

FY20 Community Grants Application Attachments

1. Program Budget

- a. The budget template is an Excel Spreadsheet. It can be downloaded from the “Resources” listing on the Montgomery County Grants Web Portal at www.MCMDgrants.fluidreview.com. Each page of the web portal includes three blue buttons at the top left of the page. Click on ‘Resources’ and then on ‘FY20 Program Budget Template’ to download the template.
- b. The template includes instructions for submission.

2. Organizational Budget

- a. Submit the organization's Board approved organizational budget for the current fiscal year. Be sure to include the organization's major sources of funding, specified as a percentage of the total budget.
For example:
 - i. Private donations 50%
 - ii. Montgomery County Government 30%
 - iii. Private Foundations 20%
- b. **If you are asking for the majority of your funding through the County, please explain the rationale.**

3. Financial Statements

- a. Upload, for your most recently completed fiscal year, your income statement showing **budgeted and actual revenues and expenditures** and your balance sheet. If they are not yet ready, you may upload draft statements, or statements for the prior year, with a note saying when the new statements will be ready. If you have an audit, you may use it instead.

4. Board of Directors Information

- a. Provide a list of your organization’s Officers and Board members.
- b. Identify your Treasurer and include the Treasurer's qualifications.
- c. Identify the percent of Board Members who have made a financial contribution to the organization in the past year.

5. Plans for Renovation or Capital Construction

- a. This is an optional document. If you are applying to make capital improvements to your facility, provide a copy of the renovation plans. Otherwise, leave this item as “incomplete.”

6. Facility Lease

- a. As with your Plans for Renovation, this is an optional document. If you are asking for Capital Funds to modify your building, provide a copy of your lease. Otherwise, leave this item as “incomplete.”