



## Sharing Montgomery Fund FY 2020 Letter of Inquiry Guidelines

The Community Foundation in Montgomery County

The Community Foundation is now accepting Letters of Inquiry for the Sharing Montgomery Fund's FY 2020 Grant Cycle by 4:00pm on Monday, July 29, 2019. Please note that all applications must be submitted online through the Community Foundation's Online Application Portal. At any time during the application process, you may e-mail Kevin Donnelly at [kdonnelly@thecommunityfoundation.org](mailto:kdonnelly@thecommunityfoundation.org) with questions.

The Sharing Montgomery Fund has a 23-year track record of supporting local nonprofits addressing the needs of the county's low-income residents.

### ELIGIBILITY

The Sharing Montgomery Fund provides grants to 501(c)3 nonprofit organizations with programs or services which directly serve low-income children, youth, adults, families, and/or seniors living in Montgomery County. Specifically, Sharing Montgomery has three priority focus-areas:

- **Safety-net.** Emergency services which address the basic needs of low-income children, single adults, families, and seniors in crisis, and also prevention programs in health and human services which help residents as they work to lift themselves out of poverty.
- **Education.** Academic and enrichment opportunities which empower youth from low-income families to make smart choices, discover their talents, succeed in school, and gain skills necessary for adulthood.
- **Workforce Development.** Skill-building, professional accreditations, literacy, income generation, and other programs which enable unemployed and low-income individuals to achieve financial self-sufficiency.

Grants may support special projects, programs, or continuation funding, including general operating support. **Grant awards may range from \$5,000-\$10,000.**

### IMPORTANT CHANGES TO THE FY2020 PROCESS

**Please make note of the important updates to the application process.**

For FY 2020, there will be two separate guidelines for the first stage of the application process:

- *New Letter of Inquiry:* A full Letter of Inquiry (LOI) application is required for organizations that did not receive a grant from Sharing Montgomery in FY 2019 as well as previous grantees applying for a new program/project. Please complete the Executive Summary Cover Page, 2-page narrative, budget materials and attachments, and the Site Visit Template form. For the complete LOI guidelines please continue to page 3.
- *Renewal Letter of Inquiry.* If your organization received a grant in the FY 2019 cycle and you wish to reapply for the exact same request, you only need to complete an Executive Summary and Site Visit Template Form. The Site Visit Template Form and instructions can be downloaded online under the Sharing Montgomery section at [www.thecommunityfoundation.org/nonprofits/grant-opportunities](http://www.thecommunityfoundation.org/nonprofits/grant-opportunities)

## FY 2020 Letter of Inquiry Guidelines (Continued)

### FY 2020 APPLICATION TIMELINE

Please make note of the deadlines for the FY 2020 application process.

- **July 29, 2019:** The Letter of Inquiry narrative and required attachments must be submitted through The Community Foundation's website on or before **4 pm on Monday, July 29, 2019.** No hard copies are required. Faxes will not be accepted.
- **October 2019:** All applicants will be notified by email and in writing by early October 2019 if your organization has been selected to submit a full proposal and whether your organization has been selected for a site visit.
- **December 2019:** All proposals must be submitted through The Community Foundation's website.
- **October 2019 – February 2020:** The Community Foundation staff and Grants Committee will conduct site visits. Staff may also follow up with applicants to request additional information as needed.
- **April 2020:** Applicants will be notified in writing by April 2019 if they have been selected for funding. Funding must be utilized within one year.

### QUESTIONS

Please contact The Community Foundation staff if you should have further questions about the Sharing Montgomery guidelines and application process.

Kevin Donnelly  
Donor Services Officer  
kdonnelly@thecommunityfoundation.org  
301-495-3036 x162

## FY 2020 Letter of Inquiry Guidelines (Continued)

### LETTER OF INQUIRY GUIDELINES for New Grantees (Please complete the following guidelines if you did not receive a grant from Sharing Montgomery in FY19 or you are applying for funding for a new program)

The Letter of Inquiry packet includes an executive summary cover page, 2 page narrative, budget materials and several attachments, including a Site Visit Template Form. Please note that the online submission form requires applicants to upload all materials as PDF documents. **It is required to EMAIL the Site Visit Template form as an excel file to [kdonnelly@thecommunityfoundation.org](mailto:kdonnelly@thecommunityfoundation.org).**

#### INSTRUCTIONS

The Letter of Inquiry includes an executive summary cover page as well as a narrative section to answer specific questions about your organization/programs (two pages). **The complete narrative document must not exceed two pages.** Please use a standard typeface (Times New Roman; Arial) no smaller than 11 points and no less than 1" margins. A header with your organization's name is permissible but please do not insert page numbers or any other text in the footer area of the document. Make sure to include your organization name and contact information at the top of the narrative attachment.

#### I. Executive Summary Cover Page (part of the online application form)

Please provide the requested information below on the online application form. The information will be utilized to determine compliance with the defined eligibility criteria. Please note organizations that do not comply with eligibility criteria will not be invited to submit a proposal.

1. Organization name and address and full contact info
2. Name of Executive Director and email/phone/fax
3. Name of main contact for this proposal, if other than Executive Director and email/phone/fax
4. Tax exempt status/EIN Number
5. Fiscal Agent Organization name, address, and Director of the organization (IF APPLICABLE)
6. Total organizational budget (current year)
7. Program/Project budget (if applicable)
8. Fiscal year (MM/YYYY – MM/YYYY)
9. Requested Amount
10. Organization's mission
11. Type of Request: [List either "Program" or "General Operating Support"]
12. Purpose of Request
13. Type(s) of services provided by either the program or organization
  - Early-childhood education
  - Academic support for K-12 youth
  - Leadership development, skill-building, and personal enrichment for youth
  - Job training, skill-building, and career coaching for adults and/or teens
  - English language and literacy classes
  - Individual and family case-management for crisis intervention, long-term support, and referrals.
  - Health services, including direct care and education
  - Mental health services
  - Housing, including long-term affordable housing, transitional housing, emergency shelter for the homeless, and other related housing services.
  - Legal services
  - Senior-specific care

## FY 2020 Letter of Inquiry Guidelines (Continued)

- Other: please specify.
- Geographic area(s) served by the program or organization in the County Montgomery County, MD - Countywide
- Up-County (such as Germantown, Gaithersburg, Olney)
- Mid-County (Rockville, Wheaton)
- Down-County (Bethesda, Silver Spring, Takoma Park)
- Other: please specify.

### 14. Population(s) served by the program or organization

#### Gender

- All
- Male
- Female

#### Age

- All Ages
- Early Childhood (0-4)
- Children (5-12)
- Youth (13-16)
- Older youth (16-24)
- Adults (25-59)
- Seniors (65+)

#### Race/Ethnicity

- All
- African-American or Black
- American Indian or Alaska Native
- Asian or Pacific Islander
- Caucasian
- Hispanic/Latino
- Middle Eastern

#### Income

- All
- Moderate to Low-Income (I.e. between the Federal Poverty Line and the Montgomery County “self sufficiency” wage.)
- Low Income (100% of Federal Poverty Line)
- Very Low Income (below Federal Poverty Line)

#### Special Populations

- Immigrants
- Incarcerated / Formerly-Incarcerated
- LGBTQ
- Military (active, families, veterans)
- Persons with Special Needs/Disabilities

### **Narrative: Questions (2 pages maximum, uploaded as an attachment)**

#### **Important Notes:**

- **Please include your organization name and contact information at the top of the narrative attachment.**
- Please keep the section headings presented in bold
- Please do not re-type the questions (in red) into your narrative.

#### **Community Needs and Strategies**

1. **What specific community need or issues does your organization/program address? Please describe the strategies your organization utilizes to tackle these issues. Explain, as clearly as possible, how the identified strategy (or strategies) is implemented?**

#### **Objectives and Outcomes**

2. **What are the short- and long-term outcomes for your organization/program? What project objectives and activities will your organization/program implement to achieve the short-term outcomes? Describe your specific activities and strategies using a timeline over the course of this request.**

## FY 2020 Letter of Inquiry Guidelines (Continued)

3. What measurable outcomes (defined as concrete changes or impact) has your organization/program achieved over the past year? Please be sure to include the total number of clients served. If your organization/program serves non-County residents or individuals who are not considered low-income, please clearly differentiate between the total number served and the number of low-income County clients served.

### **ATTACHMENTS**

In addition to the two page narrative, please submit the following documents:

1. Organizational Budget.
  - a. Previous fiscal year organizational budget versus actuals.
  - b. Current year organizational budget.
2. Program Budget (if applicable).
  - a. Previous fiscal year program budget versus actuals.
  - b. Current year program budget.

**\*for both organizational and program budgets please make sure to format the document so it is easy to review electronically as well as printed.**

3. List of Board members with terms, occupations, and community affiliations.
4. Addendum (**OPTIONAL**.) Applicants may submit one addendum document which highlights your organizations history, recent accomplishments, and other initiatives that are not described in the narrative. For example, this addendum may be an annual report, white paper, formal evaluation of a program, or simply a letter.
5. Site Visit Template Form. Please download the Site Visit template form from The Community Foundation website. This form **MUST** be emailed to [kdonnelly@thecommunityfoundation.org](mailto:kdonnelly@thecommunityfoundation.org) as an excel document in order to be considered for a site visit. This is the only attachment that may be submitted via email, all other documents must be submitted via our online Grant Application System.

Your application must be submitted on The Community Foundation's Online Grant Application System. For detailed instructions about how to submit your application online please go to page 8.

Please note that all materials must be submitted as PDF documents. A list of PDF conversion programs is included on page 9.

**FY 2020 Letter of Inquiry Guidelines (Continued)**

**Renewal Letter of Inquiry (Please complete the following guidelines if you received a grant from Sharing Montgomery in FY19)**

Please provide the requested information below on the online application form.

1. Organization name and address and full contact info
2. Name of Executive Director and email/phone/fax
3. Name of main contact for this proposal, if other than Executive Director and email/phone/fax
4. Tax exempt status/EIN Number
5. Fiscal Agent Organization name, address, and Director of the organization (IF APPLICABLE)
6. Total organizational budget (current year)
7. Program/Project budget (if applicable)
8. Fiscal year (MM/YYYY – MM/YYYY)
9. Requested Amount
10. Organization's mission
11. Type of Request: [List either "Program" or "General Operating Support"]
12. Purpose of Request
13. Type(s) of services provided by either the program or organization
  - Early-childhood education
  - Academic support for K-12 youth
  - Leadership development, skill-building, and personal enrichment for youth
  - Job training, skill-building, and career coaching for adults and/or teens
  - English language and literacy classes
  - Individual and family case-management for crisis intervention, long-term support, and referrals.
  - Health services, including direct care and education
  - Mental health services
  - Housing, including long-term affordable housing, transitional housing, emergency shelter for the homeless, and other related housing services.
  - Legal services
  - Senior-specific care
  - Other: please specify.
14. Geographic area(s) served by the program or organization in the County
  - Montgomery County, MD - Countywide
  - Up-County (such as Germantown, Gaithersburg, Olney)
  - Mid-County (Rockville, Wheaton)
  - Down-County (Bethesda, Silver Spring, Takoma Park)
  - Other: please specify.
15. Population(s) served by the program or organization

<p>Gender</p> <ul style="list-style-type: none"><li>▪ All</li><li>▪ Male</li><li>▪ Female</li></ul> <p>Age</p> <ul style="list-style-type: none"><li>▪ All Ages</li><li>▪ Early Childhood (0-4)</li><li>▪ Children (5-12)</li><li>▪ Youth (13-16)</li></ul>	<p>Income</p> <ul style="list-style-type: none"><li>▪ All</li><li>▪ Moderate to Low-Income (I.e. between the Federal Poverty Line and the Montgomery County "self sufficiency" wage.)</li><li>▪ Low Income (100% of Federal Poverty Line)</li></ul>
---	---

## FY 2020 Letter of Inquiry Guidelines (Continued)

- Older youth (16-24)
- Adults (25-59)
- Seniors (65+)

### Race/Ethnicity

- All
- African-American or Black
- American Indian or Alaska Native
- Asian or Pacific Islander
- Caucasian
- Hispanic/Latino
- Middle Eastern

- Very Low Income (below Federal Poverty Line)

### Special Populations

- Immigrants
- Incarcerated / Formerly-Incarcerated
- LGBTQ
- Military (active, families, veterans)
- Persons with Special Needs/Disabilities

## **Attachments**

1. Site Visit Template Form. Please download the Site Visit template form from The Community Foundation website. This form **MUST** be emailed to [kdonnelly@thecommunityfoundation.org](mailto:kdonnelly@thecommunityfoundation.org) as an excel document in order to be considered for a site visit. This is the only attachment that may be submitted via email, all other documents must be submitted via our online Grant Application System.

## HOW TO USE THE COMMUNITY FOUNDATION'S ONLINE GRANT APPLICATION SYSTEM

### System Requirements

Applicants must have a functioning Internet connection and one of the following browsers, with cookies enabled: Internet Explorer v7 or higher Firefox v3 or higher.

**PLEASE NOTE Safari and Google Chrome are not compatible.**

1. To begin your application, cut and paste the link below into your web browser:
  - For new applicants (did not receive funding in FY19)  
[https://www.grantrequest.com/SID\\_5491?SA=SNA&FID=35149](https://www.grantrequest.com/SID_5491?SA=SNA&FID=35149)
  - For returning applicants (received funding in FY19)  
[https://www.grantrequest.com/SID\\_5491?SA=SNA&FID=35150](https://www.grantrequest.com/SID_5491?SA=SNA&FID=35150)
2. If you are new to this grantmaking system, you will be prompted to create an account login with an email and a password. You will need to verify your email in order to continue.
3. Once you have completed creating your account and verified your email, you can access the application form by re-entering the link listed above into your browser.
4. Enter data. As needed, update any organizational information in the fields provided.
5. Upload LOI and attachments. The online application system allows you to upload the required LOI and attachments:
  - a. Each required attachment must be individually uploaded into the system. Only one document may be uploaded for each required attachment.
  - b. Documents will only be accepted in PDF file format.
  - c. Please do not use special characters (!, @, #, \$, etc.) in the names of these attachments.
6. Save and finish later. At the bottom of any page of the application, you can click Save & Finish Later to save the data entered thus far and return later to complete the application prior to the submission deadline. To access your account and finish your partially completed application click here:

[https://www.GrantRequest.com/SID\\_5491?SA=AM](https://www.GrantRequest.com/SID_5491?SA=AM)

7. Submit your application. Carefully review your application for completeness. Click the submit button to send your application to The Community Foundation. You will receive an email confirming receipt of your application. **If you do not receive a confirmation, please check your spam filter/folder.**

***Proposals that do not include all required elements will not be considered for funding. Proposals that are incomplete will not be reviewed or considered for funding.***



## FY 2020 Letter of Inquiry Guidelines (Continued)

### **PDF Conversion Programs**

All application materials must be submitted as PDF documents.

When naming your file, please do not use special characters ( such as /, \*,% , etc.) or spaces in the file names. Such files are unrecognizable as PDFs to some systems.

The list below contains some of the PDF generators available, many of which are free or very inexpensive. The Community Foundation does not endorse any particular software.

*Adobe*

<http://www.adobe.com/products/acrobatstd/main.html>

*CutePDF*

<http://www.cutepdf.com>

*Google free PDF writer*

[www.google.com](http://www.google.com)

*Open office*

<http://download.openoffice.org>

(also includes Microsoft compatible Office apps – large download)

*Primopdf*

[www.primopdf.com/](http://www.primopdf.com/)

*PDF4free*

[www.pdfpdf.com/pdf4free.html](http://www.pdfpdf.com/pdf4free.html)

*PDFcreator*

<http://docupub.com>