



Howard County Department of Citizen Services *Community Service Partnership (CSP) Grants*

2017 REQUEST FOR APPLICATIONS

GENERAL INFORMATION

The Howard County Department of Citizen Services (DCS) is now accepting applications for Community Service Partnership (CSP) grants for County Fiscal Year (FY) 2017.

Applications are DUE on January 29, 2016 no later than 4:00 pm.

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) Grants 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.

Pre-Application Information Sessions

All prospective applicants **must attend** a Pre-Application Information Session being held on December 9, 2015 from 9:30 to 11:30 am and December 10, 2015 from 1:00 to 3:00 pm at 6751 Columbia Gateway Drive, Columbia, MD 21046 in Room 401. Please contact Wanda Travis (wtravis@howardcountymd.gov) to register. Please include in the RSVP the name and title of those attending. Due to limited capacity, each applicant may register no more than two attendees.

Availability of Funding

Funding for the 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.

Eligibility

To receive CSP Grant funds, applicants must meet all of the following eligibility requirements:

- 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 housing and human rights laws.



EXPLANATION OF GRANTS & FUNDING PROCESS

DCS will be accepting applications for **FY17 (July 1, 2016 through June 30, 2017)** in two categories: Operating Grants and One-Time Grants.

Operating Grants

CSP Operating Grants may be used to fund the following:

- Operating expenses to support the on-going administrative functions of an agency
- Project expenses to support the cost of a specific program or service
- Direct consumer assistance

One-time Grants

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.

Application & Review Process

Operating and One-time grants will be funded through an open and competitive grants process. Applicants may apply for one or both of the grants by completing the respective applications.

Grant application forms will be available on-line on December 7, 2015
at www.howardcountymd.gov/CitizenServices.

All grant applications will be evaluated by a Grant Review Committee. Strong applicants will demonstrate:

- Organizational stability and capacity to sustain CSP funded services.
- Ability to measure how consumers are positively impacted as a result of receiving services.
- Efforts to make services easier to access, including bridging language barriers and provision of scholarships or sliding scale fees that enable lower income residents to utilize services.
- Collaboration and effective partnership to enhance service delivery.
- *Current CSP grant recipients only:* Compliance with the terms of their FY16 CSP grant agreement.

Requirements for CSP Recipients

There are programmatic and financial grant report requirements upon acceptance of a CSP grant award and execution of the CSP Grant Agreement. The frequency of report submissions and disbursement of funds is dependent on the size of the award. All CSP Recipients will be subject to monitoring by the Department of Citizen Services which will include at least on scheduled on-site visit by DCS staff.



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IMPORTANT DATES

- December 1, 2015 FY 17 Request for Applications Released
- December 7, 2015 FY17 Grant Application Forms Available
- December 9, 2015 (9:30 - 11:30 am) Pre-Application Information Session
- December 10, 2015 (1:00 - 3:00 pm) Pre-Application Information Session
- January 29, 2016, (no later than 4:00 pm) **APPLICATIONS DUE**
- February - March 2016 Grant Application Review Process
- April 2016 County Executive Submits
Funding Recommendations &
Notification Letters Sent to CSP Applicants
- May 2016 County Council Approves Budget &
Final Award Letters Sent to CSP Applicants
- June 2016 Grant Agreements Executed
- July 2016 Initial Grant Disbursement Released