



Outside Agency Operating Grant Request

To be submitted by **Monday, February 5, 2018** to:

R. Andrew Hollis
Talbot County Manager
Courthouse – South Wing
11 North Washington Street
Easton, MD 21601

Organization Name: _____

Is Organization a 501(c)(3): YES _____ NO _____ OTHER STATUS: _____

Organization Address: _____

Organization Contact: _____

Phone: _____ E-mail: _____

FY2019 Request Amount: _____

Organization's Mission:

Statement of Need for Grant Funds to be attached to Grant Request Form

Signature: _____

Date: _____

Purpose:

The Talbot County Council has established an outside agency grant fund to provide organizations operating within Talbot County with funding for one-time projects or events that for various reasons were not budgeted or anticipated. The objective of the allocation is to remedy or address current financial issues or situations within those organizations requiring a prompt response and resolution. The fund is designed to assist organizations with projects or events that benefit the Talbot County community through cultural activities, education or historic preservation.

Criteria:

- Must be a registered 501(c)(3) non-profit organization or operate under a 501(c)(3) public charity organization, or other federally recognized exemption status.
- Offer programs to Talbot County residents through cultural activities, education or historic preservation.
- Have an operational history of at least 2 years.
- Have an established and working Board of Directors.
- Have filed IRS Form 990 and/or audited financials.
- Proposals that demonstrate Board of Directors' involvement in fundraising will be weighed more heavily, but all proposals will be considered.

Funding Goals:

- Have a circumstance requiring prompt resolution.
- Have provided evidence that the request meets a critical and lasting need that benefits the community.
- Demonstrate that alternative sources of funding have been pursued.

Ineligible Requests:

- Requests that benefit individuals.
- Normal and routine operating and administrative expenses of an organization.
- For-profit ventures.

Distribution of Funds:

- Grants are paid to the applicant, not to vendors for products or services. Grant awards will be made by June 1st of each calendar year contingent on the availability of funds. The funding awarded must be expended between July 1, 2018 and June 30, 2019. Funding cannot be carried forward into the next fiscal year if unspent; unused funds must be returned to Talbot County, Maryland within thirty (30) days of the end of the fiscal year.
- Organizations receiving a grant must submit a final report and pictures demonstrating the impact of the grant on their organization and mission.

The Talbot County Council reserves the right to award grants in their sole discretion. Grantees should not assume that approval of a grant implies commitment of ongoing future support.