# arts & humanities
## council of montgomery county

# ADVANCEMENT GRANTS

# FY23 GRANT GUIDELINES

## SUBMISSION DETAILS

**APPLICATION DEADLINE: Friday, February 11, 2022 at 11:59 p.m.**

Applications will be accepted for activities that take place between
July 1, 2022 and June 30, 2023.

Grant award announcements will occur in June 2022.

First-time applicants are highly encouraged to contact AHCMC grants staff.

**All applications and relevant materials must be submitted online through
AHCMC's grants portal.**

**Late applications and materials will not be accepted.**

*All grant funding is subject to fiscal appropriation, reduction, or termination
by the Montgomery County Government.*

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(301) 565-3805
www.creativemoco.com

# The Mission of the Arts & Humanities Council of Montgomery County

The Arts & Humanities Council of Montgomery County (AHCMC), in partnership with the community, cultivates and supports excellence in the arts and the humanities, expands access to cultural expression, and contributes to economic vitality in the region.

## Equity & Inclusion

With the acknowledgement and understanding that access to resources has been historically limited for certain groups of people, AHCMC is committed to cultural equity within all funding activities and to serving communities that have been traditionally underrepresented in mainstream funding, discourse, leadership, and resource allocation including, but not limited to, Black, Indigenous, Native American, Latinx, Chicanx, Arab, MENASA (Middle Eastern, North African, South Asian), Asian, Pacific Islander, and other communities of color, socio-economically disadvantaged communities, differently abled individuals and/or people with disabilities, and Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and Asexual constituents. AHCMC recognizes that language is fluid, and the intersectional justice movement is redefining terminology regularly. This list is not exhaustive and will be updated periodically as language continues to shift over time.

## ADA Compliance

Funded projects should be accessible to differently abled individuals and/or people with disabilities. AHCMC encourages applicants to consider physical and programmatic accessibility as an integral part of the project planning and budgeting process. Applicants may include the cost of access accommodations as part of their project's budget, for example, sign interpreters, audio describers, etc. Click here for tips for how to implement project accessibility.

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# Introduction

*Advancement Grants* (AG) are available to non-profit arts and/or humanities organizations located in Montgomery County, MD that have had both allowable annual cash operating revenue and expenses of at least $50,000 for the last three completed consecutive fiscal years. Grant awards support capacity building projects for organizations that work in a wide array of arts and humanities disciplines including performing arts, media arts, visual arts, literary arts, folk and traditional arts, history, and philosophy.

## Purpose

By awarding *Advancement Grants*, the Arts & Humanities Council of Montgomery County (AHCMC) seeks to:

- Assist arts and humanities organizations in maintaining fiscal stability and long-term viability;
- Support arts and humanities organizations in their long-term planning, planning for capital improvement projects, emergency preparedness planning, and/or technology improvements critical to their mission; and
- Encourage the use of intentional strategies for achieving Diversity, Equity, Inclusion, and Access (DEIA) in the field.

## Grant Award

Grants will be awarded for activities occurring **between July 1, 2022 and June 30, 2023**.

- Applicants may request and may be awarded a grant a minimum of $10,000 up to $100,000.
    - **Requests for over $25,000 up to $50,000 require an FY21 audit or financial review.**
        - *Submitting an audit or financial review does not guarantee an award of more than $25,000.*
    - **Requests for over $50,000 require an FY21 audit.**
        - *Submitting an audit does not guarantee an award of more than $50,000.*

Refer to the "Audit/Financial Review Requirements" section on page 5 for more information.

## FY23 *Advancement Grants* Estimated Timeline

| Webinars | January 2022 |
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| Application Deadline | February 2022 |
| Panel Review | April 2022 |
| Award Announcement | June 2022 |
| Mid-Year Report | January 2023 |
| Final Report | July 2023 |

# Important Notes

- More than one submission per applicant for an *Advancement Grant* per fiscal year **will not be accepted.**
- Funds can only cover project expenses incurred **between July 1, 2022 and June 30, 2023**.
- Grant requests below $10,000 will not be accepted.
- Grant requests above $100,000 will not be accepted.
- Eligible proposals should focus on **one** project.
- Applicants must provide a cash match for the *Advancement Grant* request of one dollar for

every dollar of grant funds awarded.

- **AG applicants may not apply for a *Programming & Capacity Building Project Grant* or *Capital Grant*[1] within the same fiscal year.**
- **Recipients of consecutive FY21 and FY22 *Advancement Grants* are not eligible to apply in FY23 but may apply in FY24.**

# Applicant Eligibility Requirements

Organizations eligible to apply must have met all the criteria below **by the published application deadline and for the <span style="color:red">last three completed and consecutive fiscal years</span>**:

- Has its primary mission as the exhibition, presentation, production and/or performance of, and/or education in, an arts and/or humanities discipline, and/or provides support services to artists and/or scholars and/or arts and/or humanities organizations;
- Has its primary office in Montgomery County, MD, as demonstrated by the address included in the U.S. Internal Revenue Service (IRS) Letter of Determination;
- Has a balanced budget and documented allowable annual cash operating revenue and expenses of no less than $50,000 (see the definition of allowable operating revenue and expenses within the Budget Eligibility Requirement section on page 5);
- Demonstrates 501(c)(3) status as described below:
  - Has 501(c)(3) tax-exempt status from IRS; or
  - Operates as a specific arts and/or humanities entity or division within a larger 501(c)(3) organization whose primary mission is not arts and/or humanities-based;
- Is governed by an independent, legally liable Board of Directors operating under a mission statement for the organization and an operating budget specific to the organization;
- At least 40% of its Board members reside and/or work in Montgomery County, MD;
- At least one paid employee (not contracted staff) works a minimum of 5 hours a week to support the organization's Board, comply with the grant requirements, and maintain ongoing programming;
  - **Requests for over $25,000 require at least one paid employee (not contracted staff) who works a minimum of 20 hours a week** to support the organization's Board, comply with the grant requirements, and maintain ongoing programming.
- Offers at least 51% of its programs and services in Montgomery County, MD, as demonstrated by previous, current, and projected activities and programming. **Activities may be open to the public, with or without an admission fee, in person or virtually. If in person, activities should follow current COVID-19 guidelines for in-person events as required by the Montgomery County Health Department.** (click here for additional information); and
- Has met all outstanding requirements for any grant(s) received from the Arts & Humanities Council of Montgomery County in prior years.

## Budget Eligibility Requirements

An eligible applicant has had allowable annual cash operating revenue and expenses of no less than

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[1] *Capital Grants* provide funding to purchase new property and/or complete physical plant repairs to existing property critical to an organization's mission, not rented facilities in which capital projects are otherwise the responsibility of the landlord. *Capital Grants* may be applied for through the Montgomery County Grants office.

$50,000 for the last three completed fiscal years.

Non-allowable cash operating revenue includes, but is not limited to:

- Unrealized gains or losses
- Investment revenues (interest and dividends)
- In-kind donations
- Revenue raised for capital
- Funds intended for re-granting

Non-allowable cash operating expenses include, but are not limited to:

- Investment Fees
- Interest Expenses
- Re-granting[2]
- Capital improvements expenses/other related costs[3]
- Depreciation
- Loan principal payments
- In-kind donations
- Bad debt

This list is not exhaustive—there may be additional non-allowable income. Grants program staff will review all financial data and may contact applicants for additional information.

## Audit/Financial Review Requirements

Grants are awarded to applicants that are fiscally stable and have a demonstrated history of fiscal responsibility. If an audit and/or review expresses substantial doubt regarding an entity's ability to continue as a Going Concern, that entity may be deemed ineligible.

**\*Organizations applying for $25,000 or less do not need to submit an audit or a financial review.\***

<u>**Financial Review:**</u>
- **Requests for over $25,000 up to $50,000 require an FY21 audit or financial review**.
- The financial review must be conducted by an independent Certified Public Accountant (CPA) in accordance with Statements on Standards for Accounting and Review Services. The CPA's report should describe the scope of the review and a statement of findings.
- If submitting an FY21 audit, the audit should follow the guidelines below.

<u>**Audit:**</u>
- **Requests for more than $50,000 require an FY21 audit.**
- The audit must be prepared by an independent CPA and must include the independent auditor's report and the notes. The management letter should also be included if the applicant consents to its inclusion.

If the audit or financial review is not available by the application deadline, the applicant <u>must</u> include financial statements for FY21, signed by the applicant's treasurer or Executive Director, CEO, or comparable position, with a letter stating the estimated date for when the FY21 audit or financial review will be submitted to AHCMC.

- The FY21 audit or financial review must be submitted to AHCMC **no later than June 1, 2022**. **If the audit or financial review is not received by June 1, 2022, the applicant will be disqualified.**

<span style="color:red">**\*Submitting an audit/financial review does not guarantee an award of more than $25,000 or $50,000.\***</span>

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[2] For the purpose of this grant, scholarships, awards, and tuition assistance are considered forms of re-granting.
[3] For the purpose of this grant, costs related to improving or expanding the organization's physical structure must be counted as capital improvement expenses, not as operating expenses.

## Cash Match Requirements

Grantees must provide a cash match for the *Advancement Grant* request of one dollar for every dollar of grant funds awarded. **At least 50% of the match must be from new donations.** In the proposal, applicants should project how the required match will be met, including anticipated sources and amounts.

**If funded, grantees must submit documentation with the final report substantiating the entire match, and a confirmation that at least 50% of the matching funds were new donations.** Documentation may be provided in the form of ticket sale data, copies of acknowledgement letters to donors, award letters from grantors, etc.

- At least 50% of the cash match must be from donors that are new to the applicant or gift increases from current donors.
  - Donors who have not given before June 30, 2021 are considered new donors.
- Except as restricted below, the remaining match may be from any source, including but not limited to reserves, ticket sales, tuition, and/or state and federal grants.

The match may not include:

- In-kind contributions or donated services;
- Any earned revenue from the Montgomery County Government; or
- Grants or appropriations from Montgomery County Government sources.

# Project Eligibility Requirements

Eligible activities must:

- Take place between July 1, 2022 and June 30, 2023;
- Take place in Montgomery County, MD;
- Contribute to the applicant's fiscal stability and/or long-term viability;
- Address long-term planning, planning for capital improvement projects, emergency preparedness planning, and/or technology improvements critical to an applicant's arts or humanities mission; and
- Heighten the applicant's ability to provide services that directly benefit Montgomery County constituents.

## Eligible Project Examples

The following are examples of activities that are eligible for funding. This list is not exhaustive.

- Purchase of equipment or software intended to upgrade the organization's technological capacity
- Improving the optimization of existing technology, including upgrades or improvements related to new or expanded virtual programming
- Board and/or staff training in an area, such as financial management or emergency preparedness
- Creation of a long-term strategic or business plan
- Identification and implementation of organizational strategies to achieve greater Diversity, Equity, Inclusion and/or Access (DEIA)
- Studies and plans related to new and replacement machinery, research and development, the production of new services, and other major capital expenditures (also called investment appraisal or capital budgeting)

# Grant Limitations

*Advancement Grants* will not fund:

- General operating expenses, including but not limited to employee and contracted staff salaries (consultant fees are allowable) and programming costs;
- Indirect costs (costs not directly related to carrying out the funded project);
- Miscellaneous or contingency costs;
- Public, private, or charter schools;
- Capital improvement, construction, or renovation projects;
- Purchase of real property, including land, buildings, warehouses, offices, and anything affixed to the land;
- Activities for the exclusive benefit of the grantee's members;
- Fundraising activities;
- Cost of receptions, refreshments, or food;
- Cost of merchandise such as T-shirts;
- Debt retirement;
- Re-granting[4];
- Political advocacy or activities that support or promote the interests of any one political party; and
- Travel outside the United States.

# Review Panel Process

All eligible applications are evaluated by a panel of arts, humanities, and/or cultural professionals in an open panel review process. Panelists are chosen to represent a cross-section of professionals qualified to provide expert knowledge of specific arts, humanities, and/or cultural disciplines as well as for their management experience, professional knowledge of the sector, and prior panel experience. AHCMC staff make every effort to ensure that the panel is diverse in all respects.

AHCMC staff review applications for eligibility and completeness, but do not score. Staff manage all administrative and logistical tasks necessary to conduct a successful panel review, provide panelists all documentation necessary to evaluate applications effectively, inform the panel in matters of AHCMC policy and procedures, and facilitate panel meetings. Panelists are provided with the eligible applications and support materials approximately four weeks prior to the panel review meeting to allow sufficient time for their evaluation. All eligible applications are evaluated based on the following AHCMC Evaluation Criteria: Effectiveness of Project, Quality of Management, and Appropriateness of Budget & Amount of Grant Request (described in detail below).

The panel convenes to discuss and provide scores for each application. Panel meetings are open to applicants who wish to observe; however, applicants are not permitted to make any comments or participate in any way at the panel meeting. Applicants may not contact panelists before or after the panel meeting regarding their application review. Once the application deadline has passed and the panel has received the application for review, AHCMC staff will not forward updates from the applicant to the panel.

AHCMC staff use the applicant's panel score to calculate and recommend grant award amounts to AHCMC's Grants Committee. The Grants Committee reviews and revises the grant awards as necessary and forwards their recommendations to the AHCMC Board of Directors. The Board of Directors has final authority to approve or decline all grant awards.

Panel scores and comments are available to all applicants upon request after the award notifications

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[4] For the purposes of this grant, scholarships, awards, and/or tuition assistance are considered forms of re-granting.

have been publicly announced. Applicants are **highly encouraged** to schedule a feedback appointment to review panel scores and comments by contacting Karen Judson, Grants Program Manager, at (301) 565-3804, or [Karen.Judson@creativemoco.com](mailto:Karen.Judson@creativemoco.com).

## Evaluative Criteria

Panelists evaluate and score each FY23 AG application based on the extent to which the application addresses the following Evaluation Criteria. An applicant's commitment to each of the Evaluation Criteria should thread through the entire application, including the narratives, financials, and support materials. By demonstrating this commitment, organizations of any size and discipline can achieve an exceptional rating in each of the three priority areas.

*\*Applicants that receive an averaged panel score of 60 points or higher are eligible for an FY23 Advancement Grant. Applicants that score below 60 points will not be eligible for an FY23 Advancement Grant.\**

### Effectiveness of Project (50 points)

- ✓ Project is essential to the mission and core work of the organization;
- ✓ Objectives are clearly stated and achievable;
- ✓ Project is an effective way to reach these objectives;
- ✓ Achieving these objectives will significantly enhance the organization's long-term viability, fiscal stability, and capacity to engage with the community; and
- ✓ Applicant clearly articulates how the completion of the project will benefit Montgomery County constituents.

### Quality of Management (25 points)

- ✓ Implementation plan, including timeline, is clearly described and achievable; and
- ✓ Individuals who have participated in the planning and who will direct, manage and/or participate in the proposed project are well qualified.

### Appropriateness of Budget & Amount of Grant Request (25 points)

- ✓ Sources and amounts of anticipated matching funds are reasonable and attainable;
- ✓ Budget is reasonable, realistic, clear, and complete;
- ✓ Budget is appropriate for the scale of the project; and
- ✓ Budget is adequate to achieve the project objectives.

# The Online Application Process

All applications and relevant materials must be submitted online through the AHCMC SurveyMonkey Apply (SM Apply) grants portal: [https://artsandhumanities.smapply.io/](https://artsandhumanities.smapply.io/). For specific questions about SM Apply, please contact Ana-Alicia Feng, Grants Program Assistant Manager, at (301) 565-3805 ext. 21, or [AnaAlicia.Feng@creativemoco.com](mailto:AnaAlicia.Feng@creativemoco.com).

## Required Application Materials

**All documents except for work samples must be submitted as PDFs. (See the work sample directions below for information about acceptable file formats.) Contact AHCMC grants staff for assistance in converting documents to PDFs.**

**\*IMPORTANT! Staff will remove Programming Support Materials and Work Samples that exceed the stated limits below.\***

A completed, online application includes:

1. **A Completed Narrative**
   - [Download a template of the application under the "Application + Templates" tab on the AHCMC website by clicking here](). **Please note that templates are for the applicant's reference only; all applications and relevant materials must be submitted through SM Apply.**

2. **Organizational Support Materials**
   - IRS Letter of Determination;
   - List of Board of Directors with affiliation, including residency and work addresses (city and ZIP code accepted) with those who reside and/or work in Montgomery County highlighted;
   - Bios of Key Staff and/or Volunteers, indicating paid full-time staff, paid part-time staff, and unpaid volunteers;
   - Current Strategic Plan, if available; and
   - Organizational Chart, if available.

3. **Project Support Materials**
   - **One PDF no more than 10 pages including a cover page, if applicable.**
   - Materials should assist the reviewers in determining the planning and design process of the proposed activity:
     - Including not limited to, reports from earlier phases of the project, consultant proposals, consultant CVs, information about how other organizations have approached similar activities, articles about best practices in the field for this type of activity, and/or relevant training bulletins.
   - If the grant request includes funds for equipment and/or technology, project support materials must include a list of the items that will be purchased, a list of possible manufacturers/vendors, and the estimated cost of each item.

4. **Financial Support Materials**
   - FY21 990, or if the FY21 990 is not yet available, the letter of extension;
     - **If the FY21 990 is not received by June 1, 2022, the organization will be disqualified.**
   - FY21 audit or financial review, or if not yet available, the letter of extension, if applicable;
     - **If the FY21 audit or financial review is not submitted by June 1, 2022, the applicant will be considered ineligible.** Refer to page 5 of these guidelines for more information about the audit/financial review requirements.
   - Profit & Loss Statement for the most recently completed fiscal year;
   - Balance Sheet for the most recently completed fiscal year;
   - Current fiscal year operating budget with actuals year-to-date;
   - AHCMC Budget Worksheet ([Download a template of the Budget Worksheet under the "Application + Templates" tab on the AHCMC website by clicking here]()); and
   - Projected FY23 operating budget, if available.

5. **Programming Support Materials**
   - **One PDF no more than 5 pages including a cover page, if applicable.**
   - No more than 5 hyperlinks embedded in Programming Support Materials.
   - Include materials that will assist the panel in evaluating the applicant's programming, presenting, and/or producing activities. (i.e., evaluation results of previous programming, testimonials, newspaper clippings, program booklets, photos, brochures, flyers, etc.)
6. **Work Sample(s)**
   - Upload **a maximum of 5 work samples** that demonstrate the applicant's abilities and achievements. **Work samples must be no more than 5 files or 5 pages total (including both images and written work).**
   - Applicants are encouraged to submit recently completed and high-quality work samples.
   - Space will be provided in the application for a brief description of the work sample(s) and an explanation for how the sample(s) relates to the proposed project.
   - **Work samples may be submitted in any one or combination of the file formats below.**
     - Images: Maximum 10 images, up to 4 MB per file, which can be uploaded individually or formatted as one PDF.
     - Video: Maximum 2 videos, up to 100 MB per file, no more than five minutes combined.
     - Audio: Maximum 2 files, up to 10 MB per file, no more than five minutes combined.
       - Live video or audio hyperlinks can also be placed within a PDF (i.e., a live hyperlink to YouTube within a PDF).
       - If the submitted video and/or audio is more than five minutes combined, applicants must include instructions for which segments the panel should pay attention to. (Ex: Please click on the YouTube hyperlink to watch the video from 0:47 to 4:10)
     - Written Work:
       - Double-spaced with at least 11-point font and 1-inch margins.
       - If the work submitted is a portion of a larger work, include a synopsis of the chapters and an outline of the complete work. Clearly explain how and where the piece submitted fits into the whole.
   - Work samples should reflect the primary discipline of the applicant.
     - For Presenting and/or Multidisciplinary: work sample(s) should convey more than one arts and/or humanities discipline.
     - For Performing and Media Arts: **applicants are highly encouraged to submit video or audio work samples, instead of stills or photos.**

# Grant Preparation Assistance

First-time applicants are highly encouraged to contact AHCMC grants staff.

Grant Preparation Webinars

AHCMC will conduct free grant preparation webinars to instruct prospective applicants on how to complete grant applications. While attendance is not required, AHCMC strongly encourages all potential applicants to attend grant preparation events, even if the applicant has applied previously. Whether or not an applicant attends a webinar will not be a factor in evaluating the application. Please go to https://www.creativemoco.com/find-opportunities/newsletters/ to join the AHCMC Grants Program

email list and receive notifications about grant opportunities, deadlines, and webinars.

<u>Personal Appointments</u>

Personal appointments with AHCMC staff are available for those who are unable to attend a webinar or who need additional assistance. Appointments can include assistance with the content of the application, such as a draft review, and/or assistance navigating the online grants portal. Consultation services in languages other than English are available by appointment.

Personal appointments must be held **at least two weeks prior to the application deadline.**
To schedule an appointment, contact Karen Judson, Grants Program Manager at (301) 565-3804, or
[Karen.Judson@creativemoco.com](mailto:Karen.Judson@creativemoco.com).

# Post-Award Information

Applicants are strongly encouraged to read this section carefully before submitting an application.

## Grant Agreement

Following the award of a grant, an authorized representative of each grantee must sign a Grant Agreement with AHCMC stating that the grantee agrees:

- To comply with all FY23 *Advancement Grants* eligibility and other guideline requirements;
- To fill out and submit the Bill.com contact form on SurveyMonkey Apply and create an account on Bill.com for direct deposit of grant funds;
- To use the grant funds only for the purposes described in the grant proposal during the period of **July 1, 2022 through June 30, 2023**;
- Not to use the grant funds the activities listed under "Grant Limitations" on page 7 of the FY23 AG guidelines;
- To use funds only for administrative or programming costs incurred in Montgomery County, MD. Award funds cannot be used for administrative or programming costs incurred due to activities that took place outside of Montgomery County, MD (i.e., other counties in Maryland, Washington D.C., or Virginia);
- To request, by use of a grant change request form provided by AHCMC, permission for any change, cancellation, or postponement to the project as described in the grant application no later than **May 31, 2023** (change requests submitted after May 31, 2023 may result in grant forfeiture);
- To return any grant funds not spent, or spent not in compliance with published grant guidelines, grant agreement, and/or the approved grant proposal no later than **July 31, 2023**;
- To submit a completed mid-year report to AHCMC no later than **January 31, 2023** through AHCMC's online grants system;
- To submit a completed final report through AHCMC's online grants system no later than **July 31, 2023**, providing information about the implementation of the funded project, use of grant funds, and evidence that the required match has been obtained. Final reports received after July 31, 2023 could have an adverse impact on the likelihood of receiving a future award;
- Not to discriminate against any person on the basis of any characteristic described in Section 27-1(a) of Chapter 27 of the Montgomery County Code;
- To comply with all ADA requirements germane to the project;
- To acknowledge the support of the Arts & Humanities Council of Montgomery County and the Montgomery County Government on all materials distributed to the public, including use of the AHCMC logo when possible; and

- To provide complimentary access to any public activities upon request of AHCMC staff.

Failure to comply with these requirements may result in grant cancellation, forfeiture of remaining funding, return of disbursed grant amount, and ineligibility to apply for future grants.

Grantees are encouraged to notify AHCMC about exhibitions, performances or other activities resulting from this grant and to participate in CultureSpotMC.com, AHCMC's online calendar.

## Grant Disbursements

Grant awards will be disbursed in full following AHCMC's receipt of:
- The required Grant Agreement;
- The required Bill.com contact form and the creation of a Bill.com account, allowing direct deposit of grant funds to the grantee's bank account[5];
- The grantee's final report from the previous year, if applicable;
- The grantee's payment for outstanding constituent service fees (i.e., MarketPower and CultureSpot), if applicable; and
- **Payment from the Montgomery County Government to AHCMC for the grants awarded.[6]**

## Changes in Grant Implementation

The grantee must alert AHCMC in case of significant changes in the organization's administration, financials, and/or programming. The grantee must submit a change request form and receive AHCMC's approval—a meeting may be required. Any change in the implementation of the project must be approved by AHCMC **before** the change occurs.

- All requests for project changes must be submitted in writing on a form supplied by AHCMC.
- Please note that AHCMC can decline significant project changes if the proposed change is a major diversion from the project described within the application and grant agreement.
- **Requests for project changes will not be considered, after May 31, 2023.**

## Reporting

All grantees are required to submit a mid-year report due **no later than January 31, 2023** and a final report due **no later than July 31, 2023**. Submitting a late report may have a detrimental impact on an applicant's eligibility for future funding.

## Return of Grant Funds

- If the change request is not approved and/or the grantee is not able to implement its programs and/or conduct business as described in the grant agreement, the grantee must return the grant funds. **Please contact AHCMC grants staff before grant funds are returned.**
- If AHCMC determines that grant funds were spent for activities not in compliance with these guidelines and/or for activities that were not described within the approved grant proposal, the grantee must return the amount spent on non-allowable expenses.
- **Grant funds received but not spent by June 30, 2023 must be returned to AHCMC by July 31, 2023 with the grantee's final report.**

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[5] AHCMC uses a paperless payment process to disburse grant awards. Bill.com is an online system that allows AHCMC to send secure E-payments.
[6] AHCMC may not receive funds by July 1, 2022 for disbursement, however grantees may begin their projects as of July 1, 2022 and reimburse themselves after grant awards have been disbursed.

## Important Reminders & Tips

- Applications must be submitted online through SM Apply **by 11:59 p.m. on the posted deadline. Late applications will not be accepted.**
- Applications that are emailed, delivered in person, faxed, or submitted in any fashion other than the online grants system will not be accepted.
- **Follow the instructions in SM Apply carefully.**
- Write clearly and concisely—do not use jargon. Remember that the panelists who are reading the application may be unfamiliar with the applicant's work.
- Keep in mind that the AHCMC staff does not participate in panel discussions—the application must stand on its own.
- Be sure to reference the evaluation criteria when preparing and writing the application.
- Before submitting, proofread the application for readability and content.
- **To avoid unanticipated technical glitches, do not wait until the deadline to submit.**

## SUBMISSION DETAILS

**APPLICATION DEADLINE: Friday, February 11, 2022 at 11:59 p.m.**

Applications will be accepted for activities taking place between July 1, 2022 and June 30, 2023.

Grant awards will be announced in June 2022.

**All applications and materials must be submitted online through AHCMC's grants portal.**

## Questions?

Karen Judson, Grants Program Manager
(301) 565-3804, or Karen.Judson@creativemoco.com

Ana-Alicia Feng, Grants Program Assistant Manager
(301) 565-3805 ext. 21, or AnaAlicia.Feng@creativemoco.com

Applicants are encouraged to learn more about energy-efficient opportunities to reduce energy costs at http://montgomerycountymd.gov/green/.