



REQUEST FOR APPLICATIONS

COMMUNITY SERVICE PARTNERSHIP (CSP) PROGRAM

PURPOSE

The purpose of this Request for Applications (RFA) is to solicit applications for funding from agencies delivering critical human services to Howard County residents.

Howard County Government is committed to investing in the provision of critical human services by nonprofit organizations in Howard County through the *Community Service Partnership (CSP) Program*. The County Executive's overarching goal is to partner with the nonprofit sector to create, enhance, and support the delivery of essential human services in the Howard County community. CSP grants provide funding to support the delivery of human services, specifically those services which meet basic needs and provide greater opportunities for individuals and families to be self-sufficient.

AVAILABILITY OF FUNDING

Funding for CSP grants is made available through the County budgeting process and is dependent upon the resources available each budget year. All applicants should be aware that CSP grant amounts are subject to change from one grant year to another.

GRANT DESCRIPTION

DCRS is now accepting applications for **One-Time Grant** funding for the Fiscal Year 2021 grant year (**July 1, 2020 through June 30, 2021**).

CSP One-time Grants may be used to fund one-time expenses such as equipment replacement, technology upgrades, or vehicle replacement. One-time Grants must be used for something that will directly serve Howard County residents.

INSTRUCTIONS FOR APPLICANTS

ELIGIBILITY INSTRUCTIONS

To receive grant funds under the CSP program, applicants must meet all the following eligibility requirements:

- SDAT "In Good Standing" status
- Be a nonprofit organization with 501(c)(3) IRS tax exempt status,

- Be seeking funding for services provided to the residents of Howard County (if the agency serves a larger geographic area, funding may only be requested for those services that are offered within Howard County), and
- Be in compliance with all Federal, State and local laws.

APPLICATION & SUBMISSION INSTRUCTIONS

One-Time Grant applications shall be completed and submitted online via the Howard County FluidReview portal (www.hcg.fluidreview.com). The application will open on November 18, 2019.

Applications are due on January 15, 2020 no later than 11:59 p.m. Only complete applications accompanied by all required supporting documents will be considered for funding. It is the responsibility of each applicant to ensure that all required information is submitted AND by the stated deadline. Late submissions will not be accepted.

Questions regarding the application process for CSP One-Time Grants should be directed to Megan Godfrey Jackson at mgodfrey@howardcountymd.gov or 410-313-5996.

PRE-APPLICATION SESSION

All eligible applicants are encouraged to attend the **One-Time Grant Pre-Application Session** being held on **December 3, 2019 from 1:30 – 3:00 pm** at 9830 Patuxent Woods Drive, Columbia, MD 21046 in Room 337/338. Please register online at <https://www.howardcountymd.gov/CSP>. For additional information, help with registration, or to request accommodations to participate, please contact Cara Baumgartner at 410-313-6411 (voice/relay) or cbaumgartner@howardcountymd.gov. Please submit accommodation requests by November 27, 2019.

REVIEW PROCESS

All grant applications will be evaluated through a tiered process:

TIER 1 – Staff Review - applications will be reviewed by Department of Community Resources & Services (DCRS) staff for completion of application components, compliance with all application instructions, and demonstration of financial health.

TIER 2 - Grant Review Group – applications determined to be complete within the stated requirements will advance to be reviewed by a Grant Review Group against a set of criteria defined below. The Grant Review Group will make funding recommendations to the Director of DCRS.

Strong applicants will demonstrate:

- Alignment with the stated purpose of the funding and eligible activities
- Demonstration of financial health
- Positive impact on agency's ability to deliver services, increase stability, build capacity, etc.
- Priority need for funding the proposed project
- Ability to ensure access to services across diverse needs and populations

TIER 3 – DCRS will finalize funding recommendations to be presented to the County Executive.