

**Baltimore County Government**  
**Nonprofit Recovery Grant**  
**FREQUENTLY ASKED QUESTIONS**

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**GENERAL INFORMATION:**

**Q. What type of funding is available?**

A. The Maryland Department of Housing and Community Development (DHCD) received \$20 million in Maryland Recovery Now Funds via SB496, the RELIEF Act. Funds have been distributed to local governments to make grant awards to local nonprofits with Baltimore County awarding \$2.3 million.

**Q. Who can apply for funding through this program?**

A. Any nonprofit organization, recognized by the Internal Revenue Service (IRS) as tax-exempt, with a physical address or location in Baltimore County may apply.

**Q. Can I apply to multiple jurisdictions to maximize my awards?**

No. You may only submit an application in the jurisdiction where your nonprofit has a physical address. If your nonprofit is not located in Baltimore County please inquire about applying for funds in the jurisdiction in which you're located:

Baltimore City: [www.baltimorecivicfund.org/nonprofit-relief-fund](http://www.baltimorecivicfund.org/nonprofit-relief-fund)

Anne Arundel County: <https://www.aedc.org/business/financing-and-tax-credits/non-profit-economic-development-recovery-grant-program/>

Harford County: <https://www.harfordcountymd.gov/3169/Nonprofit-Relief-Grant-Program>

Carroll County: <https://carrollbiz.org/recovery-now-nonprofits/> *\*please note Carroll County's application has already closed as of 4/23/2021*

Howard County: <https://www.howardcountymd.gov/>

**Q. What if my organization has multiple physical locations located in various jurisdictions?**

A. Each physical location may apply for funds only in the jurisdiction in which they are located. The umbrella organization's IRS Determination Letter of nonprofit status may be used in the application, but

the Baltimore County location must submit its own operating budget and financial statements in order to be eligible.

**Q. Can I apply to the Nonprofit Recovery grant program if I have already received funds from the Maryland Nonprofit Recovery Initiative (NORI) administered by DHCD or any other federal, local or state COVID-19 recovery program?**

A. Yes, however, preference will be given to nonprofits that did not receive NORI funding. Additionally, all other COVID-19 relief funding must be specified in the application.

**Q. What is Baltimore Community Foundation's role in this funding?**

A. Baltimore County has collaborated with the Baltimore Community Foundation to manage the application portal, grant agreements and award payments. Baltimore County is responsible for design of the grant program and selection of grantees.

**AVAILABLE FUNDING:**

**Q. How much can I apply for from Baltimore County's Nonprofit Relief grant?**

A. The maximum grant request amount is \$100,000 and the minimum amount is \$10,000.

- Grant requests up to \$100,000 for eligible applicants with annual operating budgets at or above \$1 million.
- Grant requests up to \$75,000 for eligible applicants with annual operating budgets at or above \$250,000 and below \$1 million.
- Grant requests up to \$25,000 for eligible applicants with annual operating budgets below \$250,000. (Minimum grant request is \$10,000)

All funds must be expended by December 31, 2021.

**Q. When does the application open?**

A. The application opens on Monday, May 24, 2021 at 9am.

**Q. How do I submit an application?**

A. The application is online and can be accessed by visiting the Baltimore Community Foundation's website: [www.bcf.org/emergencyresponsefund](http://www.bcf.org/emergencyresponsefund)

**Q. When are applications due?**

A. The application will close on Friday, June 11, 2021 at 5:00 pm.

## **ELIGIBLE APPLICANTS AND USE OF FUNDS:**

### **Q. Who is eligible to apply?**

A. An organization must meet all of the following criteria:

- Be an IRS determined nonprofit organization
- Be in good standing with the Maryland Department of Assessment and Taxation (SDAT) <https://egov.maryland.gov/BusinessExpress/EntitySearch>
- **Be physically located in Baltimore County**
- If applying for reimbursable funds, be able to demonstrate the negative financial impact of COVID-19 as (a) revenue reductions or (b) increased operating expenses for the period of March 1, 2020 through December 31, 2021
- Be financially viable nonprofits whose operations will continue forward

### **Q. Are only 501(c)3 nonprofits eligible to apply?**

A. No. Any IRS determined nonprofit is eligible to apply. Your organization's IRS Letter of Determination will be required as part of the application.

### **Q. My organization does not have an IRS determined nonprofit status, can we apply using a fiscal sponsor?**

A. No. The applicant organization must be an IRS determined nonprofit and the nonprofit that will directly utilize any award of funding.

### **Q. My organization is an affiliate of a larger, umbrella organization and shares their federal identification number, can I still apply?**

A. Your organization can apply using the parent organization's federal identification number, IF you are also able to meet the following requirements:

- The IRS Letter of Determination for your parent organization specifically lists your organization/group under the federal identification number
- Your organization, not the parent organization, is registered with and is in good standing with the Maryland Department of Assessments and Taxation
- You provide as uploads your organization's financial documents, not the umbrella organization
- Your organization has a physical address in Baltimore County

### **Q. If my organization has already received or been notified of funding from other local, state or federal COVID-19 relief programs can I still apply?**

A. Yes. You will be asked to provide information on other funds received and how they have addressed the impact of COVID-19 on your organization and how you still have a funding gap.

### **Q. How can these grant funds be used?**

A. Applicants may apply for funding to cover reimbursable expenses from the period March 1, 2020 – December 31, 2021 as long as COVID-19 relief or other funding has not already supported those expenses. Eligible requests will be for basic operating support (staffing, rent, utilities, supplies, etc.) to

address the revenue reductions and/or expense increases due to COVID-19 and the related state-of-emergency, the replacement of which is critical to the nonprofit's continuity of operations. If applying for reimbursable expenses:

- Provide a summary and dollar amounts of the overall revenue reductions, if applicable
- Provide a summary and dollar amounts of the expense increases, if applicable, incurred or projected for the period March 1, 2020, through December 31, 2021
- Provide information on other local, state and/or federal COVID-19 relief funds received, if applicable, including (a) how the funds have addressed the COVID-19 impact on organization/constituents, and (b) why there is still an operational gap after receiving those funds

Applicants may also apply for funding for activities and programs dedicated to assisting Baltimore County residents recover from the COVID-19 pandemic. If applying for community COVID-19 recovery program funds, provide a brief summary of the:

- Proposed activities
- Populations served
- Plan to expend all funds by December 31, 2021

Eligible expenses must be tied to COVID-19 recovery programming, and can include but are not limited to:

- Purchase of materials, supplies and/or equipment for recovery programming
- Small capital projects related to recovery programming
- Recovery programming staff salaries
- Recovery programming overhead
- Other expenses that can be directly tied to the proposed programming

**Q. Can we apply for both reimbursable expenses and COVID-19 recovery program expenses?**

A. Yes. Organizations can apply for reimbursable expenses and/or recovery program expenses. The maximum amount awarded is based on the organization's operating budget for the entire application.

**SUBMITTING AN APPLICATION:**

**Q. When does the application for the Baltimore County Nonprofit Recovery grant open?**

A. The online application portal opens at 9am on Monday, May 24, 2021.

**Q. How do I submit an application?**

A. The application is online and can be accessed by visiting the Baltimore Community Foundation's website: [www.bcf.org/emergencyresponsefund](http://www.bcf.org/emergencyresponsefund)

ONLY applications that are fully complete at time of submission will be considered for funding.

**Q. When does the Baltimore County Nonprofit recovery application close?**

A. The application closes on Friday, June 11, 2021 at 5:00 pm. All required documentation MUST be submitted prior to that date and time for an application to be considered.

**Q. Do we need to submit separate applications if we are applying for both reimbursable expenses and COVID-19 recovery program expenses?**

A. No. Please only submit one application if you are choosing to apply for both.

**Q. What documents will I need to provide with my application?**

A. Organizations are REQUIRED to provide the following:

- Financial Statements or Statements of Activities from 2019, 2020, and if available, year-to-date 2021
- IRS Determination Letter of nonprofit status
- Online verification (screen shot) of Certificate of Good Standing from the Maryland Department of Assessments and Taxation. DO NOT PURCHASE AN OFFICIAL CERTIFICATE.
- IF APPLYING FOR REIMBURSABLE EXPENSES:
  - Summary and dollar amounts of overall revenue reductions, if applicable
  - Summary and dollar amount of expense increases, if applicable, for the period March 1, 2020 through December 31, 2021
  - Detailed description of all other local, state, and/or federal COVID-19 relief funds received, if applicable, and a description of how those funds have and have not addressed the COVID-19 impact on the organization or its constituents.
- IF APPLYING FOR COMMUNITY COVID-19 RECOVERY PROGRAM FUNDS:
  - Summary of the proposed activities, populations served, detailed program budget and plan to expend all funds by December 31, 2021.

**NOTIFICATION OF AWARDS**

**Q. When will announcement of awards be made?**

A. Funding announcements will be made no later than August, 2021.

**Q. If awarded when will I receive funds?**

A. Grants will be dispersed in a single payment, once an awardee returns an electronically signed agreement to the Baltimore Community Foundation.

**Q. If awarded funds, will a final report be required?**

A. Yes, applicants that receive a funding award will be required to submit a final report by January 31, 2022 on how the funds were used based on the budget submitted with their application. You will also be required to upload supporting documents, receipts, etc. to support your use of those funds.

**CONTACT FOR ADDITIONAL QUESTIONS:**

If you have additional questions about the application and/or requirements, please use the following email: [grsipartners@baltimorecountymd.gov](mailto:grsipartners@baltimorecountymd.gov)

If you having technical issues with your application, please use the following email: [msmith@bcf.org](mailto:msmith@bcf.org)