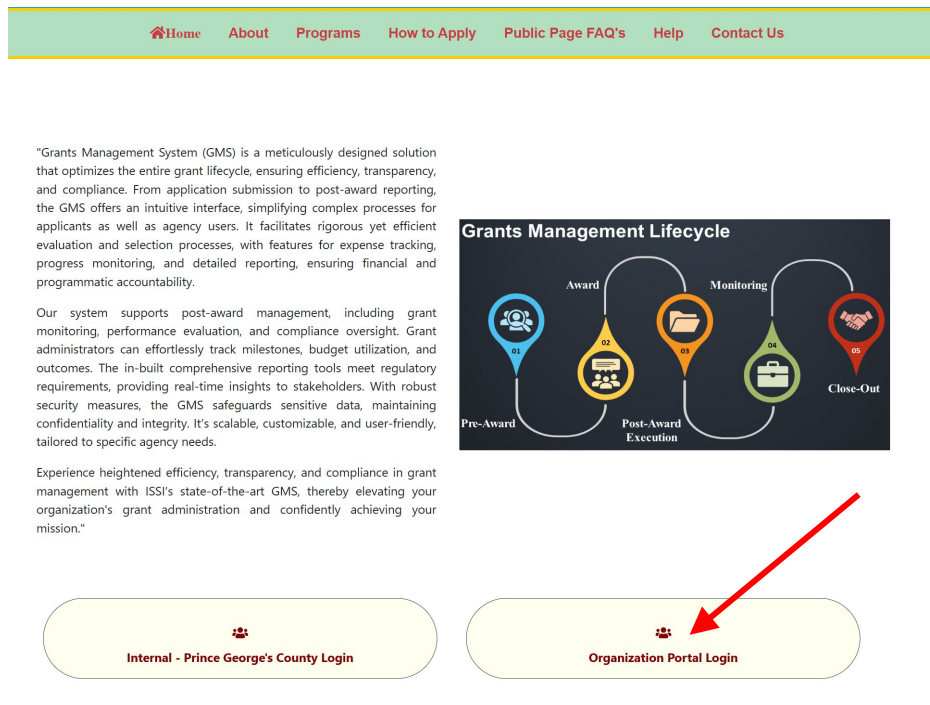
Overview:

To register an Organization, Applicants must provide essential details such as legal name, tax identification, nonprofit status, and contact information. Supporting documents, including financial statements, IRS forms, and evidence of nonprofit status, are required. Once submitted, users can add additional members and proceed to the financial information section for grant applications. Completing the form initiates review by county staff, and a confirmation email is sent upon successful registration. The detailed steps are given below.

5.1. Step 1: Organizational Information

To begin registration:

1. Navigate to the GMS public page.
2. Click on the **Organizational Portal Login** link shown below



The screenshot shows a navigation bar with the following links: Home, About, Programs, How to Apply, Public Page FAQ's, Help, and Contact Us. Below the navigation bar is a section titled "Grants Management Lifecycle" which includes a diagram of the grant process and a quote from ISSI.

"Grants Management System (GMS) is a meticulously designed solution that optimizes the entire grant lifecycle, ensuring efficiency, transparency, and compliance. From application submission to post-award reporting, the GMS offers an intuitive interface, simplifying complex processes for applicants as well as agency users. It facilitates rigorous yet efficient evaluation and selection processes, with features for expense tracking, progress monitoring, and detailed reporting, ensuring financial and programmatic accountability.

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The lifecycle diagram shows five stages: 01 Pre-Award, 02 Award, 03 Post-Award Execution, 04 Monitoring, and 05 Close-Out.

Below the diagram are two buttons: "Internal - Prince George's County Login" and "Organization Portal Login". A red arrow points to the "Organization Portal Login" button.

3. This opens the Organizational Portal login page as shown below:

4. Click on the **Register** button to open and access the Registration form shown below:

Complete the following Organization Information fields. Fields marked with a red asterisk (*****) are required fields and cannot be left un-filled:

- *** Is this Organization a Non-Profit (501c3) (Compulsory) – Yes/No Option**
 - Select Yes or No
 - If Yes: Enter your “Non-profit Organization Number.”

- *** Nature of Organization:**
 - Private non-profit human services
 - Promotional
 - Advocacy
 - Municipal government
- *** Legal Name of Organization (As it appears on your IRS Tax Determination Letter)**
- *** Briefly State Mission/Purpose of Organization**
- *** Nature of Affiliation** (This field typically refers to your organizational affiliations, such as being part of a larger umbrella organization, having partnerships with other entities, or being affiliated with national or regional networks. If your organization is linked with any broader entities or networks, it should be specified here.)
- *** MD Charity Identification Number (MD CID)**
- *** Federal Tax ID#**
- *** Maryland State Department of Assessments ID (State Tax ID#)**
- *** Year Incorporated**
- *** Tax Exempt (Yes/No)**
- **Website**
- *** Physical Address** (Note: Physical address cannot have a PO Box Number.)
- **Is the physical address the same as the mailing address?**
- *** Mailing Address**
- *** Primary Contact Details**
 - *** First Name**
 - *** Last Name**
 - *** Email**
 - *** Office Phone Number**
 - *** Personal Phone Number**
- *** User Details**
 - Username
 - Password
 - Confirm Password
 - Organization Role (Default Role: Director)
- *** Captcha Code** (as it appears in the field)

Click on the **Submit** button to Submit the form.

5.2. **Step 2: Contact Information**

The Contact Information form will display your Organization Director's information in an 'Inactive' status. Agency Staff will review and activate this account after verification. The Status can be viewed as shown below:

The screenshot shows the ISSI Grants Management System header with the logo and navigation arrow. Below is the 'Organization Registration' section. On the left, there are two buttons: 'Organization Information' and 'Contact Information'. The main content area is titled 'Contact Information' and contains a table with the following columns: Title, Name, Email, Organization Role, and Status. The table has one entry with the following details: Title: Mr., Name: [Redacted], Email: [Redacted], Organization Role: Org Director, Status: Inactive. A red box highlights the 'Add New Contact Information' button in the top right corner of the table area. A red arrow points to the 'Inactive' status in the table. Below the table are pagination controls: 'First', 'Previous', '1', 'Next', 'Last', and a dropdown menu set to '10'. At the bottom of the table area is a 'Previous' button. The text 'Showing 1 To 1 Of 1 Entries' is displayed at the bottom right of the table.

While waiting for account activation, the Organization Director can add staff members by selecting 'Add New Contact Information' as shown below:

This screenshot is identical to the one above, showing the same 'Contact Information' table with the 'Inactive' status. However, a red box highlights the 'Add New Contact Information' button, and a red arrow points to it from the right side of the page. All other elements, including the table content, pagination, and buttons, are the same as in the previous screenshot.

The following page opens up:

Add Contact Information

Password must contain the following

- Minimum 8 Characters
- A Lower case Letter
- An Upper case Letter
- A Number
- A Special Character

Personal Details

Title: ***First Name:** ***Last Name:**

***Email:**

***Office Phone Number :** **Personal Phone Number :**

User Details

***Username :** ***Password :** ***Confirm Password:**

***Organization Role:**

The following fields are mandatory

- *First Name

- * Last Name
- * Email
- * Office Phone Number
- * Username
- * Password (Password must contain 8 characters,1 number, one lowercase character (a-z), one uppercase character (A-Z), at least one special character (@#\$\$%&))
- * Confirm Password
- * Organizational Role from the drop-down shown below:

***Organization Role:**

Click on Submit. This information now gets reflected in the Contact Information page as shown below:



Organization Registration

Organization Information

Contact Information

Title	Name	Email	Organization Role	Status
Mr.	[Redacted]	[Redacted]	Applicant	N
	[Redacted]	[Redacted]	Director	N

Showing 1 To 2 Of 2 Entries

Previous Next

Note:

- The Prince George's County will review and send an email once the Organization is activated.
- Any attempt to log in without the Agency Staff Activating the Organization Director would result in the following error:

Your account is not activated or Entered
credentials is not related to the selected
organization

Username

Please enter your Username

Password

Please enter your Password

Login

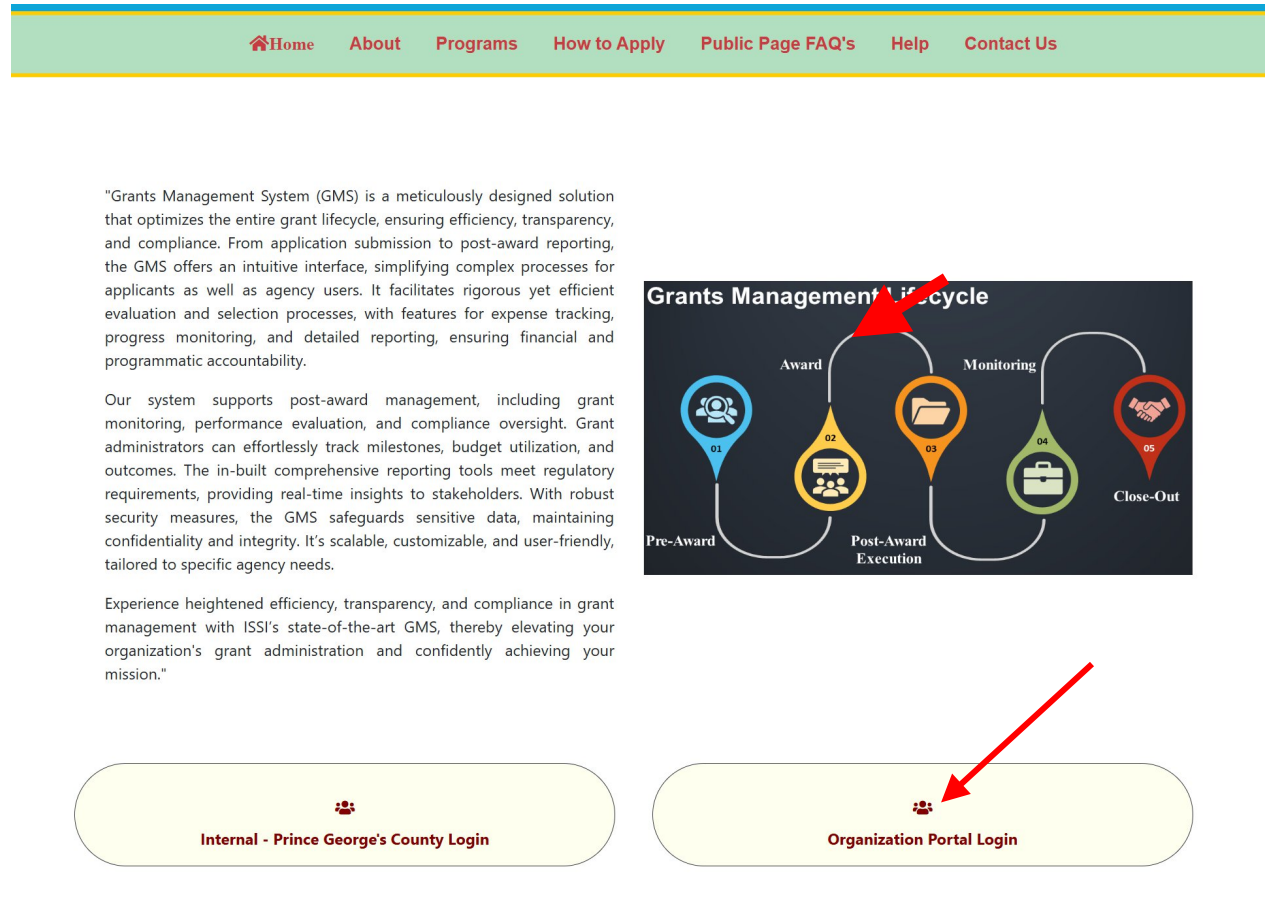
Register

[Forgot Password?](#)

6. ORGANIZATION LOGIN PAGE

After receiving the account activation email, the Organization Director can access the system through these steps:

1. Navigate to the Public Page
2. Click the '**Organizational Portal Login**' link as shown below:



The screenshot shows the top navigation bar of the Grants Management System with links: Home, About, Programs, How to Apply, Public Page FAQ's, Help, and Contact Us. Below the navigation bar is a section titled "Grants Management Lifecycle" which includes a diagram of the grant process and two login buttons. The diagram shows a five-step process: 01 Pre-Award, 02 Award, 03 Post-Award Execution, 04 Monitoring, and 05 Close-Out. A red arrow points to the "Organization Portal Login" button, which is highlighted in yellow.

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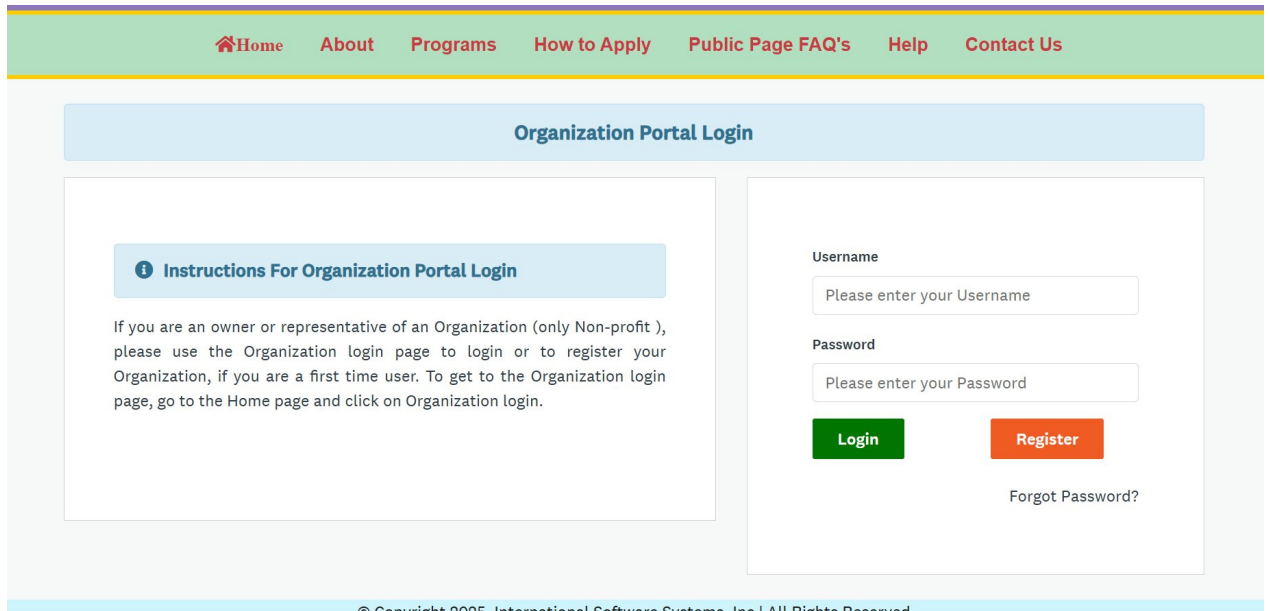
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Internal - Prince George's County Login

Organization Portal Login

3. Enter your credentials (Username, Password) in the fields below:



4.

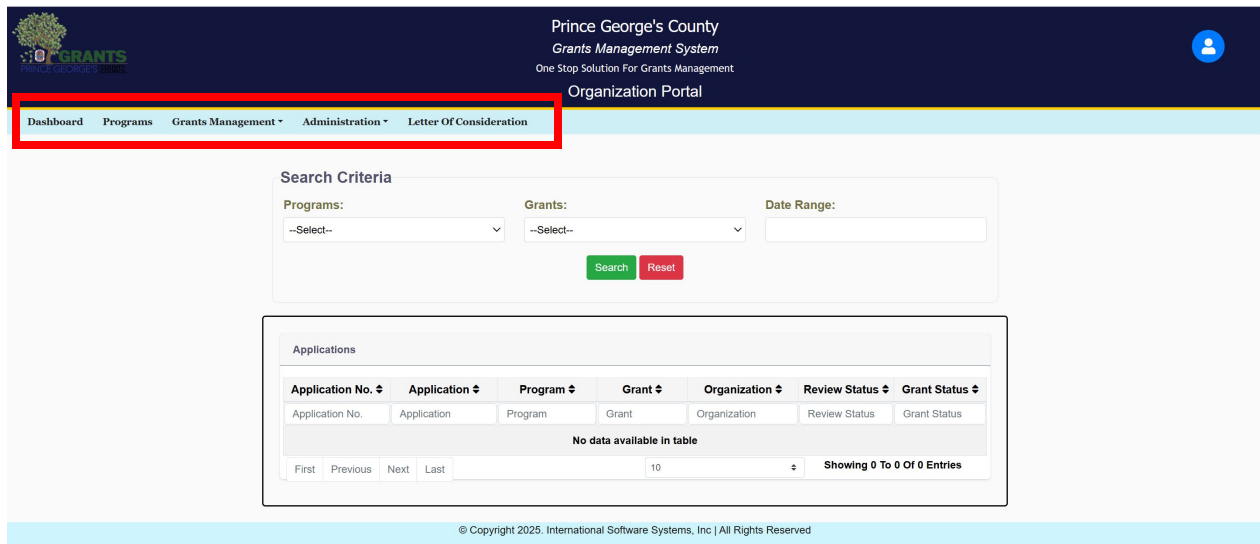
- 📖 Enter the **Username** and the **Password** in the fields provided.
- 📖 Click on the **Login** button to sign into the GMS portal.



Use the 'Forgot Password' link if you need to reset your credentials.

6.1. Dashboard Page

Upon successful login, the Organization Director's dashboard displays the following menu page:



The Top Header Menu bar on top contains links to the following:

- o **Dashboard**
- o **Programs**
- o **Grants Management**
- o **Administration**
- o **Letter of Consideration**

6.1.1. Overview:

Upon activation, the Organization Director is taken to this page, where they can view and manage grant applications.

- o The page is divided into two primary sections:
 - **Search Criteria:** Allows users to filter applications based on specific parameters.
 - **Applications Table:** Displays the filtered or unfiltered list of applications.

When the Organization Director lands on this page, they are greeted with tools to manage and track their **Grant Applications**. The Search Criteria section provides filters to locate specific applications based on the program, grant, and submission date. Initially, the table will appear empty since no applications have been submitted yet. Over time, as the user applies for various grants, this section will populate with application details, making it easier to monitor statuses and progress.

6.1.2. Using the Search Criteria

- **Programs Dropdown:** The user can select from available programs, such as:
 - FY-25 - NDG Program (Non-Departmental Grants)
 - FY-25 - DVG Program (Domestic Violence Grants Program)
 - FY-25 - SAG Program (Special Appropriation Grants Program)
- **Grants Dropdown:** Once a program is selected, the user can further refine their search by choosing from grants associated with that program, such as:
 - FY-25-Non-Departmental Council Funded Grant
 - FY-25-Non-Departmental Stadium Impact Grant
- **Date Range:** Users can filter applications by time periods like “Today,” “Last 7 Days,” or custom ranges to see submissions from specific dates.

6.1.3. Tracking Applications:

This section is designed to help users track their applications and statuses effectively. The search tool ensures that users can quickly locate their submitted applications. While the table may be empty initially, it will grow as the user engages with the system and applies for grants, making this a central hub for monitoring and managing their submissions.

Application No. ↕	Application ↕	Program ↕	Grant ↕	Organization ↕	Review Status ↕	Grant Status ↕
Application No.	Application	Program	Grant	Organization	Review Status	Grant Status
No records to display						
First	Previous	Next	Last	10	Showing 0 To 0 Of 0 Entries	

Section Details:

1. Search Criteria:

- **Programs:** A dropdown menu where users can select a specific program to filter applications.
- **Grants:** A dropdown menu for selecting a particular grant.
- **Date Range:** A field to input or select a range of dates to narrow the application results.
- **Buttons:**
 - **Search (Green):** Executes the search based on the selected criteria.
 - **Reset (Red):** Clears all search criteria and reloads the default view.

2. Applications Table:

- Columns for viewing key application details:
 - **Application No.:** Unique identifier for the application.
 - **Application:** Name or description of the application.
 - **Program:** The program under which the application falls.
 - **Grant:** The specific grant associated with the application.
 - **Organization:** The name of the applying organization.
 - **Review Status:** The current status of the review process.
 - **Grant Status:** The status of the grant (e.g., approved, rejected, pending).
- **Pagination controls** at the bottom to navigate through multiple pages of application records.

6.2. Programs

Click on the Programs to see the List of Programs Available:

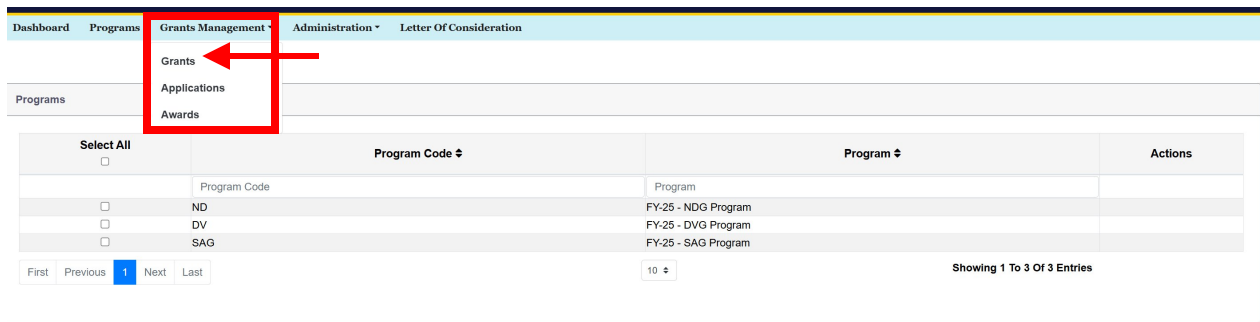
Select All	Program Code ↕	Program ↕	Actions
<input type="checkbox"/>	Program Code	Program	
<input type="checkbox"/>	ND	FY-25 - NDG Program	
<input type="checkbox"/>	DV	FY-25 - DVG Program	
<input type="checkbox"/>	SAG	FY-25 - SAG Program	

First Previous 1 Next Last 10 Showing 1 To 3 Of 3 Entries

- **ND – Non-Departmental Programs**
- **DV – Domestic Violence Program**
- **SAG – Special Appropriation Grants Program**

6.3. Grants Management

The Grants Management can be accessed from the Top Menu by clicking the **Grants Management** link as shown below:



This displays information about all the grants available for your organization (an example is displayed below).

Select All	Grant	Program	Budget(\$)	Letter Of Consideration	LOC Due Date	Application Start Date	Application End Date	Actions
<input type="checkbox"/>	FY-25-SAG Program Grant	SAG Program	\$0.00	No		01/02/2025	12/30/2025	
<input type="checkbox"/>	FY-25-DVG Program Grant	DVG Program	\$0.00	No		01/02/2025	12/30/2025	
<input type="checkbox"/>	FY-25-Non Departmental Council Funded Grant	NDG Program	\$0.00	Yes	12/30/2025	01/02/2025	12/30/2025	
<input type="checkbox"/>	FY-25-Non Departmental Stadium Impact Grant	NDG Program	\$0.00	Yes	12/30/2025	01/02/2025	12/30/2025	
<input type="checkbox"/>	FY-25-Non Departmental Exhibit	NDG Program	\$0.00	Yes	12/30/2025	01/02/2025	12/30/2025	
<input type="checkbox"/>	FY-25-Non Departmental Grant	NDG Program	\$0.00	Yes	12/30/2025	01/02/2025	12/30/2025	



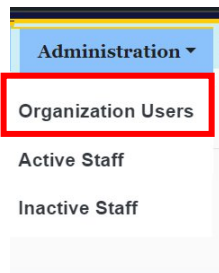
The Process to Apply for Grants is discussed in Section 7 of this User Manual.

6.4. Administration Page

The Administration Menu allows the Organizational Director to view, activate, and deactivate the organization's users using the GMS Portal.

6.4.1. Organization Users

Click on the Administration link in the top menu, then select Organization Users as shown below:



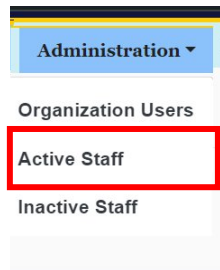
This will open a list of organization users, displayed as shown below:

A screenshot of a table titled 'Active Staff'. The table has columns for 'Select All', 'Legal Name', 'Full Name', 'Username', 'Email', 'Phone Number', 'Role', and 'Action'. A single row is displayed with a 'Deactivate' link in the 'Action' column, which is highlighted with a red rectangular box. The table includes pagination controls at the bottom, showing 'Showing 1 To 1 Of 1 Entries' and an 'Export' button.

Under the Action Column, there is a link to **Activate or Deactivate** the particular user, as shown above. The organization director can add new users discussed in 6.4.4 e

6.4.2. Active Staff

Click on the Administration link from the Top Menu and Click on the **Active Staff** link as shown below:



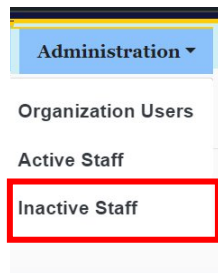
This opens the list of Active Staff accessing the Organization Portal as shown below:

A screenshot of a table titled 'Active Staff'. The table has columns for 'Select All', 'Legal Name', 'Full Name', 'Username', 'Email', 'Phone Number', 'Role', and 'Action'. A single row is displayed with a 'Deactivate' link in the 'Action' column, which is highlighted with a red rectangular box. The table includes pagination controls at the bottom, showing 'Showing 1 To 1 Of 1 Entries' and an 'Export' button.

There is a provision to Deactivate the staff by Clicking on the **Deactivate** link. They will then appear on the Inactive Staff page.

6.4.3. InActive Staff

Click on the Administration link from the Top Menu and Click on the **InActive Staff** link as shown below to view the InActive Staff of the Organization using the GMS Portal:



This opens the list of Inactive Staff accessing the Organization Portal and the option to “**Activate**” them:

Select All	Legal Name	Full Name	Username	Email	Phone Number	Role	Action
<input type="checkbox"/>	Legal Name	Full Name	Username	Email	Phone Number	Role	Activate
<input type="checkbox"/>	Organization				None	Applicant	

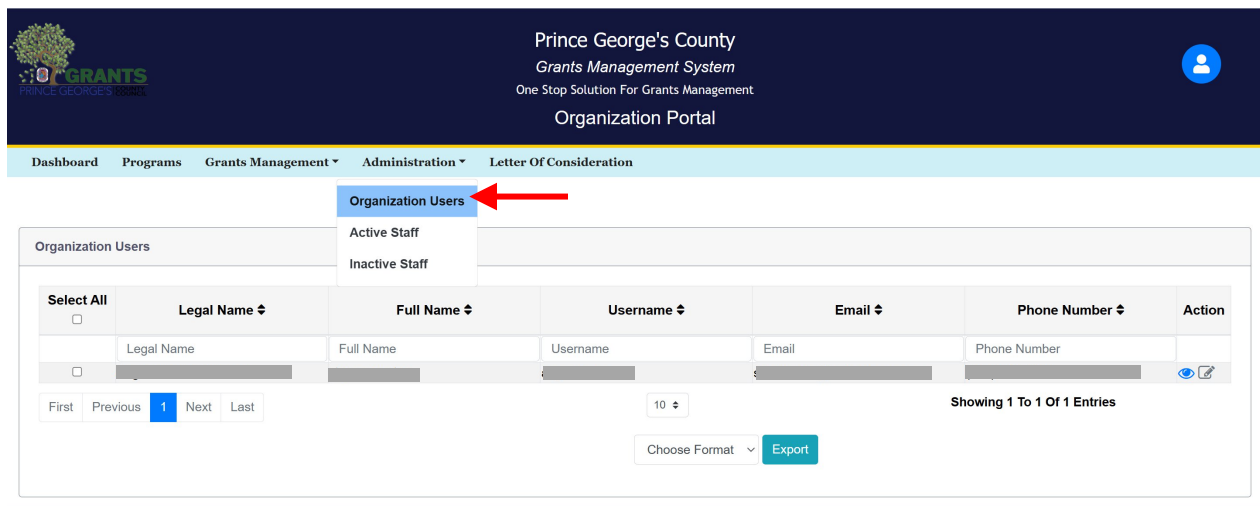
Showing 1 To 1 Of 1 Entries

Note:

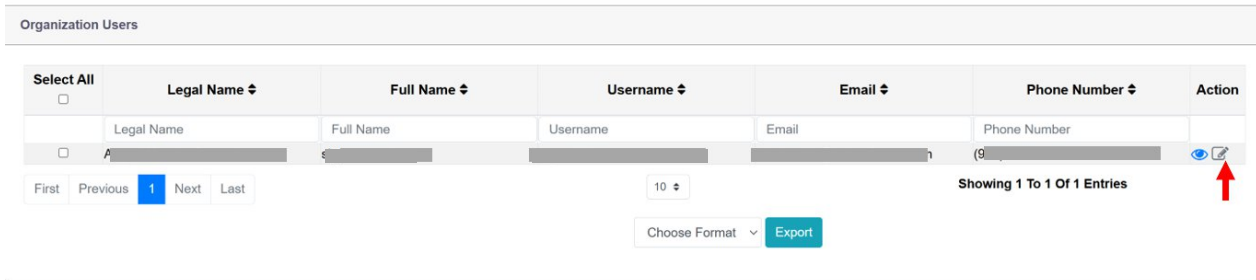
- ✓ For procedures related to the Grant Application process please follow the instructions in Section 7 of this manual.

6.4.4. Adding New Staff (Applicants)

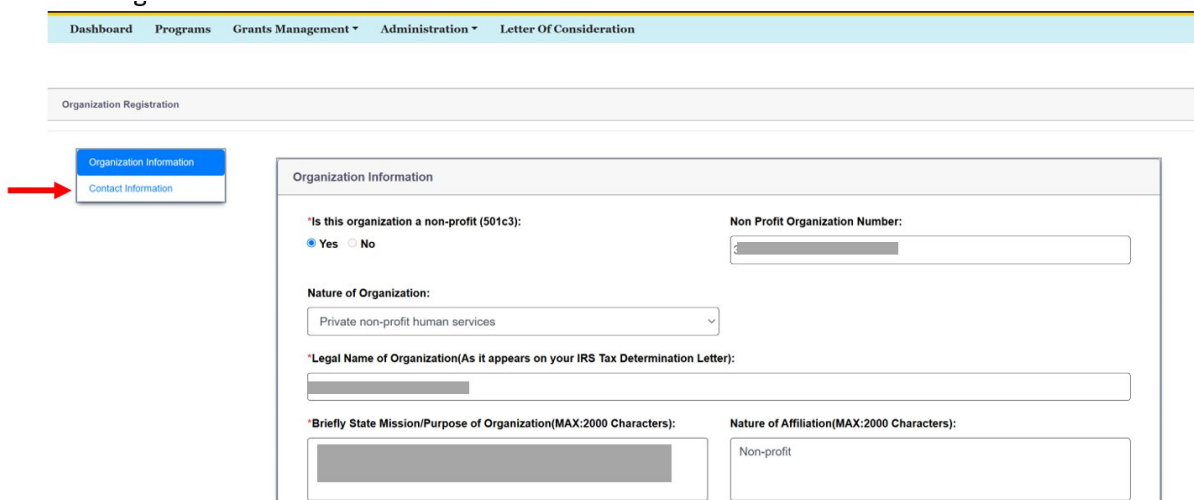
1. From the Main Dashboard Page, click on “**Organizational Users**” as shown below:



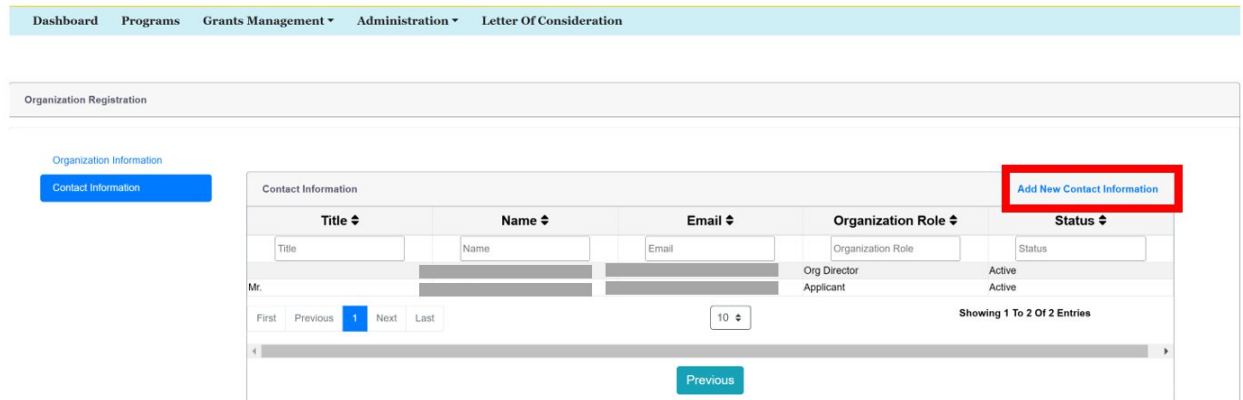
2. This will open the Organization Users page as shown below:



3. Click on the Pencil (Edit Icon) as shown above this will open the Organization Registration Page as shown below



4. Click on the **Contact Information** as shown above. This will open the list of Contacts/Users in the Organization:



5. To complete the process, go to **Section 5: Step 2** and follow the remaining steps to add the new contact.



To Activate and De-activate Applicants follow the steps given in 6.5.2 and 6.5.3

6.5. Letter of Consideration

This page shows any Letters of Consideration that the Organization has submitted to Prince George's County. The Letter of Consideration applies to Non-Departmental Grant (NDG) Programs. The Steps to fill in the Letter of Consideration are discussed later in **Section 9** of this User Manual.

Dashboard Programs Grants Management Administration Letter Of Consideration

Select All	LOC Number	Grant	Program	Applied Date	LOC Status	Actions
<input type="checkbox"/>	LOC Number	Grant	Program	Applied Date	Review Status	
No data available in table						
First	Previous	Next	Last	10	Showing 0 To 0 Of 0 Entries	
				Choose Format	Export	

7. GRANT APPLICATION PROCESS - SAG

The **Special Appropriation Grants (SAG)** application process involves several steps, from initiating the application to final submission. This section will guide you through each stage, ensuring you provide all the necessary information for a complete application. For all Grant Applications, the Applicant must initiate the grant application process. **Only the Organization Director can make the Final Submission.**

***It is advisable to create an Applicant/User as detailed in the earlier 6.4.4 (Adding New Staff Applicant)**

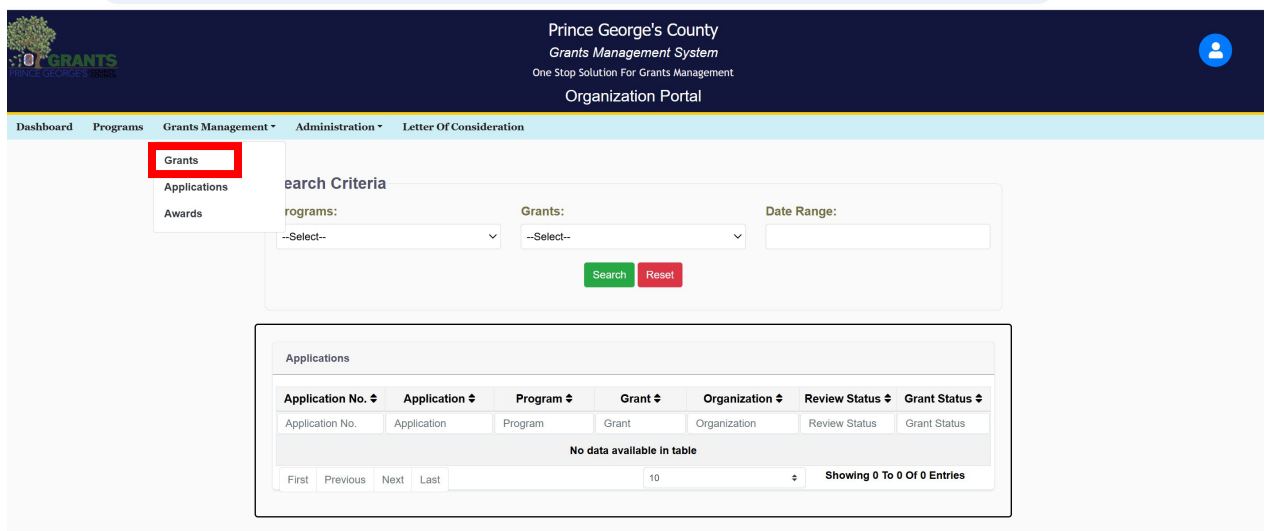
- o **Applicant Roles and Responsibilities:**
 - Initiate new applications
 - Complete application forms
 - Upload required documents
 - Prepare for Submission
- o **Organization Directors Roles and Responsibilities:**
 - Review completed applications of Applicants
 - Verify all information
 - Submit final applications to the County

The steps described below, and the screenshots apply to Special Appropriation Grants (SAG). For the variations related to the application process for Non-Departmental Grants (NDG) and Domestic Violence Grants(DVG), please refer to the following Sections:

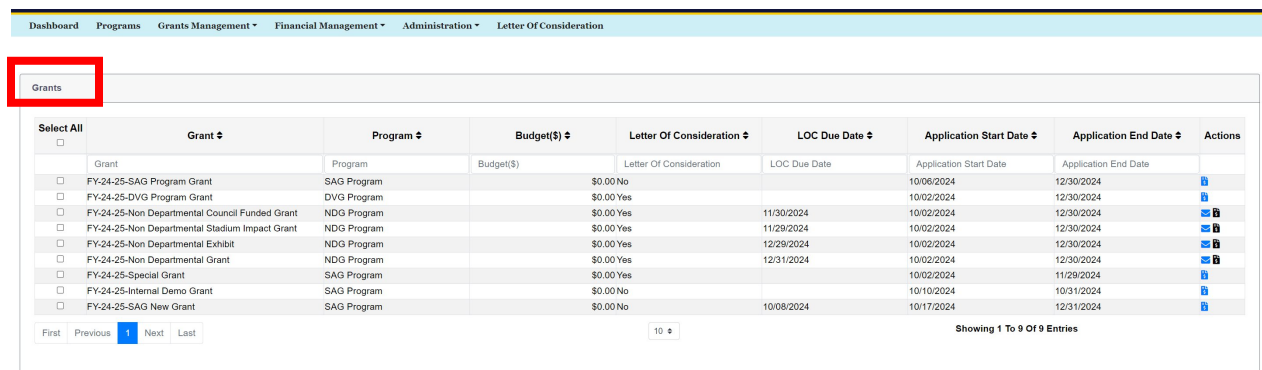
- Refer Section 8 for Application Process for DVG
- Refer Section 9 for Application Process for NDG

To start a new grant application:

1. Click on the **Grants** Link from the Grants Management dropdown on the Dashboard Page, as shown below.






2. This will open the list of Grants available to your Organization.




3. Depending on the type of Program, each Grant has a different process that applies to it.

The following are Action icons which can be clicked and are described in the legends table below:

	<p>Click this icon to start the Application process.</p>
	<p>Click this icon to fill out the Letter of Consideration (LOC) form(applies to all Non-Departmental Grant(NDG) Programs. See Section 9 for details</p>
	<p>The black application icon indicates that the application option is disabled until the LOC is filled for that particular Grant. Once the LOC is submitted, the icon turns blue, allowing the applicant to begin the application process.</p>

NOTE

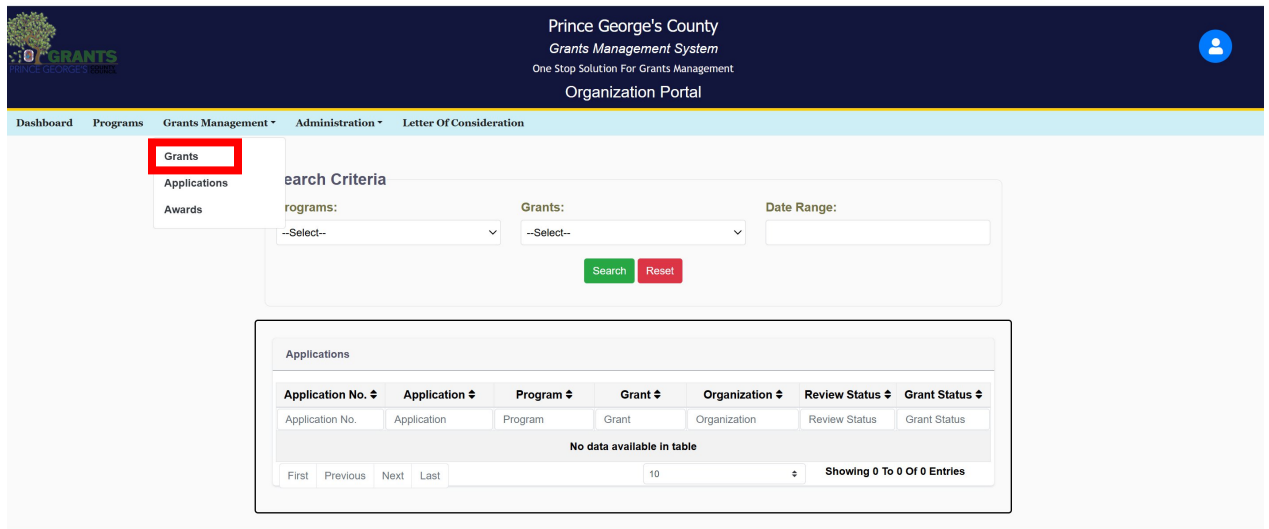
The **NDG (Non-Departmental Grants) program** involves submitting a **Letter of Consideration (LOC)**  before getting permission to apply for a Grant. Please follow the Steps given in Section 9 for applying for the Letter of Consideration.

Note: For security reasons, always log out when you're finished using the GMS portal, especially when using a shared computer.

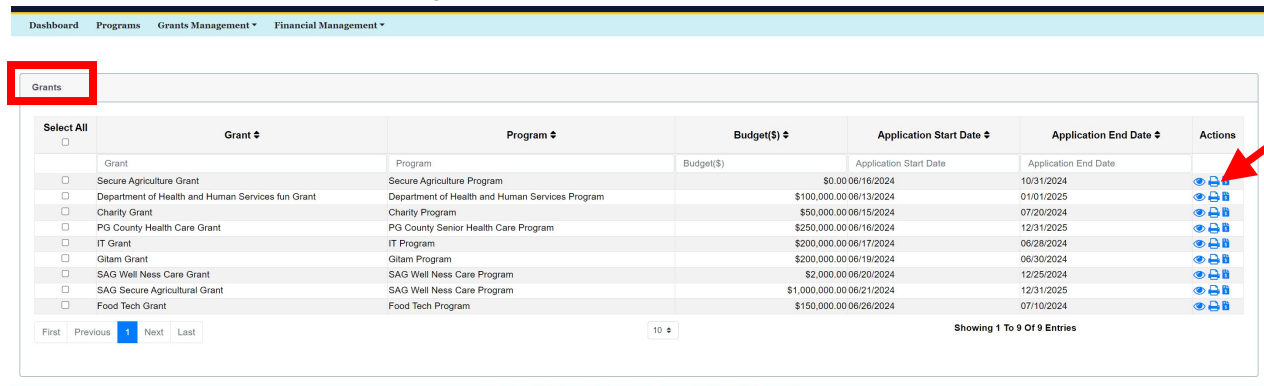
7.1. Step 1: Create a New Application


After logging in as an Applicant follow these steps to Create a New Application:

1. Click on the **Grants** link from the **Grants Management** menu dropdown as shown below:

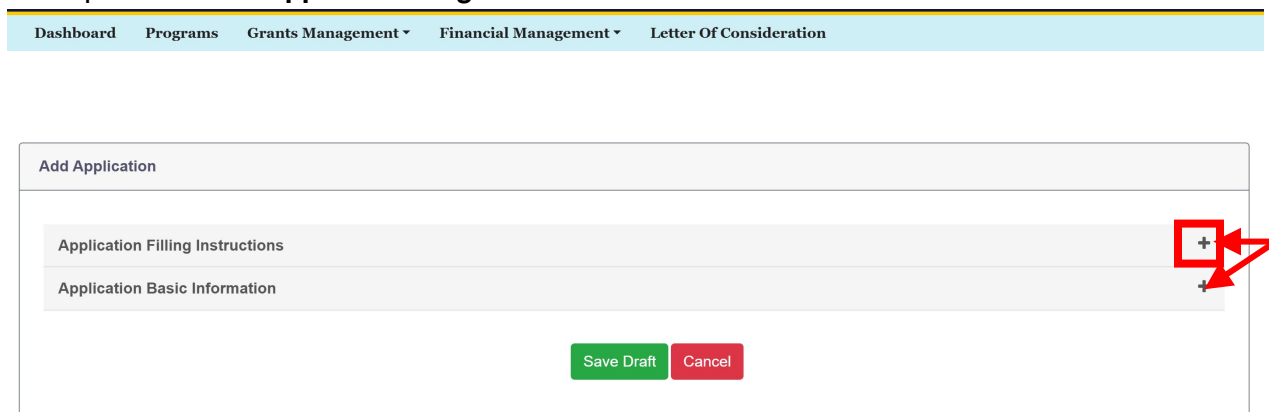


2. This opens the Grants page with the list of available Grants as shown below :



3. Under the Actions Column, choose the Blue dollar \$ Icon  as shown above.

4. This opens the **Add Application Page** as shown below:



5. Click on the + icon to expand the Accordions
6. Click on the SAG Application Filling Instructions (if present) to download the instructions as shown below.

The screenshot shows the 'Add Application' form with the 'Application Filling Instructions' accordion expanded. Below the accordion, there is a section titled 'Application Filling Instruction Documents' containing a single entry: '1.SAG APPLICATION INSTRUCTIONS'. A red arrow points to this link. Below the list are navigation buttons: 'First', 'Previous', '1', 'Next', and 'Last'. To the right, there is a dropdown menu set to '10' and the text 'Showing 1 To 1 Of 1 Entries'. At the bottom of the form, there are 'Save Draft' and 'Cancel' buttons.

7. Click on the + icon to expand the Application Basic Information form fields as shown below:

The screenshot shows the header of the Prince George's County Grants Management System Individual Portal. It includes the county seal on the left, the text 'Prince George's County Grants Management System One Stop Solution For Grants Management Individual Portal' in the center, and a user profile icon on the right. Below the header is a navigation bar with links for 'Dashboard', 'Programs', 'Grants Management', and 'Financial Management'.

The screenshot shows the 'Add Application' form with the 'Application Basic Information' accordion collapsed. A red arrow points to the '+' icon on the right side of the accordion header. Below the accordion, there are 'Save Draft' and 'Cancel' buttons.

8. Complete the following Special Appropriation Grants (SAG) basic information form given below:

Application Basic Information

*Grant: *Program: *Application Name:

*Applicant Type: Organization: Amount Requested(\$):

Amount Allocation(\$): Application/Organization Owner: Applied By:

*Do you want to apply for multiple council offices? Yes No



*Do you want to request the same amount for all the district council offices? Yes No


Council Offices	Apply	Amount Requested(\$)	Amount Approved(\$)
AT - Large 1	<input type="radio"/> Yes <input type="radio"/> No	\$0.00	\$0.00
AT - Large 2	<input type="radio"/> Yes <input type="radio"/> No	\$0.00	\$0.00
District 1	<input type="radio"/> Yes <input type="radio"/> No	\$0.00	\$0.00
District 2	<input type="radio"/> Yes <input type="radio"/> No	\$0.00	\$0.00
District 3	<input type="radio"/> Yes <input type="radio"/> No	\$0.00	\$0.00
District 4	<input type="radio"/> Yes <input type="radio"/> No	\$0.00	\$0.00
District 5	<input type="radio"/> Yes <input type="radio"/> No	\$0.00	\$0.00
District 6	<input type="radio"/> Yes <input type="radio"/> No	\$0.00	\$0.00
District 7	<input type="radio"/> Yes <input type="radio"/> No	\$0.00	\$0.00
District 8	<input type="radio"/> Yes <input type="radio"/> No	\$0.00	\$0.00
District 9	<input type="radio"/> Yes <input type="radio"/> No	\$0.00	\$0.00

The following form fields need to be filled up:

1. Application Name (Create a descriptive title for your project)
2. Requested Amount (Enter total funding needed in USD)
3. Organization Owner (Select from authorized personnel list)
4. Council Office Selection:
 - Indicate if applying to multiple Council offices
 - Specify if requesting same amount from each office
 - Select target Council offices
5. Choose **Yes** - To Apply for Multiple Council Offices
6. To request the same amount from all district Council Offices - Choose **"Yes"** otherwise, **"No"**
7. If you Choose **"Yes"** in Step 5 above, please fill in the **Amount Requested** and select the **County Offices** to which you wish to apply.
8. Click the **"Save Draft"** button. A pop-up message, "Record Saved Successfully," will appear, and the full form will become available for further input, as shown below.
9. Click on **Save Draft** to go to the next step of filling up the complete application.

This Draft information can be viewed under the Applications page as shown below:

Dashboard Programs Grants Management Financial Management Letter Of Consideration								
Grants								
Applications Applications								
Awards								
Select	Application No. ↓	Application ↓	Program ↓	Grant ↓	Organization↓	Review Status ↓	Grant Status ↓	Actions
<input type="checkbox"/>	Application No.	Application	Program	Grant	Organization	Review Status	Grant Status	
<input type="checkbox"/>	GMS-2025-01-21-18	Mikes Application for SAG	SAG Program	FY-25-SAG Program Grant	Mark Manson Charitable Organization	Full Application Draft	Full Application Draft	 
First Previous 1 Next Last								
Showing 1 To 1 Of 1 Entries								
Delete								

Click on the pencil Edit icon  to proceed.

7.2. Step 2: Application Page

The following is the Application page, which needs to be filled out; this can be later modified and updated with your application details before submitting this information.

Edit Application for Mikes Application for SAG

Organization Information

Application Basic Information

Contact Information

Financial Information

Organization Service Category

Service Area and Target Population

Previous County Government Grants & Contracts

Organization Income & Expenses

Supporting Documents

Assurances

Certification

Organization Information for Mikes Application for SAG

***Legal Name of Organization(As it appears on your IRS Tax Determination Letter):**

***Briefly State Mission/Purpose of Organization:**

Physical Address

Address Line 1:

Address Line 2:

State:

County:

City:

ZipCode:

The Application page consists of the following sections:

- Organization Information
- Application Basic Information
- Contact Information
- Financial Information
- Organization Service Category
- Service Area and Target Population
- Previous County Government Grants & Contracts

- Organization Income & Expenses
- Supporting Documents
- Assurances
- Certification

7.2.1. Application Basic Information

Application Basic Information page is where the Applicant view the Application filing instructions and enters fundamental details about the application, including the title and description of the proposed project.

Click on **the Application Basic Information** as shown above to fill the Application Basic information as shown below

The screenshot displays the 'Edit Application for Mikes Application for SAG' interface. On the left is a sidebar with navigation links: Organization Information, Application Basic Information (highlighted in blue), Contact Information, Financial Information, Organization Service Category, Service Area and Target Population, Previous County Government Grants & Contracts, Organization Income & Expenses, Supporting Documents, Assurances, and Certification. The main content area is titled 'Edit Application for Mikes Application for SAG' and contains a table with the following sections, each with a '+' icon on the right:

Application Filing Instructions	+
Application Basic Information	+
Project Details/ Proposal	+
Application Narrative	+
Provide A Brief Description Of The Proposed Use Of The Requested Grant Funds	+
Organization's History, Mission/Purpose & Goals	+
Proposed Use of Requested Grant Funds	+
Monitoring And Evaluation Plan	+
Influence And Impact	+
Sustainability Plan	+
Terms and Conditions	+

At the bottom of the main content area are four buttons: 'Save Draft' (green), 'Back' (blue), 'Next' (teal), and 'Cancel' (red).

- **Application Filing Instructions** Click on the Application Filing Instructions as shown below to download any Filing Instructions document(PDF format) if present as shown below :

- **Application Basic Information**

Provide the Application's Basic Information with related information is shown below :

Council Offices	Apply	Amount Requested(\$)	Amount Approved(\$)
AT - Large 1	<input checked="" type="radio"/> Yes <input type="radio"/> No	\$10,000.00	\$0.00

It consists of the following form fields, which were filled earlier and edited by the Applicant:

- Application Number (generated by the system cannot be changed, only for reference)
- Application Name
- Grant
- Applicant Type
- Organization
- Amount Requested (\$)
- Amount Allocation (\$)
- Application/Organization Owner

- Applied By
 - Option to Apply for multiple council offices.
 - Option to apply same amounts for all the district council offices.
 - Council Offices to apply for
 - Amount Requested (\$)
 - Amount Approved (\$)
- **Project Details/Proposal:** Provide the Project Title/Name, Proposed Start Date and End Date as shown below:

Project Details/ Proposal -

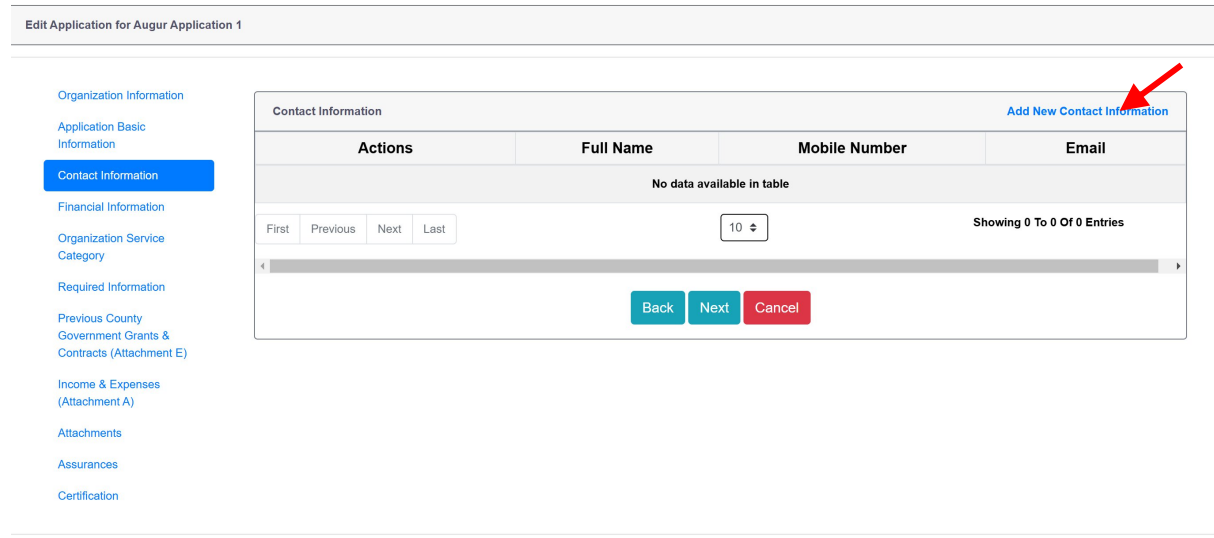
*Project Title/Name:	Proposed Start Date:	Proposed End Date:

- **Application Narrative:** Provide Details of the project's rationale, relevance, and how it aligns with the grant objectives.
- **Provide A Brief Description Of The Proposed Use Of The Requested Grant Funds:** Describe the project in depth, including the strategies, target audience, and implementation approach.
- **Organization's History, Mission/Purpose & Goals:** Clearly outline the history, mission, purpose and specific goals
- **Proposed Use of Requested Grant Funds**
- **Monitoring and Evaluation Plan:** Explain how you will assess the project's progress and measure its success against defined objectives.
- **Influence and Impact:** Discuss the project's anticipated effects on the community and how it aligns with broader social goals.
- **Sustainability Plan:** Describe how the project will be sustained beyond the grant funding period, including potential funding sources and partnerships.
- **Terms and Conditions:** Review and acknowledge the terms and conditions associated with the grant application and funding.

Click on the **Save Draft** button before proceeding to the Next Section.

7.2.2. Contact Information

Provide any additional Contact information if needed from the link provided below:



1. Click on Add New Contact Information

- 2. Choose Name from the drop down.
- 3. Click on Submit
- 4. Click on Next

7.2.3. Financial Information

Please submit the following supporting documents to complete your application. These materials will help verify your organization's mission, financial status, and previous grant activities.

Organization Financial Information

Current Organizational Budget(\$): Year Organization Incorporated:

Proposed Grant Program Budget(\$):

All Organizations must provide a line item budget (to include revenue and expenses) for all requested grant funds from the County Council which details the intended use of the grant. Please note, the line item budget is not the same as the organizational budget.

Accounting System Utilized: (The accounting system currently utilized to account for all revenue received and expenses incurred.)

Organizations with total revenue (from all sources) of **more than \$10,000**, must provide the financial reports listed in the two bulleted items below for their most recent fiscal/calendar year end (12 months) generated from the accounting system identified above:

- . Statement of Revenue and Expenses (May also be known as Profit & Loss Statement or Income Statement)
- . Statement of Financial Position (May also be known as a Balance Sheet)

The following information needs to be filled :

- **Current Organizational Budget (\$)**
- **Year Organization Incorporated** (from dropdown)
- **Proposed Grant Program Budget (\$)**
- **Accounting System Utilized:** (The accounting system currently utilized to account for all revenue received and expenses incurred.)

7.2.4. Organization Service Category

Please select the service categories that best describe your organization's activities from the list below. This will help us understand your organization's primary areas of operation and the services you provide to the community.

The screenshot shows a web application interface for editing an application. On the left is a sidebar with a list of sections: Organization Information, Application Basic Information, Contact Information, Financial Information, Organization Service Category (highlighted in blue), Required Information, Previous County Government Grants & Contracts (Attachment E), Income & Expenses (Attachment A), Attachments, Assurances, and Certification. The main content area is titled 'Service Category' and contains a note: 'Note: Select one category that best describes your organization's primary service.' Below the note is a dropdown menu labeled '*Service Category:' with the text '--Select--'. At the bottom of the main content area are four buttons: 'Save Draft' (green), 'Back' (blue), 'Next' (teal), and 'Cancel' (red).

1. Choose one or more from the list of service categories that applies to your organization:

- Advocacy/Legal Services
- Arts/Humanities
- Care Coordination
- Children's Services
- Community Development
- Community Outreach
- Counselling/Mental Health Services
- Crisis/Emergency Response
- Disability Services
- Economic Development
- Education/Training
- Environmental Education
- Family Services
- Food Pantry
- Health/Mental Health Services
- Housing/Housing Related
- Intellectual Developmental
- Legal/Mediation
- Mentoring
- Public Safety
- Recreation/Leisure
- Safety Net
- Transportation Services
- Workforce Development
- Youth Development Services

2. Click on Save Draft

3. Click on Next

7.2.5. Service Area and Target Population

The Service Area and Target Population requires users to provide details about their program's geographical scope and target audience as shown below:

Service Area and Target Population

***1. Where will the service be provided, and/or the programs be conducted in Prince George's County?:**

***2. Please identify the Target Population:**

--Select--

Save DraftBackNextCancel

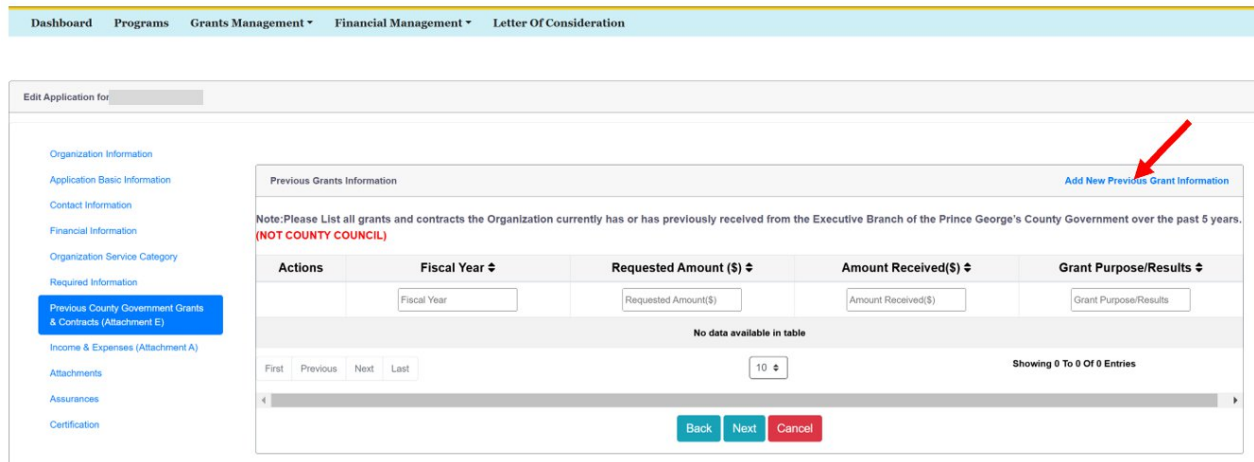
Field 1: Describe where the service will be provided or whether the programs will be conducted in Prince George's County.

Field 2: Select the specific target population from the dropdown menu.

Users can save their progress as a draft, navigate back, proceed to the next section, or cancel their input using the buttons provided.

7.2.6. Previous County Government Grants & Contracts

Please List all grants and contracts the Organization currently has or has previously received from the Executive Branch of the Prince George's County Government over the past 5 years (NOT COUNTY COUNCIL).



1. Click on “**Add New Previous Grant information**” link as shown above
2. This will open the following pop-up window:

3. Fill in the above information fields and click on Submit
4. And Click on **Save Draft**
5. Click on **Next**

7.2.7. Organization Income & Expenses

This section, titled **Organization Income and Expenses**, requires users to provide detailed financial information for organizations with total revenue of less than \$10,000.

- **Organization Income:** Users must enter the committed amounts and percentages for various income sources, such as Corporations, County Grants, Federal Grants, Fundraising Events, and more.
- **Organization Expenses:** Users must specify the amounts spent on items like Salaries & Wages, Rent, Supplies, Utilities, and other categories.

At the bottom, the system calculates the **Difference of Income and Expenses**. Users can save their progress as a draft, reset the form, navigate back, proceed to the next section, or cancel their input using the buttons.

1. Choose Applicable Financial Year from the dropdown menu
2. Fill in all the applicable fields
3. And Click on **Save Draft**
4. Click on **Next**

7.2.8. Supporting Documents

This section outlines the required documents to be uploaded as part of the application process. Failure to upload these documents will result in an incomplete application, which cannot be processed for funding.

Note: The below stated documents should be submitted with the application, if not, the application will be considered as incomplete and will not be processed for funding.

✔ All Documents are Accepted ✘ Documents Rejected NDA: No Documents Available

Supporting Documents			
Please upload additional required supporting documents listed below.			
SI.No	Supporting Documents Checklist	Document Upload	Actions
1	Attachment A - Organizations with total annual revenue of less than \$10,000 (If Applicable)	<input type="button" value="Upload Documents"/>	NDA
2	Attachment B - Mission/Purpose of the Organization	<input type="button" value="Upload Documents"/>	NDA
3	Attachment C - Narrative description of the proposed use of requested grant funds •The needs/problems to be addressed by the grant; •How the proposed program/operation will be implemented; •How the funds requested will support the Organization's overall program/operation; •Number of clients to be served with the funding requested (if applicable); •Measurable objectives, action plans, timelines for completion (for specific projects), and how success will be defined and measured; •Statement as to whether this is a new or ongoing program of your organization; •How your organization has demonstrated that it has the necessary experience, qualifications, and capacity to deliver the services/programs for which grant funds are being requested; and •How your organization plans to sustain the program/operation should County funding assistance not be available in the future.	<input type="button" value="Upload Documents"/>	NDA
4	Attachment D - Narrative description of all grants Organization currently has or has previously received from the County Council over the past 5 years For each previous year grant, please provide the following information: •Year grant awarded. •Total grant amount awarded. •Brief Description of the Purpose, Goals, and Objectives of the grant. •Discuss the impact that the grant funded initiative had in achieving its intended purpose, goals, and objectives. •Identify specific and concrete results, achievements, improvements, and services that were provided by your organization as a result of the County Council grant. •Number of individuals who were served and/or benefited from your organization's efforts and services. •Identify "lessons learned" that your organization realized as a result of administering the grant funded initiative and how those "lessons learned" will impact your organization's future efforts. What will you do differently going forward? •Amount and source of funding available from other Non-County Council entities used to help the organization administer the County Council grant funded initiative.	<input type="button" value="Upload Documents"/>	NDA
5	Attachment E - Narrative description of all grants Organization currently has or has previously received from the Prince George's County Government over the past 5 years	<input type="button" value="Upload Documents"/>	NDA
6	Current Letter of Good Standing for Organizations that are a component of a larger umbrella organization, if applicable (PTAs, PTSAs & Boys and Girls Clubs, etc.)	<input type="button" value="Upload Documents"/>	NDA
7	Current MD Charity Certificate of Registration (Dated within the last thirty (30) days)	<input type="button" value="Upload Documents"/>	NDA
8	Fiscal/calendar year Organizational budget, which includes all requested grant funds.	<input type="button" value="Upload Documents"/>	NDA
9	Independent Audit or Review performed by a Certified Public Accountant (only required for Organizations with total revenue from all sources of \$300,000 or more)	<input type="button" value="Upload Documents"/>	NDA
10	IRS Form 990 or 990-EZ (The Form 990N is no longer accepted).	<input type="button" value="Upload Documents"/>	NDA
11	IRS Form W-9 (Signature date must be within 1 year of grant application) (Form available on https://pgccouncil.us/320/Grants)	<input type="button" value="Upload Documents"/>	NDA
12	IRS Tax-Exempt Determination/Status Letter	<input type="button" value="Upload Documents"/>	NDA
13	Line-item budget for the requested grant funds, which details the intended use of the grant funds.	<input type="button" value="Upload Documents"/>	NDA
14	Organization's Articles of Incorporation	<input type="button" value="Upload Documents"/>	NDA
15	Organization's signed By-Laws	<input type="button" value="Upload Documents"/>	NDA
16	Prince George's County Authorization for Electronic Funds Transfer Form (ETF) (Signature date must be within 1 year of grant application) (Form available on the Grants Prince George's County Legislative Branch, MD (https://pgccouncil.us/)).	<input type="button" value="Upload Documents"/>	NDA
17	Roster of the Organization's current Board of Directors & Staff Members	<input type="button" value="Upload Documents"/>	NDA
18	Statement of Financial Position (AKA Balance Sheet)	<input type="button" value="Upload Documents"/>	NDA
19	Statement of Need /Problem(2 pages)	<input type="button" value="Upload Documents"/>	NDA
20	Statement of Revenue and Expenses (AKA Profit & Loss Statement or Income Statement)	<input type="button" value="Upload Documents"/>	NDA

The form fields:

- **Attachment A:** Organizations with total annual revenue of less than \$10,000 must upload financial details supporting this claim (if applicable).
- **Attachment B:** Upload a document explaining the mission or purpose of your organization.
- **Attachment C:** Provide a detailed narrative describing:
 - The proposed use of requested grant funds.
 - Needs/problems addressed by the grant.
 - Implementation plans, measurable objectives, and success metrics.
 - Number of clients served and how the program will sustain itself.
- **Attachment D:** If your organization has received grants from the County Council in the past five years, provide:
 - Year of the grant.
 - Total amount awarded.
 - Achievements, results, and lessons learned.
- **Attachment E:** Describe grants your organization has received from Prince George's County Government over the last five years.

Additional Required Documents:

- Letter of Good Standing: For organizations under larger umbrella entities.
- MD Charity Certificate of Registration: Must be dated within the last 30 days.
- Fiscal/Calendar Year Budget: Include all requested grant funds.
- Independent Audit/Review: Mandatory for organizations with total revenue exceeding \$300,000.
- IRS Forms: - IRS Form 990 or 990-EZ (for applicable organizations). - IRS Form W-9 (dated within 1 year of grant application).
- IRS Tax-Exempt Determination Letter: Confirms the organization's tax-exempt status.
- Line-Item Budget: Details the intended use of grant funds.
- Articles of Incorporation: Upload the organization's foundational documents.
- By-Laws: Include signed and approved organizational by-laws.
- EFT Authorization Form: Prince George's County EFT Form must be signed within 1 year.
- Roster of Board of Directors & Staff Members: Current list of key personnel.
- Statement of Financial Position: Also known as a balance sheet.
- Statement of Need/Problem: A concise two-page explanation of the organization's needs.
- Statement of Revenue and Expenses: Also known as a profit & loss statement or income statement.

Steps to Upload the documents:

1. Click on the Upload Documents to open the Add New Documents window as shown below:

Add New Document ✕

***Legal Name:**

***Supporting Document Name:**

***File Name:** ***Upload Document:** No fi...osen

Actions	File Name↕
No Document is attached	

2. Choose a file Name and Click on Choose Files to browse to file location and choose the file.
3. Click on Attach. The File shows up as shown below.

Add New Document ✕

***Legal Name:**

***Supporting Document Name:**

***File Name:** ***Upload Document:** No fi...osen

Actions	File Name↕
🗑️ ⬇️	A <input type="text"/>
🗑️ ⬇️	<input type="text"/>

4. You can attach more files by repeating the above steps.
5. Once done, click on **Cancel** to close the window. (The Attached files will remain and not get removed.)

6. Click on **Save Draft**
7. Click on **Next**

7.2.9. Assurances

Please review the following assurances to confirm your organization’s commitment to responsible use of grant funds if awarded. By agreeing to these terms, your organization commits to adhering to the intended purposes of the grant, complying with all relevant laws and civil rights regulations, and maintaining accountability through accurate record-keeping and financial reporting. Additionally, your organization agrees to submit regular progress reports based on the awarded amount detailing financial usage, service impacts, and project outcomes. These assurances ensure transparency, compliance, and effective use of the funds provided.

Organization Information

Application Basic Information

Contact Information

Financial Information

Organization Service Category

Service Area and Target Population

Previous County Government Grants & Contracts

Organization Income & Expenses

Supporting Documents

Assurances

Certification

Assurances

If this grant is awarded, the applicant organization assures that:

- 1.The applicant is expected to administer the awarded grant funds in compliance with the purposes/uses as reflected in the grant application. Should the applicant determine that the approved grant's intended purposes/uses must be modified and/or redirected, the applicant must provide a letter to the Council Grant Team explaining the extent and reasons for the proposed changes and requesting the Council Grant Team's approval of the proposed changes.
- 2.Funds received will be used solely for the proposed activities as outlined in the proposal request within one (1) year of receiving funding.
- 3.Grants received under this funding request will be properly accounted for in the Organization's accounting system and expenditure details shall be maintained in accordance with the budget detail provided in this application.
- 4.The applicant organization intends to comply with Title VII of the Civil Rights Act of 1964, indicating that no person will be excluded from participation or be denied benefits of any program activity, or service on the basis of race, sex, sexual preference, color, religion, ancestry, age, national origin, or handicap. The applicant further agrees to make every attempt to ensure that the program is accessible to persons with disabilities.
- 5.The applicant organization agrees to provide its most recent audited financial statements to the County, if applicable.
- 6.The applicant organization attests that it is currently in good standing with the Internal Revenue Service and the Maryland Department of Assessments and Taxation, and that it is in compliance with the Maryland Solicitations Act.
- 7.The filing of this application is made by the undersigned individual, and this individual is officially authorized to represent the applicant organization by its governing board.
- 8.The applicant organization is required to submit periodic progress reports in accordance with the schedule below. Organizations will be notified of their reporting schedule by letter from the County Council at the time of Grant Disbursement Date. Reports must be submitted through the portal.

All periodic progress reports must be provided as required. See schedule below:

- .Grants of \$10,000 and below will be required to submit an Annual Report within one year of receiving grant award.
- .Grants of \$10,001 to \$99,999 will be required to submit Semi Annual Reports (Dates will be set by the County upon grant award).
- .Grants of \$100,000 and above will be required to submit Quarterly Annual Reports (Dates will be set by the County upon grant award).

The reports should include the following information to date:

- 1.Financial Statement (Statement of Revenue and Expenses, Profit & Loss or Income Statement)
- 2.Number of individuals who were served and/or benefited from services provided utilizing the grant funding.
- 3.What progress have you made toward achieving the results you described in your proposal during this period? What data/documents do you have to demonstrate your success? If you did not achieve your intended results, why not?
- 4.What do you consider to be the greatest strength(s) of your work? What do you consider to be the most important concern(s) – apart from finances – currently facing your organization (or project, if you received project support)?
- 5.Have there been any significant changes in your organization or the project since the grant was awarded (i.e., executive leadership, staff, facilities, location)?

Back Next Cancel

7.2.10. Certification

Please review the certification statement below and complete the required fields. This confirms your authority to apply on behalf of the organization and ensures that all information provided is accurate to the best of your knowledge.

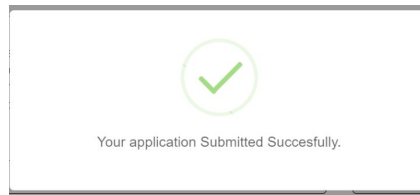
Follow these steps to complete the Certification process:

1. Select your **Title** and Enter your **Name**.
2. Upload your **Scanned signature** by clicking on “**Choose File**”
3. Provide the **current Date, Your Email, and Phone Number** to finalize the certification.
4. Click on **Save Draft**.
5. You can return to edit any of the steps provided before. You can always log in on a later day to do the same.

Final Submission

1. Click on **Final Submit** only once you do not wish to make any more changes to your application.

6. Click on **Yes** to confirm.
7. The following pop-up confirms that you have Submitted Successfully.



8. Once the Application is processed, you will receive an email confirming the same.

You can view the status of your Application on your Dashboard page as shown below :

Dashboard Programs Grants Management Administration Letter Of Consideration

Search Criteria

Programs: --Select-- Grants: --Select-- Date Range:

[Search](#) [Reset](#)

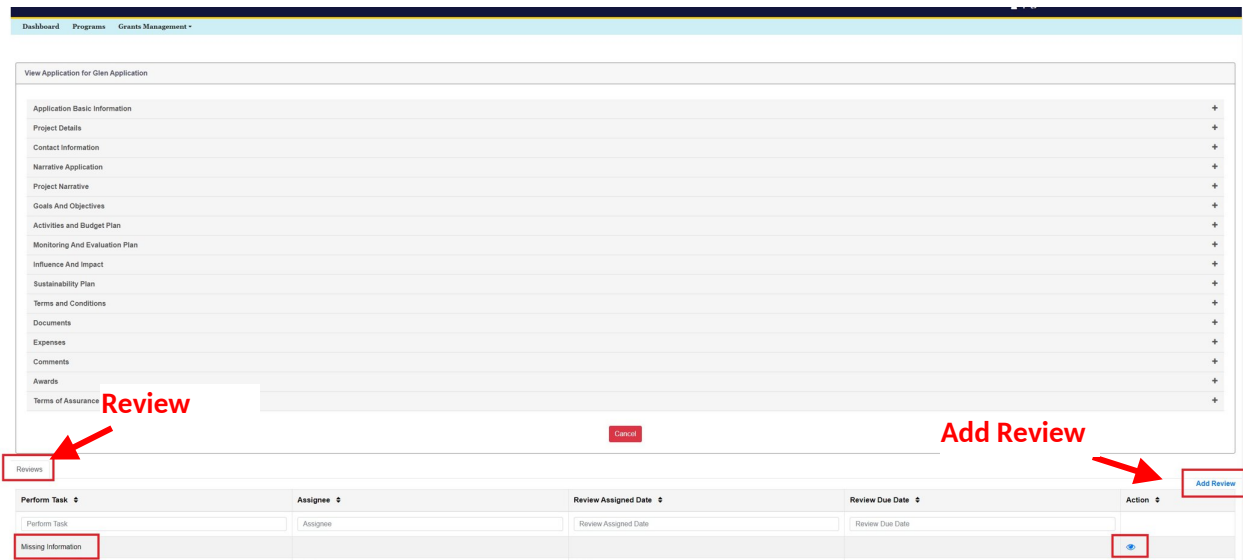
Application No. ⚡	Application ⚡	Program ⚡	Grant ⚡	Organization ⚡	Review Status ⚡	Grant Status ⚡
Application No.	Application	Program	Grant	Organization	Review Status	Grant Status
GMS-2025-01-21-18	M [REDACTED] SAG	SAG Program	SAG Program Grant	[REDACTED]	Click Here	Click Here
First	Previous	1	Next	Last	Showing 1 To 1 Of 1 Entries	

7.2.11. How to Provide Missing Information

In Case any missing information needs to be provided, you will be intimated by email to provide the same.

To Provide the Missing information, please carry out the following steps:

1. Click on Applications from the Grants Management Menu
2. Navigate to your application which has the Status **“Missing Information”**.
3. Open the Application by clicking on the Eye icon to open the Application Information page as shown below:



4. Click on the Add Review Icon to open the following pop-up window as shown below:

Reviews ✕

Review Information | Available Letters | Documents | Email

Grant ***Application Name**

FY-24-25 - SAG Program Grant [Redacted]

***Perform Task**

---Select---

Missing Information Submitted

Application Submitted

Notes

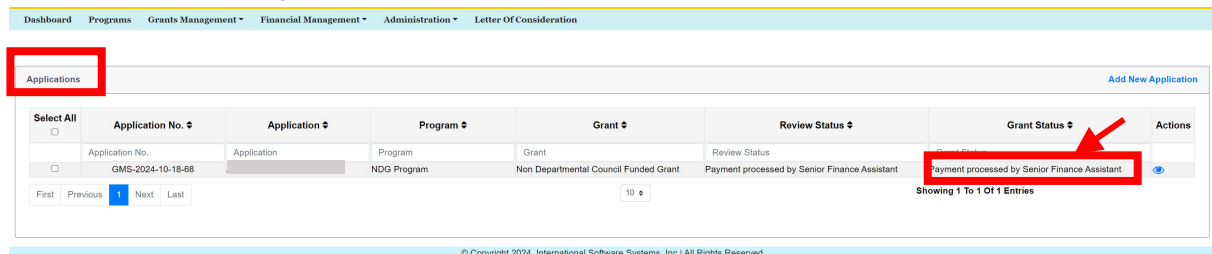
[Empty text area]

Submit Cancel

5. Based on the missing information requested you can Click on the **Documents tab** and attach the relevant documents.
6. From the Perform Task Drop down, select **“Missing Information Submitted”** option.
7. Provide any relevant notes in the Notes field.
8. Click on **Submit**.

7.2.12. Grant Award

Once the Grant has been awarded, you will be notified by email, and the Status of your application will change to **“Payment Processed by Senior Finance Assistant”**



Dashboard Programs Grants Management Financial Management Administration Letter Of Consideration

Applications [Add New Application](#)

Select All	Application No. ↓	Application ↓	Program ↓	Grant ↓	Review Status ↓	Grant Status ↓	Actions
<input type="checkbox"/>	Application No.	Application	Program	Grant	Review Status	Grant Status	
<input type="checkbox"/>	GMS-2024-10-18-68	NDG Program	Non Departmental Council Funded Grant	Payment processed by Senior Finance Assistant	Payment processed by Senior Finance Assistant	Payment processed by Senior Finance Assistant	

First Previous 1 Next Last 10 Showing 1 To 1 Of 1 Entries

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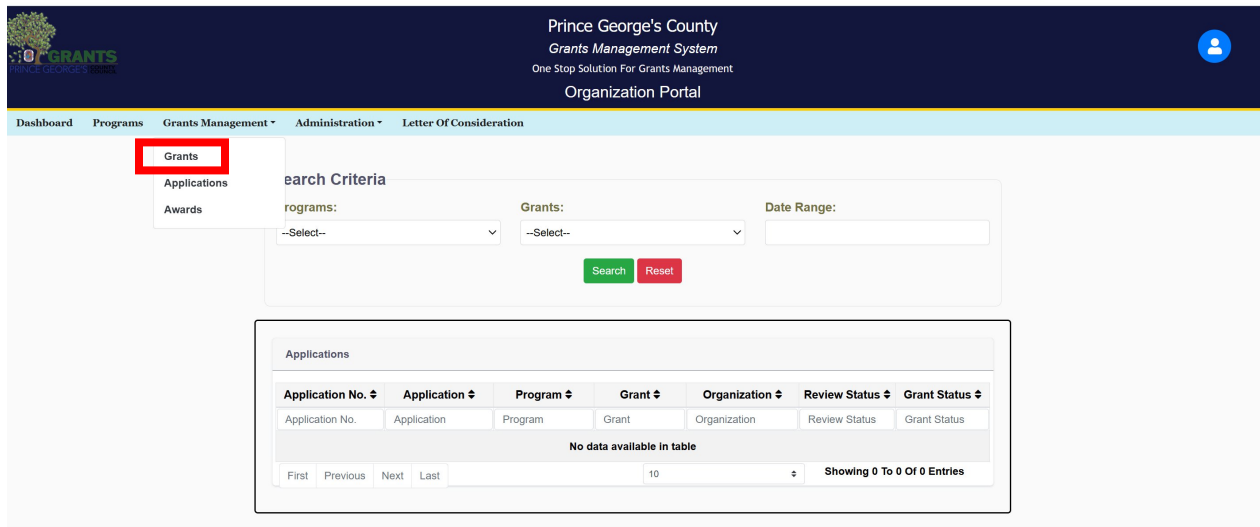
8. Application Process – Domestic Violence Grants (DVG)

Due to the sensitive nature of domestic violence prevention and intervention programs, DVG applications require additional, specialized information.

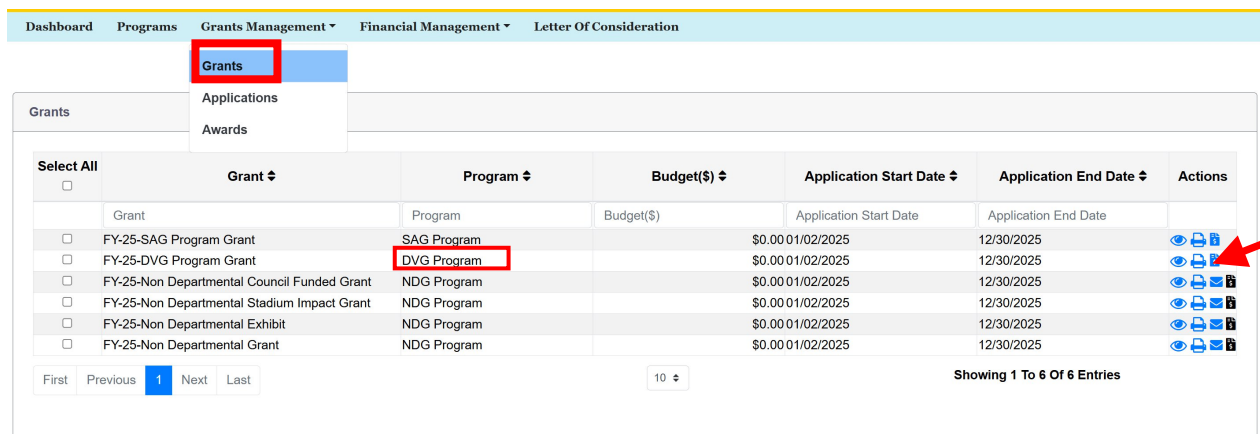
8.1. Step 1: Create a New Application

After logging in as an Applicant follow these steps to Create a New Application:

1. Click on the **Grants** link from the **Grants Management** menu dropdown as shown below:



2. This opens the Grants page with the list of available Grants as shown below :



3. Under the Actions Column, choose the Blue dollar \$ Icon as shown above.

4. This opens the **Add Application Page** as shown below:

5. Click on the + icon to expand the Accordions
6. Click on the DVG Application Filling Instructions (if present) to download the instructions.
7. Click on the + icon to expand the Application Basic Information form fields as shown below:

8. Complete the following Domestic Violence Grants (DVG) basic information form given below:

The screenshot shows the 'Add Application' form with the following fields and values:

- *Grant:** FY-25 - DVG Program Grant
- *Program:** FY-25 - DVG Program
- *Application Name:** [Redacted]
- *Applicant Type:** Firm
- Organization:** [Redacted]
- Amount Requested(\$):** \$8,000.00
- Amount Allocation(\$):** \$0.00
- *Application/Organization Owner:** [Redacted]
- Applied By:** [Redacted]

Buttons: Save Draft (green), Cancel (red)

The following form fields need to be filled up:

1. Application Name (Create a descriptive title for your project)
2. Requested Amount (Enter total funding needed in USD)
3. Organization Owner (Select from authorized personnel list)
4. Click on **Save Draft** to go to the next step of filling up the complete application.

This Draft information can be viewed under the Applications page as shown below:

The screenshot shows the 'Applications' page with the following table:

Select	Application No. ↓	Application ↓	Program ↓	Grant ↓	Organization ↓	Review Status ↓	Grant Status ↓	Actions
<input type="checkbox"/>	GMS-2025-01-21-18	Mikes Application for SAG	SAG Program	FY-25-SAG Program Grant	Mark Manson Charitable Organization	Full Application Draft	Full Application Draft	

Navigation: First, Previous, 1, Next, Last. Showing 1 To 1 Of 1 Entries. Delete button is visible below the table.

Click on the pencil Edit icon to proceed.

8.2. Step 2: Application Basic Information

The application process requires the completion of several sections to ensure that all necessary information is collected for evaluation. Each section is organized into expandable accordions for ease of navigation. Applicants must expand each accordion, review the required fields, and

provide accurate and detailed responses. Below is the list of accordions that need to be filled out:

The screenshot shows a web application interface for editing an application. On the left is a vertical navigation menu with the following items: Application Basic Information (highlighted in blue), Contact Information, Service Area and Target Population, Organization Collaboration, Organization Experience and Capacity, Funding History Information, Organizational Financial Information, Periodic Reporting Requirement, Financial Report, Method of Payment, Supporting Documents, and Certification. The main content area is titled 'Edit Application for Mikes Application for DVG' and contains a list of accordions, each with a plus sign on the right: Application Filing Instructions, Application Basic Information, Project Details/ Proposal, Application Narrative, Provide A Brief Description Of The Proposed Use Of The Requested Grant Funds, Organization's History, Mission/Purpose & Goals, Proposed Use of Requested Grant Funds, Monitoring And Evaluation Plan, Influence And Impact, Sustainability Plan, and Terms and Conditions. At the bottom of the main area are four buttons: Save Draft (green), Back (blue), Next (teal), and Cancel (red).

List of Accordions

- 1. Application Filing Instructions (if present)**
This section provides guidelines on how to complete and submit the application. Please ensure you read and understand the instructions before proceeding.
- 2. Application Basic Information**
Collects essential details about the applicant and the proposed project.
- 3. Project Details/Proposal**
Requires detailed information about the project, including objectives, timeline, and scope.
- 4. Application Narrative**
A space to provide a comprehensive narrative about the project's goals, expected outcomes, and alignment with funding priorities.
- 5. Provide A Brief Description of The Proposed Use Of The Requested Grant Funds**
Specify how the grant funds will be utilized to achieve the project objectives.
- 6. Organization's History, Mission/Purpose & Goals**
Describe your organization's background, mission, and how its goals align with the proposed project.
- 7. Proposed Use of Requested Grant Funds**
Detail a clear plan for how the funds will be allocated and utilized effectively.

8. **Monitoring And Evaluation Plan**

Outline how the project will be monitored and evaluated to ensure successful implementation and achievement of objectives.

9. **Influence And Impact**

Describe the anticipated impact of the project on the target population or community.

10. **Sustainability Plan**

Provide details on how the project will remain sustainable after the grant period.

11. **Terms and Conditions**

Review and accept the terms and conditions to proceed with the application.

Next Steps:

Expand each accordion by clicking the "+" icon, complete the required fields, and save your progress as you move through the sections. Use the "Save Draft" option frequently to avoid losing data.

- **Project Details/Proposal** The "Project Details/Proposal" form collects comprehensive information about your proposed project to ensure its alignment with program goals and funding requirements. The form includes key sections to capture the project's objectives, implementation timeline, service scope, and evidence-based practices. Please provide accurate and detailed information to support your proposal, as this will be critical in evaluating its potential impact and effectiveness.

Project Details/ Proposal

- Executive Summary (1 Page): Please provide a summary of your overall proposal and your request for funding.
- Statement of Need /Problem (2 pages): (Clearly explain why this project is needed.)
- Project Description (4 Pages): Clearly explain how the proposed project will be implemented and evaluated. Applicants must develop outcome and performance measures that demonstrate impact of program based on the objective outlined in Part III. Describe the services or activities to be completed and estimate the number of persons to be assisted and where the service(s) will be provided.

Note: Please upload the Attachments in the Supporting Documents tab.

*Project Title/Name: Proposed Start Date: Proposed End Date:

Service Category [Add New Service Category](#)

Actions	Service Category	Goals and Objectives	No. of benefited households/individuals	City
	<input type="text" value="Service Category"/>	<input type="text" value="Goals and Objectives"/>	<input type="text" value="No benefited households/individuals"/>	<input type="text" value="City"/>
No data available in table				
<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/>		<input type="text" value="10"/>	Showing 0 To 0 Of 0 Entries	

Evidence based practice (EBP): is a process that brings together the best available research, professional expertise, and input to identify and deliver services that have been demonstrated to achieve positive outcome for the population and the community.

Evidence based programs and practices (EBPPs) are specific techniques and intervention models that have shown to have positive effects on outcomes through rigorous evaluations.

1. Does this program utilize specific techniques models based on EBPPs?

Yes No

Providing evidence of effectiveness: (even if not at the level of evidencebased) is essential to help inform any field of what types of programs and practices are currently being used and what evidence supports these programs. Practice-based and anecdotal evidence can help to identify emerging programs and demonstrate effectiveness. To further advance the field, it is also important to take steps to move toward the development and implementation of EBP.

Instructions for Filling Out the "Project Details/Proposal" Form:

- **Project Title/Name:** Enter the name of your project in the text box provided.
- **Proposed Start Date:**
 - Enter the expected start date of the project in the provided field.
- **Proposed End Date:**
 - Enter the expected completion date of the project in the respective field.
- **Service Category Section:**
 - Click on the "Add New Service Category" button to add a row to the table.
 - **Service Category:** Choose or type the category of services your project will provide.
 - **Goals and Objectives:** Clearly state the objectives and intended outcomes of the project.
 - **No. of Benefited Households/Individuals:** Provide the number of households or individuals who will benefit from the project.
 - **City:** Enter the city where the service will be provided.

If multiple rows are added, navigate using the pagination options (First, Previous, Next, Last).

- **Evidence-Based Practice (EBP):**
 - **Does this program utilize specific techniques/models based on EBP?**
 - Select "Yes" or "No" by clicking the corresponding radio button.
 - **Providing Evidence of Effectiveness:**
 - If the program provides evidence of effectiveness:
 - Select "Yes."

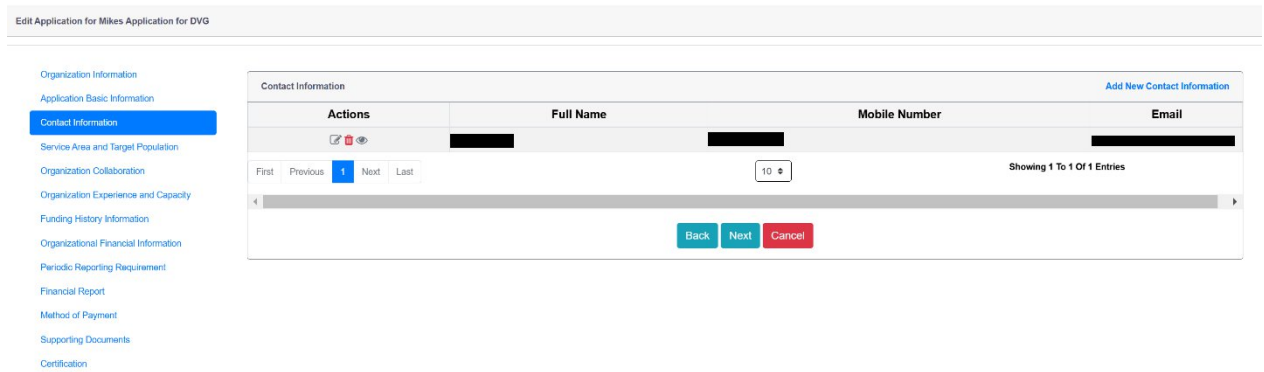
- Provide a detailed explanation in the text box below.
 - If not, select "No."
- **Document Upload:**
 - Attach supporting documents as requested in the "Supporting Documents" tab.

Notes:

- Ensure all sections are completed accurately before submission.
 - Save your work frequently to avoid losing any information.
-
- **Application Narrative:** Provide Details of the project's rationale, relevance, and how it aligns with the grant objectives.
 - **Provide A Brief Description Of The Proposed Use Of The Requested Grant Funds:** Describe the project in depth, including the strategies, target audience, and implementation approach.
 - **Organization's History, Mission/Purpose & Goals:** Clearly outline the history, mission, purpose and specific goals
 - **Proposed Use of the Requested Grant Funds:** Address the needs/problems the grant will solve, the implementation plan, how the funds will support the organization's goals, and the number of beneficiaries (if applicable). Write clearly and concisely, ensuring your response demonstrates measurable outcomes. Save your progress using the "Save Draft" button and review your entry for accuracy before moving to the next section.
 - **Monitoring and Evaluation Plan:** Explain how you will assess the project's progress and measure its success against defined objectives.
 - **Influence and Impact:** Discuss the project's anticipated effects on the community and how it aligns with broader social goals.
 - **Sustainability Plan:** Describe how the project will be sustained beyond the grant funding period, including potential funding sources and partnerships.
 - **Terms and Conditions:** Review and acknowledge the terms and conditions associated with the grant application and funding.

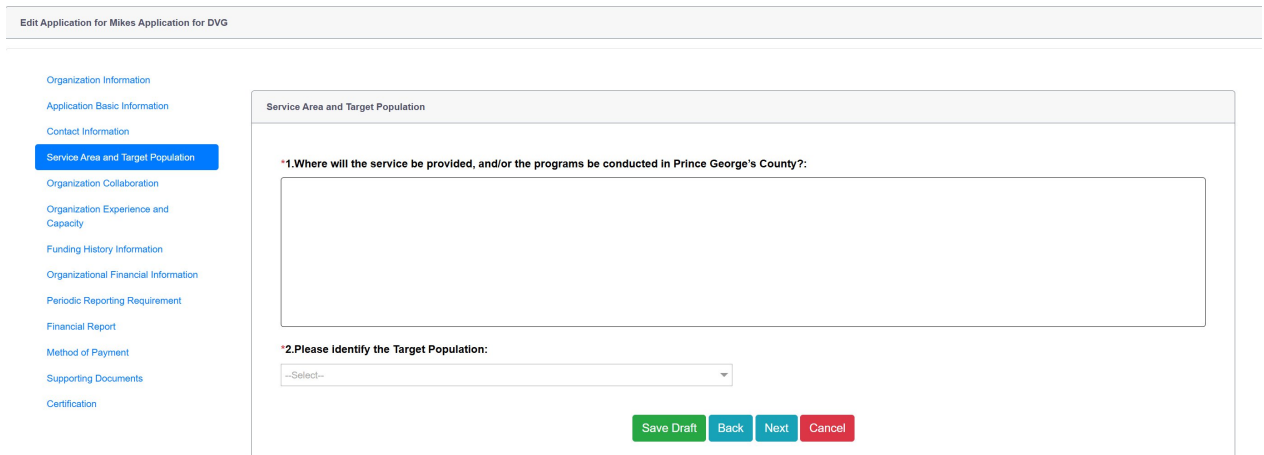
8.3. Step 3 Contact Information

Add any new Contact information by Clicking on the “Add New Contact Information”



8.4. Step 4 : Service Area and Target Population

This section gathers details about the geographic location and the specific population your program will serve. Please provide accurate and concise information to ensure proper evaluation.



Instructions:

1. Where will the service be provided?
 - o In the text box, describe the locations or areas in Prince George's County where the program will be conducted.
2. Identify the Target Population:
 - o Use the dropdown menu to select the group of individuals your program intends to serve.

Click "**Save Draft**" to save your input or "**Next**" to proceed.

8.5. Step 5: Organization Collaboration

Please provide information about any plans to collaborate with other nonprofit organizations or coordinate with County programs for this project. If applicable, include details of your partners, their contributions, and any collaboration agreements in the form below:

- Organization Information
- Application Basic Information
- Contact Information
- Required Information
- Organization Collaboration
- Organization Experience and Capacity
- Funding History Information
- Organizational Financial Information
- Periodic Reporting Requirement
- Method of Payment
- Attachments
- Certification

Organization Collaboration

Note : Priority will be given to activities that are integrated with other community service projects and provided in collaboration with other service providers.

Organization Collaboration	Response	Comments
Are there plans to enter into a partnership with any other non-profit organization(s) to undertake this project? If "yes", please list the organization(s) and their contribution(s). If "no", explain why not.	<input type="radio"/> Yes <input type="radio"/> No	
Is this proposed project coordinated with/or a part of any ongoing County program(s) or activity(s)? If "yes", explain how.	<input type="radio"/> Yes <input type="radio"/> No	
Will the services of the project be coordinated with other services in the community? If "Yes", please briefly describe your non-profit collaboration on this project.	<input type="radio"/> Yes <input type="radio"/> No	
Please describe your non-profit organization collaboration partners		
Please provide a collaboration/partnership agreement with the entity or entities you will collaborate with on this project, which describes respective roles on this project and financial commitment.		

Save Draft
Back
Next
Cancel

The following information needs to be provided:

- Are there plans to enter into a partnership with any other nonprofit organization(s) to undertake this project? - If **"Yes"**, list the organization(s) and their contribution(s). If **"No"**, explain why not in the comments field.
- Is this proposed project coordinated with or part of any ongoing County program(s) or activity(ies)? If **"Yes"**, explain how.
- Will the services of the project be coordinated with other services in the community? If **"Yes"**, briefly describe your nonprofit's collaboration on this project.
- Please describe your nonprofit organization's collaboration partners.
- Please provide a collaboration/partnership agreement with the entity or entities you will collaborate with on this project that outlines their respective roles and financial commitments.

Click **"Save Draft"** to save your input or **"Next"** to proceed.

8.6. Step 6: Organization Experience and Capacity

Please provide detailed information on your organization's staffing, fiscal management, and project funding. This includes current and planned staff, use of consultants, financial practices, and sustainability plans. Additionally, outline how your organization intends to enhance collaboration and communication between departments to ensure the success of the project, as shown below:

View Application for Atlantis DVG Application 1

Application Basic Information
Contact Information
Supporting Documents
Organization Collaboration
Organization Experience
Financial Information
Funding History Information
Service Category
Required Information
Previous County Government Grants & Contracts
Organizational Financial Information
Certification

Note : New groups are encouraged to enter into partnerships with more experienced groups and/or obtain qualified consultants to help implement the project.

Organization Experience and Capacities

Organization Experience	Response	Comments
Number of current paid full time staff in your organization	<input type="text"/>	<input type="text"/>
Number of current paid part time staff in your organization	<input type="text"/>	<input type="text"/>
Number of paid full time staff currently with your organization who will work on the project:	<input type="text"/>	<input type="text"/>
Number of paid part time staff currently with your organization who will work on the project:	<input type="text"/>	<input type="text"/>
Number of new full time staff that will be hired to work on the project, if funded	<input type="text"/>	<input type="text"/>

Please fill in the following fields:

- Number of current paid full-time staff in your organization
- Number of current paid part-time staff in your organization
- Number of paid full-time staff currently with your organization who will work on the project:
- Number of paid part-time staff currently with your organization who will work on the project:
- Number of new full-time staff that will be hired to work on the project if funded
- Number of new part-time staff that will be hired to work on the project if funded
- Provide a brief narrative on a separate page (500 words maximum) detailing the types of activities undertaken by your organization
- Will a consultant(s) or contract staff be hired to help implement the project? If “yes,” please explain the services the consultant or contract staff will offer and identify the sources of funds.
- Describe your organization’s fiscal management disbursement methods, financial reporting, recordkeeping, and accounting procedures. Indicate whether the

organization has adequate insurance. Insurance coverage for General Liability, Automobile Liability, Workman's Compensation, and Fire insurance is required.

- Describe plans to use other funds on the program. This section only describes funds that are secured. Provide the source of funds amounts, period covered and how these funds will be used. Intent to apply for matching funds does not constitute a match. Attach commitment letters from other funding sources
- Project Budget/Post Grant Funding/Sustainability (1 Page): Clearly detail and describe why your organization cannot address the identified need without outside financial assistance and how the funds requested will support your intended strategies. Clearly detail how your proposed project will achieve self-sufficiency after your performance period and County funding assistance has ended. Describe plans to seek new funding to supplement Council funding.
- What strategies can our organization implement to enhance department collaboration and communication?

Notes:

- ✓ Priority will be given to activities with a clear plan of action consistent with the budget demonstrates the applicant's capacity to implement the proposed plan and is consistent with County goals.
- ✓ New groups are encouraged to partner with more experienced groups and/or obtain qualified consultants to help implement the project.

8.7. Step 7: Funding History Information

This section collects details about your organization's revenue for the past three years, the current year, and the projected budget for the upcoming year. Accurate financial data is critical for evaluating your organization's funding history and capacity.

Edit Application for Mikes Application for DVG

Organization Information
Application Basic Information
Contact Information
Service Area and Target Population
Organization Collaboration
Organization Experience and Capacity
Funding History Information
Organizational Financial Information
Periodic Reporting Requirement
Financial Report
Method of Payment
Supporting Documents
Certification

Funding History Information Use this section to provide an account of the revenue of your organization for the past three years and a current year projected budget.

Financial Years: 2025

Funding Cycle	2023	2024	2025	2026
City	\$0.00	\$0.00	\$0.00	\$0.00
County	\$0.00	\$0.00	\$0.00	\$0.00
Donations	\$0.00	\$0.00	\$0.00	\$0.00
Federal	\$0.00	\$0.00	\$0.00	\$0.00
Fees Charged	\$0.00	\$0.00	\$0.00	\$0.00
Fundraising	\$0.00	\$0.00	\$0.00	\$0.00
In-Kind	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
State	\$0.00	\$0.00	\$0.00	\$0.00
Total Revenue	\$0.00	\$0.00	\$0.00	\$0.00

Instructions

1. Select the Financial Year:
 - Use the dropdown menu to choose the financial year you want to report on.
2. Enter Revenue Data:
 - For each year (2023, 2024, 2025, 2026), fill in the revenue amounts for the listed funding sources (e.g., City, County, Donations, Federal, etc.).
 - Ensure all amounts are reported in the correct category and year.
3. Verify Total Revenue:
 - Check that the Total Revenue field calculates accurately for each year.
4. Supporting Documentation:
 - If your organization received County Council Grant funds in the previous fiscal year, attach the previous year's Financial Report detailing the funding received and its utilization.
 - Use the provided link to download a sample financial report for reference and ensure your report matches the required format. Upload the report in the Attachments tab.
5. Save and Review:
 - Click "Save Draft" to save your work, or use "Next" to proceed.
 - Review the data carefully before submission to ensure accuracy.

8.8. Step 8: Organizational Financial Information

This section captures detailed financial information about your organization, including its overall revenue and expenses and the proposed program/project-specific budget.

Completing both accordions accurately is essential for evaluating your organization's financial health and the feasibility of the proposed program.

Edit Application for Mikes Application for DVG

Organization Information
Application Basic Information
Contact Information
Service Area and Target Population
Organization Collaboration
Organization Experience and Capacity
Funding History Information
Organizational Financial Information
Periodic Reporting Requirement
Financial Report
Method of Payment
Supporting Documents
Certification

Organizational Financial Information

ORGANIZATION - The budget information below applies to the organization's total operational budget.

Organization Revenue and Expenses +

Proposed Program/Project Revenue and Expenses +

*Pending sources of support include those requests currently under consideration. Please include this current Council Domestic Violence Program Grant request.

Save Draft Reset Back Next Cancel

1. Organization Revenue and Expenses

- Fill in the current year's total revenue by source and expenses by category.
- Ensure the percentages and totals align accurately.

2. Proposed Program/Project Revenue and Expenses

- Provide detailed revenue commitments and pending amounts for the proposed program.
- Include a breakdown of projected expenses by category.

Save your work frequently using the "**Save Draft**" button and double-check totals for accuracy before Clicking on "**Next**".

8.9. Step 9: Periodic Reporting Requirement

The grant recipients are informed of the periodic reporting requirements associated with receiving the award. Please read the details carefully and ensure compliance before proceeding.

As a condition of receipt of the award, grant recipients must agree to:

- Submit (4) quarterly reports detailing how grant funds were utilized for each quarter of the program year.
- The quarterly reports are due within 10 days of the end of the quarter.
- A final report is due within thirty (30) days after the conclusion of the grant period.

Click on "**Next**" to proceed.

8.10. Step 10: Financial Report

The "Financial Reports" section captures detailed information about your organization's financial activities, including grant funds received and their uses. Ensure all fields are completed accurately and supporting details are provided where applicable.

Edit Application for Mikes Application for DVG

- Organization Information
- Application Basic Information
- Contact Information
- Service Area and Target Population
- Organization Collaboration
- Organization Experience and Capacity
- Funding History Information
- Organizational Financial Information
- Periodic Reporting Requirement
- Financial Report**
- Method of Payment
- Supporting Documents
- Certification

Financial Reports

Non-Departmental and/or Special Appropriation, Domestic Violence Program Grant or other Council grants, as applicable.

Financial Year:
2025

From : **To:** **Organization Name:** Mark Manson Charitable Organization **Total Amount Received:** \$0.00

County Council Grants Received From +

List Uses of Council Grant Funds (as applicable) +

[Save Draft](#) [Reset](#) [Back](#) [Next](#) [Cancel](#)

Instructions for Financial Reports

1. Preliminary Fields

- Financial Year: Select the relevant financial year from the dropdown menu.
- From and To Dates: Enter the reporting period dates in the respective fields.
- Organization Name: Confirm or enter your organization's name.
- Total Amount Received: Specify the total grant amount received during the selected financial year.
- Click on "Save Draft" button to avoid data loss.

2. County Council Grants Received Accordion

- Expand the "County Council Grants Received From" accordion.

County Council Grants Received From		
Current Year Organization Revenue		
Source	Grant Amount Received	Additional Comments (as applicable)
SAG Program Grant	<input type="text" value="\$0.00"/>	<input type="text"/>
DVG Program Grant	<input type="text" value="\$0.00"/>	<input type="text"/>
Non Departmental Council Funded Grant	<input type="text" value="\$0.00"/>	<input type="text"/>
Non Departmental Stadium Impact Grant	<input type="text" value="\$0.00"/>	<input type="text"/>
Non Departmental Exhibit	<input type="text" value="\$0.00"/>	<input type="text"/>
Non Departmental Grant	<input type="text" value="\$0.00"/>	<input type="text"/>
Total Amount of Council Grants Received	<input type="text" value="\$0.00"/>	

- Current Year Organization Revenue:
 - Fill in the Grant Amount Received for each listed source (e.g., SAG Program Grant, DVG Program Grant, etc.).
 - Add any relevant comments in the Additional Comments field.
- Verify the Total Amount of Council Grants Received is accurate.
- Click on "Save Draft" button to avoid data loss.

3. List of Uses of Council Grant Funds Accordion

- Expand the "List Uses of Council Grant Funds (as applicable)" accordion.

List Uses of Council Grant Funds (as applicable)

Operating Expenses			Program Expenses		
Source	Amount Received	Additional Comments	Item	Amount Received	Additional Comments
Corporations	<input type="text" value="\$0.00"/>	<input type="text"/>	Depreciation	<input type="text" value="\$0.00"/>	<input type="text"/>
County Contracts	<input type="text" value="\$0.00"/>	<input type="text"/>	Equipment	<input type="text" value="\$0.00"/>	<input type="text"/>
County Grants	<input type="text" value="\$0.00"/>	<input type="text"/>	In-Kind Support	<input type="text" value="\$0.00"/>	<input type="text"/>
Earned Income	<input type="text" value="\$0.00"/>	<input type="text"/>	Insurance, Benefits, Other Related Taxes	<input type="text" value="\$0.00"/>	<input type="text"/>
Federal Contracts	<input type="text" value="\$0.00"/>	<input type="text"/>	Other(Specify)	<input type="text" value="\$0.00"/>	<input type="text"/>
Federal Grants	<input type="text" value="\$0.00"/>	<input type="text"/>	Postage	<input type="text" value="\$0.00"/>	<input type="text"/>
Fundraising Events	<input type="text" value="\$0.00"/>	<input type="text"/>	Printing & Copying	<input type="text" value="\$0.00"/>	<input type="text"/>
In-Kind Support	<input type="text" value="\$0.00"/>	<input type="text"/>	Rent	<input type="text" value="\$0.00"/>	<input type="text"/>
Individual Contributions	<input type="text" value="\$0.00"/>	<input type="text"/>	Salaries & Wages (breakdown by individual positions and indicate full or part-time positions)	<input type="text" value="\$0.00"/>	<input type="text"/>
Investment Income Revenue	<input type="text" value="\$0.00"/>	<input type="text"/>	Supplies	<input type="text" value="\$0.00"/>	<input type="text"/>
Membership Income	<input type="text" value="\$0.00"/>	<input type="text"/>	Telephone/Internet	<input type="text" value="\$0.00"/>	<input type="text"/>
Other(Specify)	<input type="text" value="\$0.00"/>	<input type="text"/>	Travel	<input type="text" value="\$0.00"/>	<input type="text"/>
State Contracts	<input type="text" value="\$0.00"/>	<input type="text"/>	Utilities	<input type="text" value="\$0.00"/>	<input type="text"/>
State Grants	<input type="text" value="\$0.00"/>	<input type="text"/>	Total Program Expenses	<input type="text" value="\$0.00"/>	<input type="text"/>
Total Operating Expenses	<input type="text" value="\$0.00"/>				

- Operating Expenses:
 - Enter the Amount Received for each revenue source (e.g., Corporations, County Contracts).
 - Provide additional details in the Additional Comments field, if needed.
- Program Expenses:
 - Detail expenses by category (e.g., Depreciation, Salaries & Wages).
 - Ensure the totals for both operating and program expenses are calculated accurately.
 - Click on "Save Draft" button to avoid data loss.

Final Notes

- Use the "Save Draft" button frequently to avoid data loss.
- Review all inputs for accuracy before clicking "Next" to proceed.

8.11. Step 11: Method of Payment

This section outlines the method of payment for grant disbursements. The County requires all payments to be processed electronically to ensure efficiency and security.

Method Of Payment

The County requires the use of electronic deposits via the Automated Clearing House (ACH) system. Instructions and an Electronic Funds Transfer (EFT) enrollment form are included on the Council's website at <https://pgccouncil.us/320/Grants>

Back
Next
Cancel

The County requires the use of electronic deposits via the Automated Clearing House (ACH) system. Instructions and an Electronic Funds Transfer (EFT) enrolment form are included on the Council's website at <https://pgccouncil.us/320/Grants>.

8.12. Step 12: Supporting Documents

This section ensures that all required supporting documents are submitted as part of the application process. Failure to upload the necessary documents will result in an incomplete application that will not be processed for funding. Review the checklist carefully and upload the requested documents.

Edit Application for Mikes Application for DVG

- Organization Information
- Application Basic Information
- Contact Information
- Service Area and Target Population
- Organization Collaboration
- Organization Experience and Capacity
- Funding History Information
- Organizational Financial Information
- Periodic Reporting Requirement
- Financial Report
- Method of Payment
- Supporting Documents
- Certification

Note: The below stated documents should be submitted with the application, if not, the application will be considered as incomplete and will not be processed for funding.

✔ All Documents are Accepted ✘ Documents Rejected NDA: No Documents Available

Supporting Documents

Please upload additional required supporting documents listed below.

Sl.No	Supporting Documents Checklist	Document Upload	Actions
1	Electronic Funds Transfer (EFT) Payment Enrollment Form	<input type="button" value="Upload Documents"/>	NDA
2	Has your organization participated in the Prince George's County Council's Support Organize Act Rise (S.O.A.R.) Program. Please provide your certification.	<input type="button" value="Upload Documents"/>	NDA
3	Organization's Articles of Incorporation	<input type="button" value="Upload Documents"/>	NDA
4	Project Budget/Post Grant Funding/Sustainability (1 Page): Clearly detail and describe why your organization is currently unable to address the identified need without outside financial assistance and how the funds requested will support your intended strategies. Clearly detail how your proposed project will achieve self-sufficiency after your period of performance and County funding assistance has ended. Describe plans to seek new funding to supplement Council funding	<input type="button" value="Upload Documents"/>	NDA
5	Project Description (4 Pages):	<input type="button" value="Upload Documents"/>	NDA
6	Proof of Additional Financial Resources for this Program	<input type="button" value="Upload Documents"/>	NDA
7	Roster of the Organization's current Board of Directors & Staff Members	<input type="button" value="Upload Documents"/>	NDA

Back
Next
Cancel

Instructions for Filling the Supporting Documents Section

1. Review the Checklist:

- The checklist outlines the required documents, including:

Page 66 of 90

1. Electronic Funds Transfer (EFT) Payment Enrolment Form.
 2. Certification of participation in the Prince George's County Council's SOAR Program.
 3. Organization's Articles of Incorporation.
 4. Project Budget/Post Grant Funding/Sustainability Plan.
 5. Project Description (4 Pages).
 6. Proof of Additional Financial Resources.
 7. Roster of the Organization's Board of Directors and Staff Members.
2. **Upload the Documents:**
- For each item in the checklist, click the **"Upload Documents"** button.
 - Select the appropriate file from your device and ensure it is correctly uploaded.
3. **Check Document Status:**
- Confirm the status under "Document Upload" is marked as uploaded or accepted.
 - Refer to the indicators:
 - ✓ All Documents Accepted.
 - ✗ Documents Rejected.
 - NDA: No Documents Available (upload required).
4. **Save and Proceed:**
- After uploading all required documents, click **"Save Draft"** to save your progress.
 - Once confirmed, click **"Next"** to proceed to the next section.

Notes

- Ensure the documents meet the specified format and requirements.
- Double-check for completeness and accuracy to avoid delays in processing.

8.13. Step 13: Certification

The certification form is the final step to validate and authorize your application. By completing this section, you affirm that the information provided is accurate and that your organization agrees to the outlined terms and conditions.

Instructions for Completing the Certification Form

1. **Organization Name:**
 - Ensure the pre-filled organization name is correct.
2. **Terms and Conditions:**
 - Read the terms and conditions thoroughly.
 - Check the box to affirm your agreement and acceptance of the terms.
3. **Title and Name:**

- Select the appropriate title (e.g., President, Director) from the dropdown menu.
- Enter the name of the individual completing the form.
- 4. **Signature and Date:**
 - Upload a scanned copy of the signatory's signature using the "**Choose File**" button.
 - Enter the date of submission in the respective field.
- 5. **Contact Information:**
 - Provide the signatory's valid email address and phone number for correspondence.
- 6. **Submission:**
 - Save your progress using "**Save Draft**" if necessary.
 - Once all fields are completed, click "**Final Submit**" to submit the application.
 - Use "**Back**" to review previous sections or "**Cancel**" to exit without saving.

Notes

- Ensure all information is accurate and that the signatory is an authorized organization representative.
- Double-check uploaded files and email addresses for correctness before submitting.

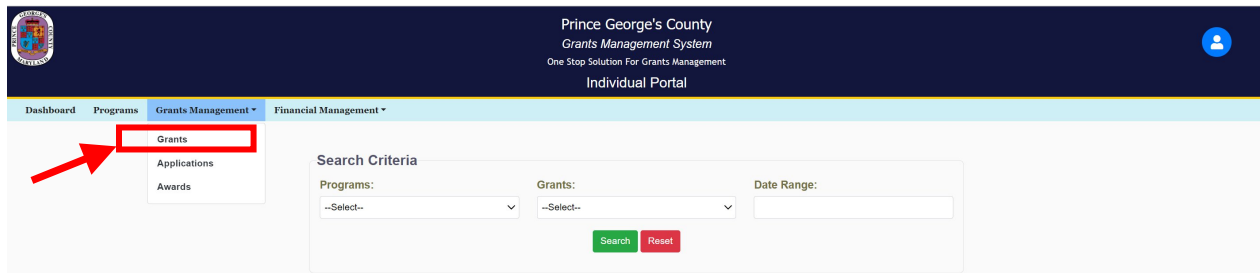
9. Application Process - NDG

The Non-Departmental Grants (NDG) program requires a Letter of Consideration (LOC) prior to the full application as a preliminary screening measure. This step allows the County to efficiently assess the alignment of proposed projects with NDG program goals, evaluate the potential impact of initiatives, and manage the volume of full applications. The LOC provides a brief overview of your organization and project, enabling the County to determine which proposals should proceed to the comprehensive application stage. This process helps streamline the overall grant review procedure, ensuring applicants and County resources are focused on the most promising and relevant projects for the NDG program.


The Application Procedures for Applying for a Non-Departmental Grant (NDG) are described below.

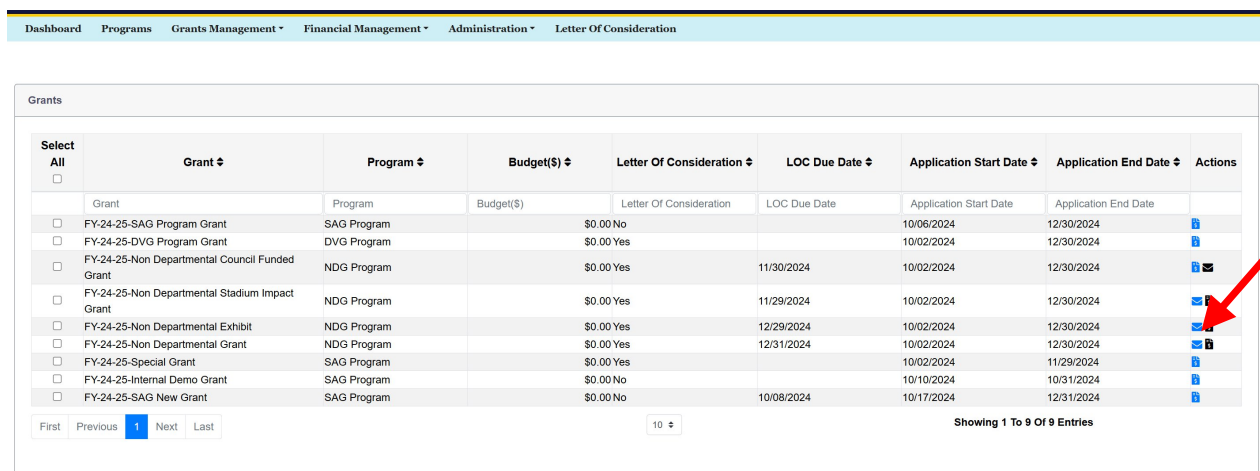
9.1. Submitting Letter of Consideration

1. Click on the **Grants** link from the **Grants Management** menu dropdown, as shown below

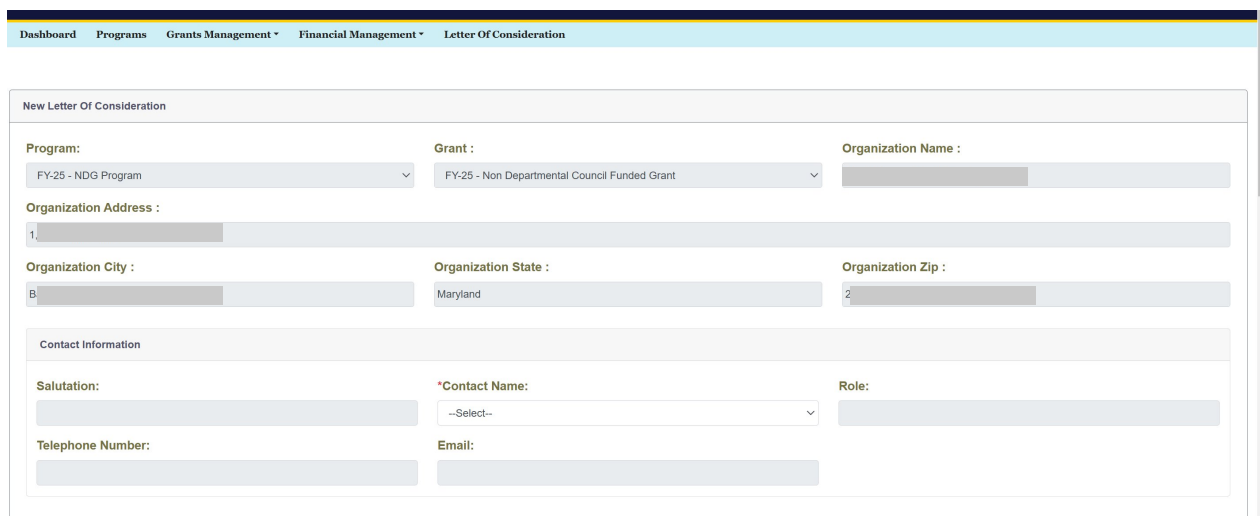


2. This opens the **Grants** page with the list of available Grants.

3. Under the **Actions Column**, click on the **Blue mailbox icon**  for the NDG Grant for which you wish to apply, as shown below :



4. This opens the **New Letter of Consideration Page** as shown below:



Grant Amount Requested Information

*Grant Amount Requested (\$): Demographic to be served by grant funds:

Email Confirmation Information

Was the letter also sent to a Councilmanic District?

Yes No

Award Sent Information

Is the contact information and Award Sent information the same?

Yes No

Salutation: Contact Name: Telephone Number:

Email: Role:

Documents

Document Type : *Attach : Description :

Actions	File Name↕	Description↕
---------	------------	--------------

Instructions for Filling the Form Fields:

1. Program and Grant:

- Select the relevant program and grant type from the dropdown menu.

2. Organization Information:

- Fill in your organization's name, address, city, state, and ZIP code accurately.

3. Contact Information:

- Provide the contact name, role, and salutation of the responsible person. Include their telephone number and email address.

4. Grant Amount Requested Information:

- Enter the total grant amount requested.

- Select the demographic(s) your project will serve from the dropdown list.
- Briefly summarize the proposed use of the grant funds in the provided text box.

5. Email Confirmation:

- Indicate whether the letter was also sent to a Councilmanic District by selecting "Yes" or "No."

6. Award Sent Information:

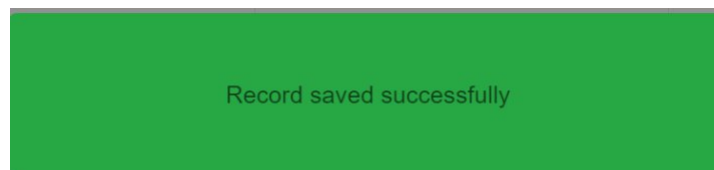
- If the contact information for the award sent differs from the primary contact, provide the alternate details.

7. Documents:

- Select the "Letter of Consideration" document type, attach the file, and provide a description of the document.

8. Submit:

- Once all fields are complete and accurate, click "Submit" to finalize your application. Use "Cancel" if you need to exit without saving changes.



9.2. Checking the Status of Letter of Consideration (LOC)

The Status of the Letter of Consideration can be seen from the Letter of Consideration menu page. It appears as a **“Letter of Consideration (LOC) Submitted** as shown below:

Dashboard Programs Grants Management Financial Management Letter Of Consideration

Letter Of Considerations List

Select All	LOC Number	Grant	Program	Organization	Applied By	Applied Date	LOC Status	Actions
<input type="checkbox"/>	LOC-2024-10-18-102	FY-24-25 - Non Departmental Council Funded Grant	FY-23-24 - NDG Program			10/18/2024	Tentative awardees are notified	
<input type="checkbox"/>	LOC-2024-10-21-103	FY-24-25 - Non Departmental Grant	FY-23-24 - NDG Program			10/21/2024		

Showing 1 To 2 Of 2 Entries

Choose Format Export

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9.3. Grant Application Process (NDG)

Once the county completes verification and approves the Letter of Consideration, the status updates to **“Tentative Awardees Notified”** as shown below:

Dashboard Programs Grants Management Financial Management Letter Of Consideration

Letter Of Considerations List

Select All	LOC Number	Grant	Program	Organization	Applied By	Applied Date	LOC Status	Actions
<input type="checkbox"/>	LOC-2025-01-22-9	FY-25 - Non Departmental Stadium Impact Grant	FY-25 - NDG Program			01/22/2025	Tentative awardees are notified	
<input type="checkbox"/>	LOC-2025-01-22-8	FY-25 - Non Departmental Council Funded Grant	FY-25 - NDG Program			01/22/2025	Letter of Consideration (LOC) Submitted	

Showing 1 To 2 Of 2 Entries

Choose Format Export

You will also find the particular Grant for which you applied which previously had a black

\$ symbol now changes to a blue dollar symbol as shown below

The screenshot shows the 'Grants Management' section of the system. A navigation menu at the top includes 'Dashboard', 'Programs', 'Grants Management', 'Financial Management', and 'Letter Of Consideration'. The 'Grants Management' menu is expanded, showing 'Grants', 'Applications', and 'Awards'. The 'Grants' option is highlighted with a red box. Below the menu is a table with the following columns: 'Select All', 'Grant', 'Program', 'Budget(\$)', 'Application Start Date', 'Application End Date', and 'Actions'. The table contains six rows of grant data. The row for 'FY-25-Non Departmental Stadium Impact Grant' is highlighted with a red box. A red arrow points to the blue dollar symbol in the 'Actions' column of this row. At the bottom of the table, there are navigation buttons ('First', 'Previous', '1', 'Next', 'Last'), a page size selector ('10'), and a status indicator ('Showing 1 To 6 Of 6 Entries').

You can now proceed to applying for a Grant by clicking on the blue dollar symbol as shown above and follow the instructions provided in Section 7: Grant Application Process of this user manual.

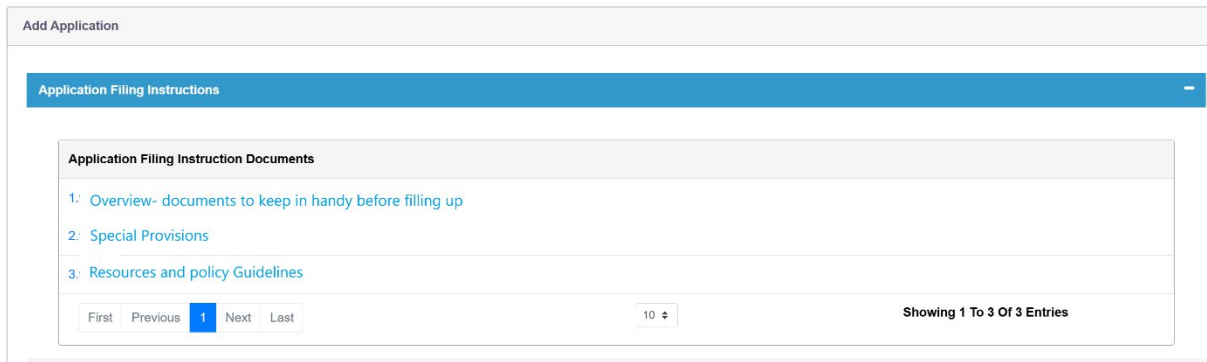
9.3.1. Step 1: Add Application

The form is organized into two expandable sections ("accordions")—each containing specific fields to fill out. Follow the steps below to ensure accurate and complete submission as shown and explained below:

The screenshot shows the 'Add Application' form. At the top, there is a navigation menu with 'Dashboard', 'Programs', 'Grants Management', 'Financial Management', and 'Letter Of Consideration'. The form itself has a title 'Add Application' and two expandable sections: 'Application Filing Instructions' and 'Application Basic Information'. Each section has a plus sign icon on the right side. At the bottom of the form, there are two buttons: 'Save Draft' (green) and 'Cancel' (red). Below the form, there is a copyright notice: '© Copyright 2025. International Software Systems, Inc | All Rights Reserved'.

Application Filing Instructions Section

- Click the "+" icon to expand the accordion and review the details.



- Ensure you read and understand all instructions (**if present**) before proceeding to the next section.

2. Application Basic Information Section

This section captures detailed information about your application. Expand the accordion and complete the following fields shown below:

1. **Grant:** Select the applicable grant from the dropdown menu.
2. **Program:** Choose the program associated with your grant.
3. **Application Name:** Enter a unique name for your application.
4. **Applicant Type:** Select your applicant type (e.g., Firm, Individual, etc.).
5. **Organization:** Specify the name of your organization.
6. **Amount Requested (\$):** Enter the requested funding amount.
7. **Amount Allocation (\$):** (If applicable) input the allocation details.
8. **Application/Organization Owner:** Select the appropriate owner from the dropdown.
9. **Applied By:** The system auto-fills this field with the logged-in user's name.

Saving or Cancelling the Application

- Click **Save Draft** to save your work without submitting it.
- Always verify the entered information before saving or proceeding.
- Once Verified, Click on **Submit**.

This will then open the next window, showing the remaining part application forms to be filled.

9.3.2. Step 2: Add Application

Application Basic Information page is where the Applicant view the Application filing instructions and enters fundamental details about the application, including the title and description of the proposed project.

Click on **the Application Basic Information** as shown above to fill the Application Basic information as shown below

- **Application Filing Instructions** Click on the Application Filing Instructions as shown below to download any Filing Instructions document (PDF format) if present as shown below :

- **Application Basic Information**

Provide the Application's Basic Information with related information is shown below:

Edit Application for Augur Application 1

Organization Information

Application Basic Information

Contact Information

Financial Information

Organization Service Category

Required Information

Previous County Government Grants & Contracts (Attachment E)

Income & Expenses (Attachment A)

Attachments

Assurances

Certification

Edit Application for Augur Application 1

Application Filling Instructions +

Application Basic Information -

Application Number: GMS-2024-11-04-59

***Application Name:** [Redacted]

***Grant:** FY-24-25 - SAG Program Grant

***Applicant Type:** Firm

Organization: [Redacted]

Amount Requested(\$): \$0.00

Amount Allocation(\$): \$0.00

Application/Organization Owner: [Redacted]

Applied By: [Redacted]

*Do you want to apply for multiple council offices? Yes No Do you want to request the same amount for all the district council offices? Yes No

Council Offices	Apply	Amount Requested(\$)	Amount Approved(\$)
AT - Large 1	<input checked="" type="radio"/> Yes <input type="radio"/> No	\$10,000.00	\$0.00

It consists of the following form fields, which were filled earlier and edited by the Applicant:

- Application Number (generated by the system cannot be changed, only for reference)
- Application Name
- Grant
- Applicant Type
- Organization
- Amount Requested (\$)
- Amount Allocation (\$)
- Application/Organization Owner
- Applied By
- Option to Apply for multiple council offices.
- Option to apply same amounts for all the district council offices.
- Council Offices to apply for
- Amount Requested (\$)
- Amount Approved (\$)

- **Project Details/Proposal:** Provide the Project Title/Name, Proposed Start Date and End Date as shown below:

Project Details/ Proposal

*Project Title/Name:

Proposed Start Date:

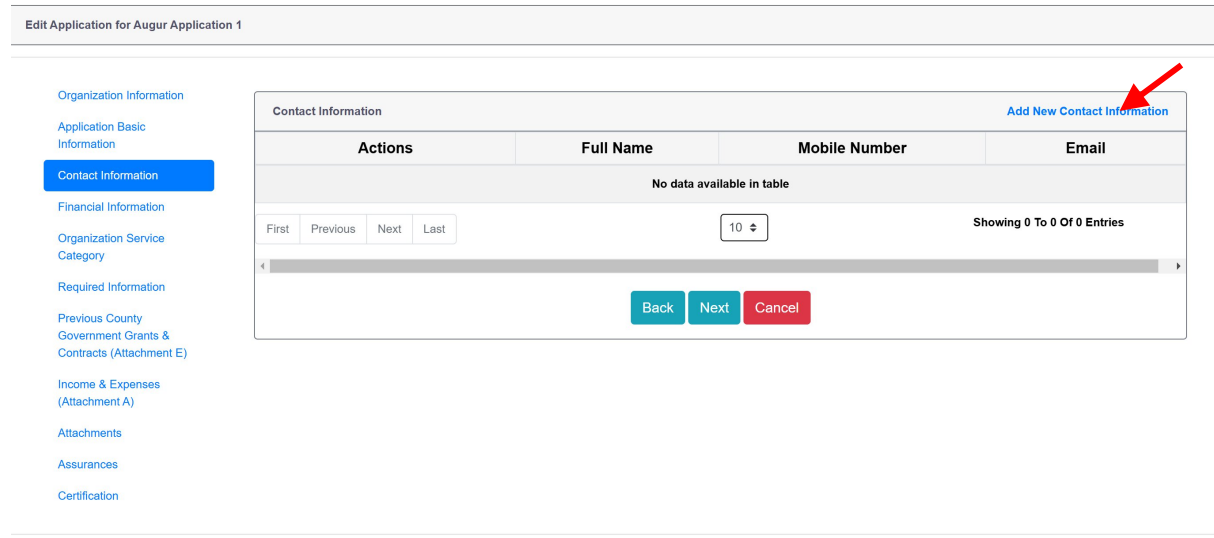
Proposed End Date:

- **Application Narrative:** Provide Details of the project's rationale, relevance, and how it aligns with the grant objectives.
- **Provide A Brief Description Of The Proposed Use Of The Requested Grant Funds:** Describe the project in depth, including the strategies, target audience, and implementation approach.
- **Organization's History, Mission/Purpose & Goals:** Clearly outline the history, mission, purpose and specific goals
- **Proposed Use of Requested Grant Funds**
- **Monitoring and Evaluation Plan:** Explain how you will assess the project's progress and measure its success against defined objectives.
- **Influence and Impact:** Discuss the project's anticipated effects on the community and how it aligns with broader social goals.
- **Sustainability Plan:** Describe how the project will be sustained beyond the grant funding period, including potential funding sources and partnerships.
- **Terms and Conditions:** Review and acknowledge the terms and conditions associated with the grant application and funding.

Click on the **Save Draft** button before proceeding to the Next Section.

9.3.3. Step 2: Contact Information

Provide any additional Contact information if needed from the link provided below:



5. Click on Add New Contact Information

- 6. Choose Name from the drop down.
- 7. Click on Submit
- 8. Click on Next

9.3.4. Step 4: Financial Information

Please submit the following supporting documents to complete your application. These materials will help verify your organization's mission, financial status, and previous grant activities.

Organization Financial Information

Current Organizational Budget(\$): Year Organization Incorporated:

Proposed Grant Program Budget(\$):

All Organizations must provide a line item budget (to include revenue and expenses) for all requested grant funds from the County Council which details the intended use of the grant. Please note, the line item budget is not the same as the organizational budget.

Accounting System Utilized: (The accounting system currently utilized to account for all revenue received and expenses incurred.)

Organizations with total revenue (from all sources) of **more than \$10,000**, must provide the financial reports listed in the two bulleted items below for their most recent fiscal/calendar year end (12 months) generated from the accounting system identified above:

- . Statement of Revenue and Expenses (May also be known as Profit & Loss Statement or Income Statement)
- . Statement of Financial Position (May also be known as a Balance Sheet)

The following information needs to be filled:

- **Current Organizational Budget (\$)**
- **Year Organization Incorporated** (from dropdown)
- **Proposed Grant Program Budget (\$)**
- **Accounting System Utilized:** (The accounting system currently utilized to account for all revenue received and expenses incurred.)

9.3.5. Step 5: Organization Service Category

Please select the service categories that best describe your organization's activities from the list below. This will help us understand your organization's primary areas of operation and the services you provide to the community.

The screenshot shows a web application interface for editing an application. The title bar reads "Edit Application for [redacted]". On the left is a sidebar with the following links: Organization Information, Application Basic Information, Contact Information, Financial Information, Organization Service Category (highlighted in blue), Required Information, Previous County Government Grants & Contracts (Attachment E), Income & Expenses (Attachment A), Attachments, Assurances, and Certification. The main content area is titled "Service Category" and contains the text: "Note: Select one category that best describes your organization's primary service." Below this is a label "*Service Category:" followed by a dropdown menu currently showing "--Select--". At the bottom of the form are four buttons: "Save Draft" (green), "Back" (blue), "Next" (teal), and "Cancel" (red).

4. Choose one or more from the list of service categories that applies to your organization:

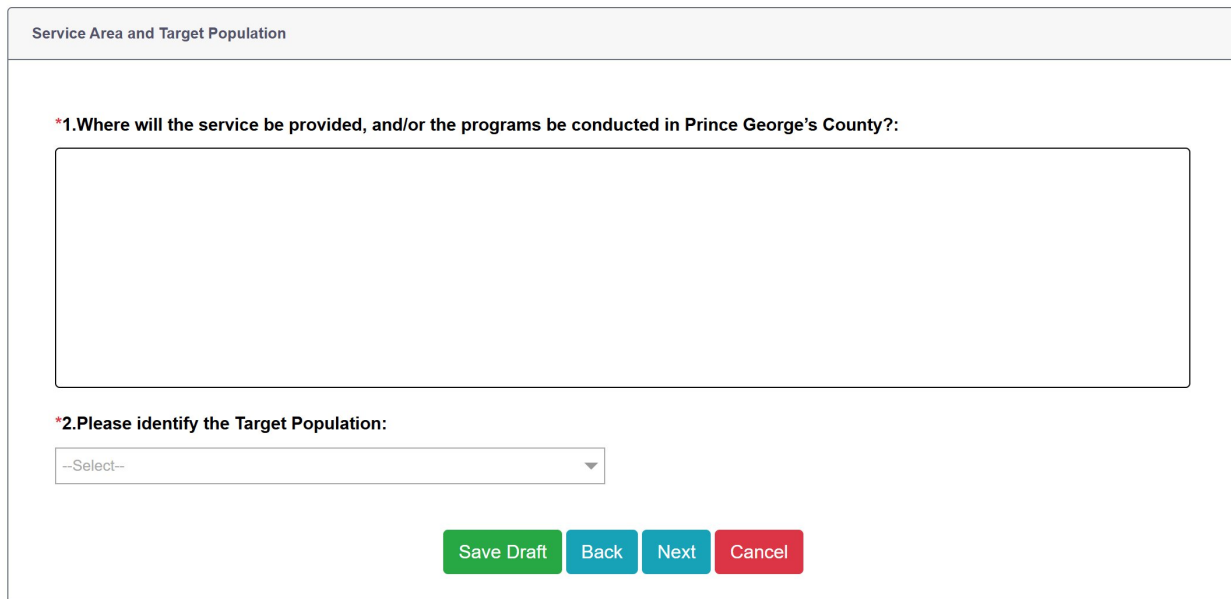
- Advocacy/Legal Services
- Arts/Humanities
- Care Coordination
- Children's Services
- Community Development
- Community Outreach
- Counselling/Mental Health Services
- Crisis/Emergency Response
- Disability Services
- Economic Development
- Education/Training
- Environmental Education
- Family Services
- Food Pantry
- Health/Mental Health Services
- Housing/Housing Related
- Intellectual Developmental
- Legal/Mediation
- Mentoring
- Public Safety
- Recreation/Leisure
- Safety Net
- Transportation Services
- Workforce Development
- Youth Development Services

5. Click on Save Draft

6. Click on Next

9.3.6. Step 6: Service Area and Target Population

The Service Area and Target Population requires users to provide details about their program's geographical scope and target audience as shown below:



Service Area and Target Population

***1. Where will the service be provided, and/or the programs be conducted in Prince George's County?:**

***2. Please identify the Target Population:**

--Select--

Save Draft Back Next Cancel

Field 1: Describe where the service will be provided or whether the programs will be conducted in Prince George's County.

Field 2: Select the specific target population from the dropdown menu.

Users can save their progress as a draft, navigate back, proceed to the next section, or cancel their input using the buttons provided.

9.3.7. Step 7: Previous County Government Grants and Contracts

Please List all grants and contracts the Organization currently has or has previously received from the Executive Branch of the Prince George’s County Government over the past 5 years (NOT COUNTY COUNCIL).

Management ▾ Financial Management ▾ Letter Of Consideration

Previous Grants Information [Add New Previous Grant Information](#)

Note:Please List all grants and contracts the Organization currently has or has previously received from the Executive Branch of the Prince George's County Government over the past 5 years. (NOT COUNTY COUNCIL)

Actions	Fiscal Year ↕	Requested Amount (\$) ↕	Amount Received(\$) ↕	Grant Purpose/Results ↕
	<input type="text" value="Fiscal Year"/>	<input type="text" value="Requested Amount(\$)"/>	<input type="text" value="Amount Received(\$)"/>	<input type="text" value="Grant Purpose/Results"/>

No data available in table

First Previous Next Last Showing 0 To 0 Of 0 Entries

1. Click on “Add New Previous Grant information” link as shown above
2. This will open the following pop-up window:

Add New Previous Grants Information ✕

List on Attachment Fall grants and contracts the Organization currently has or has previously received from the Executive Branch of the Prince George’s County Government over the past 5 years (2019-2023), (NOT COUNTY COUNCIL)

*Fiscal Year: *Requested Amount(\$): *Amount Received(\$):

Grant(G) or Contact(C): County Department/Agency :

Grant Purpose/Results:

3. Fill in the above information fields and click on Submit

4. And Click on **Save Draft**
5. Click on **Next**

9.3.8. Step 8: Organization Income & Expenses

This section, titled **Organization Income and Expenses**, requires users to provide detailed financial information for organizations with total revenue of less than \$10,000.

Organization Income			Organization Expenses	
Source	Amount Committed	Percentage(%)	Item	Amount
Corporations	<input type="text" value="\$0.00"/>	<input type="text" value="0.00%"/>	Depreciation	<input type="text" value="\$0.00"/>
County Contracts	<input type="text" value="\$0.00"/>	<input type="text" value="0.00%"/>	Equipment	<input type="text" value="\$0.00"/>
County Grants	<input type="text" value="\$0.00"/>	<input type="text" value="0.00%"/>	In-Kind Support	<input type="text" value="\$0.00"/>
Earned Income	<input type="text" value="\$0.00"/>	<input type="text" value="0.00%"/>	Insurance, Benefits, Other Related Taxes	<input type="text" value="\$0.00"/>
Federal Contracts	<input type="text" value="\$0.00"/>	<input type="text" value="0.00%"/>	Other(Specify)	<input type="text" value="\$0.00"/>
Federal Grants	<input type="text" value="\$0.00"/>	<input type="text" value="0.00%"/>	Postage	<input type="text" value="\$0.00"/>
Fundraising Events	<input type="text" value="\$0.00"/>	<input type="text" value="0.00%"/>	Printing & Copying	<input type="text" value="\$0.00"/>
In-Kind Support	<input type="text" value="\$0.00"/>	<input type="text" value="0.00%"/>	Rent	<input type="text" value="\$0.00"/>
Individual Contributions	<input type="text" value="\$0.00"/>	<input type="text" value="0.00%"/>	Salaries & Wages (breakdown by individual positions and indicate full or part-time positions)	<input type="text" value="\$0.00"/>
Investment Income Revenue	<input type="text" value="\$0.00"/>	<input type="text" value="0.00%"/>	Supplies	<input type="text" value="\$0.00"/>
Membership Income	<input type="text" value="\$0.00"/>	<input type="text" value="0.00%"/>	Telephone/Internet	<input type="text" value="\$0.00"/>
Other(Specify)	<input type="text" value="\$0.00"/>	<input type="text" value="0.00%"/>	Travel	<input type="text" value="\$0.00"/>
State Contracts	<input type="text" value="\$0.00"/>	<input type="text" value="0.00%"/>	Utilities	<input type="text" value="\$0.00"/>
State Grants	<input type="text" value="\$0.00"/>	<input type="text" value="0.00%"/>	Total Expenses	<input type="text" value="\$0.00"/>
Total Income	<input type="text" value="\$0.00"/>	<input type="text" value="0.00%"/>		

Difference Of Income and Expenses

Difference Of Income and Expenses	<input type="text" value="\$0.00"/>
-----------------------------------	-------------------------------------

- **Organization Income:** Users must enter the committed amounts and percentages for various income sources, such as Corporations, County Grants, Federal Grants, Fundraising Events, and more.
- **Organization Expenses:** Users must specify the amounts spent on items like Salaries & Wages, Rent, Supplies, Utilities, and other categories.

At the bottom, the system calculates the **Difference of Income and Expenses**. Users can save their progress as a draft, reset the form, navigate back, proceed to the next section, or cancel their input using the buttons.

5. Choose Applicable Financial Year from the dropdown menu
6. Fill in all the applicable fields
7. And Click on **Save Draft**

8. Click on Next

9.3.9. Step 9: Supporting Documents

This section outlines the required documents to be uploaded as part of the application process. Failure to upload these documents will result in an incomplete application, which cannot be processed for funding.

Note: The below stated documents should be submitted with the application, if not, the application will be considered as incomplete and will not be processed for funding.

🟢 All Documents are Accepted 🚫 Documents Rejected NDA: No Documents Available

SI.No	Supporting Documents Checklist	Document Upload	Actions
1	Attachment A - Organizations with total annual revenue of less than \$10,000 (if Applicable)	<input type="button" value="Upload Documents"/>	NDA
2	Attachment B - Mission/Purpose of the Organization	<input type="button" value="Upload Documents"/>	NDA
3	Attachment C - Narrative description of the proposed use of requested grant funds •The needs/problems to be addressed by the grant. •How the proposed program/operation will be implemented; •How the funds requested will support the Organization's overall program/operation; •Number of clients to be served with the funding requested (if applicable). •Measurable objectives, action plans, timelines for completion (for specific projects), and how success will be defined and measured; •Statement as to whether this is a new or ongoing program of your organization; •How your organization has demonstrated that it has the necessary experience, qualifications, and capacity to deliver the services/programs for which grant funds are being requested; and •How your organization plans to sustain the program/operation should County funding assistance not be available in the future.	<input type="button" value="Upload Documents"/>	NDA
4	Attachment D - Narrative description of all grants Organization currently has or has previously received from the County Council over the past 5 years For each previous year grant, please provide the following information: •Year grant awarded. •Total grant amount awarded. •Brief Description of the Purpose, Goals, and Objectives of the grant. •Discuss the impact that the grant funded initiative had in achieving its intended purpose, goals, and objectives. •Identify specific and concrete results, achievements, improvements, and services that were provided by your organization as a result of the County Council grant. •Number of individuals who were served and/or benefited from your organization's efforts and services. •Identify "lessons learned" that your organization realized as a result of administering the grant funded initiative and how those "lessons learned" will impact your organization's future efforts. What will you do differently going forward? •Amount and source of funding available from other Non-County Council entities used to help the organization administer the County Council grant funded initiative.	<input type="button" value="Upload Documents"/>	NDA
5	Attachment E - Narrative description of all grants Organization currently has or has previously received from the Prince George's County Government over the past 5 years	<input type="button" value="Upload Documents"/>	NDA
6	Current Letter of Good Standing for Organizations that are a component of a larger umbrella organization, if applicable (PTAs, PTSAs & Boys and Girls Clubs, etc.)	<input type="button" value="Upload Documents"/>	NDA
7	Current MD Charity Certificate of Registration (Dated within the last thirty (30) days)	<input type="button" value="Upload Documents"/>	NDA
8	Fiscal/calendar year Organizational budget, which includes all requested grant funds.	<input type="button" value="Upload Documents"/>	NDA
9	Independent Audit or Review performed by a Certified Public Accountant (only required for Organizations with total revenue from all sources of \$300,000 or more)	<input type="button" value="Upload Documents"/>	NDA
10	IRS Form 990 or 990-EZ (The Form 990N is no longer accepted).	<input type="button" value="Upload Documents"/>	NDA
11	IRS Form W-9 (Signature date must be within 1 year of grant application) (Form available on https://pggcouncil.us/320/Grants)	<input type="button" value="Upload Documents"/>	NDA
12	IRS Tax-Exempt Determination/Status Letter	<input type="button" value="Upload Documents"/>	NDA
13	Line-item budget for the requested grant funds, which details the intended use of the grant funds.	<input type="button" value="Upload Documents"/>	NDA
14	Organization's Articles of Incorporation	<input type="button" value="Upload Documents"/>	NDA
15	Organization's signed By-Laws	<input type="button" value="Upload Documents"/>	NDA
16	Prince George's County Authorization for Electronic Funds Transfer Form (ETF) (Signature date must be within 1 year of grant application) (Form available on the Grants Prince George's County Legislative Branch, MD (https://pggcouncil.us/).	<input type="button" value="Upload Documents"/>	NDA
17	Roster of the Organization's current Board of Directors & Staff Members	<input type="button" value="Upload Documents"/>	NDA
18	Statement of Financial Position (AKA Balance Sheet)	<input type="button" value="Upload Documents"/>	NDA
19	Statement of Need /Problem(2 pages)	<input type="button" value="Upload Documents"/>	NDA
20	Statement of Revenue and Expenses (AKA Profit & Loss Statement or Income Statement)	<input type="button" value="Upload Documents"/>	NDA

The form fields:

- **Attachment A:** Organizations with total annual revenue of less than \$10,000 must upload financial details supporting this claim (if applicable).

- **Attachment B:** Upload a document explaining the mission or purpose of your organization.
- **Attachment C:** Provide a detailed narrative describing:
 - The proposed use of requested grant funds.
 - Needs/problems addressed by the grant.
 - Implementation plans, measurable objectives, and success metrics.
 - Number of clients served and how the program will sustain itself.
- **Attachment D:** If your organization has received grants from the County Council in the past five years, provide:
 - Year of the grant.
 - Total amount awarded.
 - Achievements, results, and lessons learned.
- **Attachment E:** Describe grants your organization has received from Prince George's County Government over the last five years.

Additional Required Documents:

- Letter of Good Standing: For organizations under larger umbrella entities.
- MD Charity Certificate of Registration: Must be dated within the last 30 days.
- Fiscal/Calendar Year Budget: Include all requested grant funds.
- Independent Audit/Review: Mandatory for organizations with total revenue exceeding \$300,000.
- IRS Forms: - IRS Form 990 or 990-EZ (for applicable organizations). - IRS Form W-9 (dated within 1 year of grant application).
- IRS Tax-Exempt Determination Letter: Confirms the organization's tax-exempt status.
- Line-Item Budget: Details the intended use of grant funds.
- Articles of Incorporation: Upload the organization's foundational documents.
- By-Laws: Include signed and approved organizational by-laws.
- EFT Authorization Form: Prince George's County EFT Form must be signed within 1 year.
- Roster of Board of Directors & Staff Members: Current list of key personnel.
- Statement of Financial Position: Also known as a balance sheet.
- Statement of Need/Problem: A concise two-page explanation of the organization's needs.
- Statement of Revenue and Expenses: Also known as a profit & loss statement or income statement.

Steps to Upload the documents:





- Click on the Upload Documents to open the Add New Documents window as shown below:

The screenshot shows a window titled "Add New Document" with a close button (x) in the top right corner. It contains the following fields and buttons:

- *Legal Name:** An empty text input field.
- *Supporting Document Name:** A text input field containing "Attachment B - Mission/Purpose of the Organization".
- *File Name:** An empty text input field.
- *Upload Document:** A button labeled "Choose Files" next to the text "No fi...osen".
- A green "Attach" button.
- A table with two columns: "Actions" and "File Name↕". The table is currently empty, with the text "No Document is attached" centered below the header.
- A red "Cancel" button at the bottom center.

- Choose a file Name and Click on Choose Files to browse to file location and choose the file.
- Click on Attach. The File shows up as shown below.

This screenshot shows the same "Add New Document" window after a file has been uploaded. The fields and buttons are the same as in the previous screenshot, but the table now contains one row:

Actions	File Name↕
 	A [redacted]
 	[redacted]

The "Attach" button is still present and visible. The "Cancel" button remains at the bottom.

- You can attach more files by repeating the above steps.
- Once done, click on **Cancel** to close the window. (The Attached files will remain and not get removed.)
- Click on **Save Draft**

14. Click on Next

9.3.10. Assurances

Please review the following assurances to confirm your organization's commitment to responsible use of grant funds if awarded. By agreeing to these terms, your organization commits to adhering to the intended purposes of the grant, complying with all relevant laws and civil rights regulations, and maintaining accountability through accurate record-keeping and financial reporting. Additionally, your organization agrees to submit regular progress reports based on the awarded amount detailing financial usage, service impacts, and project outcomes. These assurances ensure transparency, compliance, and effective use of the funds provided.

Organization Information

Application Basic Information

Contact Information

Financial Information

Organization Service Category

Service Area and Target Population

Previous County Government Grants & Contracts

Organization Income & Expenses

Supporting Documents

Assurances

Certification

Assurances

If this grant is awarded, the applicant organization assures that:

- 1.The applicant is expected to administer the awarded grant funds in compliance with the purposes/uses as reflected in the grant application. Should the applicant determine that the approved grant's intended purposes/uses must be modified and/or redirected, the applicant must provide a letter to the Council Grant Team explaining the extent and reasons for the proposed changes and requesting the Council Grant Team's approval of the proposed changes.
- 2.Funds received will be used solely for the proposed activities as outlined in the proposal request within one (1) year of receiving funding.
- 3.Grants received under this funding request will be properly accounted for in the Organization's accounting system and expenditure details shall be maintained in accordance with the budget detail provided in this application.
- 4.The applicant organization intends to comply with Title VII of the Civil Rights Act of 1964, indicating that no person will be excluded from participation or be denied benefits of any program activity, or service on the basis of race, sex, sexual preference, color, religion, ancestry, age, national origin, or handicap. The applicant further agrees to make every attempt to ensure that the program is accessible to persons with disabilities.
- 5.The applicant organization agrees to provide its most recent audited financial statements to the County, if applicable.
- 6.The applicant organization attests that it is currently in good standing with the Internal Revenue Service and the Maryland Department of Assessments and Taxation, and that it is in compliance with the Maryland Solicitations Act.
- 7.The filing of this application is made by the undersigned individual, and this individual is officially authorized to represent the applicant organization by its governing board.
- 8.The applicant organization is required to submit periodic progress reports in accordance with the schedule below. Organizations will be notified of their reporting schedule by letter from the County Council at the time of Grant Disbursement Date. Reports must be submitted through the portal.

All periodic progress reports must be provided as required. See schedule below:

- .Grants of \$10,000 and below will be required to submit an Annual Report within one year of receiving grant award.
- .Grants of \$10,001 to \$99,999 will be required to submit Semi Annual Reports (Dates will be set by the County upon grant award).
- .Grants of \$100,000 and above will be required to submit Quarterly Annual Reports (Dates will be set by the County upon grant award).

The reports should include the following information to date:

1. Financial Statement (Statement of Revenue and Expenses, Profit & Loss or Income Statement)
- 2.Number of Individuals who were served and/or benefited from services provided utilizing the grant funding.
- 3.What progress have you made toward achieving the results you described in your proposal during this period? What data/documents do you have to demonstrate your success? If you did not achieve your intended results, why not?
- 4.What do you consider to be the greatest strength(s) of your work? What do you consider to be the most important concern(s) – apart from finances – currently facing your organization (or project, if you received project support)?
- 5.Have there been any significant changes in your organization or the project since the grant was awarded (i.e., executive leadership, staff, facilities, location)?

Back Next Cancel

9.3.11. Certification

Please review the certification statement below and complete the required fields. This confirms your authority to apply on behalf of the organization and ensures that all information provided is accurate to the best of your knowledge.

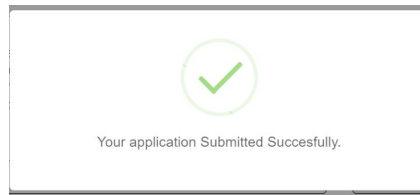
Follow these steps to complete the Certification process:

9. Select your **Title** and Enter your **Name**.
10. Upload your **Scanned signature** by clicking on “**Choose File**”
11. Provide the **current Date, Your Email, and Phone Number** to finalize the certification.
12. Click on **Save Draft**.
13. You can return to edit any of the steps provided before. You can always log in on a later day to do the same.

Final Submission

2. Click on **Final Submit** only once you do not wish to make any more changes to your application.

14. Click on **Yes** to confirm.
15. The following pop-up confirms that you have Submitted Successfully.



16. Once the Application is processed, you will receive an email confirming the same.

You can view the status of your Application on your Dashboard page as shown below :

Dashboard Programs Grants Management Administration Letter Of Consideration

Search Criteria

Programs: --Select-- Grants: --Select-- Date Range:

Applications

Application No. ⌵	Application ⌵	Program ⌵	Grant ⌵	Organization ⌵	Review Status ⌵	Grant Status ⌵
Application No.	Application	Program	Grant	Organization	Review Status	Grant Status
GMS-2025-01-21-18	M [REDACTED] SAG	SAG Program	SAG Program Grant	[REDACTED]	Click Here	Click Here
First	Previous	1	Next	Last	10	Showing 1 To 1 Of 1 Entries

9.3.12. How to Provide Missing Information

In Case any missing information needs to be provided, you will be intimated by email to provide the same. Please refer to Section 7.2.11 for details on how to provide the missing information.

9.3.13. Grant Award

Once the Grant has been awarded, you will be notified by email, and the Status of your application will change to **“Payment Processed by Senior Finance Assistant”** as show

Dashboard Programs Grants Management Financial Management Administration Letter Of Consideration

Applications [Add New Application](#)

Select All	Application No. ↓	Application ↓	Program ↓	Grant ↓	Review Status ↓	Grant Status ↓	Actions
<input type="checkbox"/>	Application No.	Application	Program	Grant	Review Status	Grant Status	
<input type="checkbox"/>	GMS-2024-10-18-68		NDG Program	Non Departmental Council Funded Grant	Payment processed by Senior Finance Assistant	Payment processed by Senior Finance Assistant	

First Previous 1 Next Last 10 Showing 1 To 1 Of 1 Entries

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-----END OF MANUAL-----