Request for Grant Application

Issue Date: Monday, November 8, 2021, by 3:00 PM

Title: Loudoun County Human Services Nonprofit Grant Program

Issuing Agency: Loudoun County Government
                               Department of Finance and Budget
                               1 Harrison Street, SE
                               Leesburg, VA 20175

Contact Information: Barb Lawrence
                               Barbara.lawrence@loudoun.gov

Application Due Date: 4:00 PM atomic time, Tuesday, December 21, 2021

Period of Funding: July 1, 2022 – June 30, 2023

Application Information Webinar: An application information webinar will be held Tuesday, November 9th from 1:00pm to 3:00pm. The GoToMeeting information is: https://global.gotomeeting.com/join/941435981. By phone: +1 (224) 501-3412, Access Code: 941-435-981. The pre-application conference will be recorded and available here: www.loudoun.gov/nonprofitgrants.

Anticipated number of Awards: Multiple

All inquiries for information should be directed to: nonprofits@loudoun.gov

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Award Information

Purpose of Request for Grant Application (RFA)

The purpose of the County's Nonprofit Grant program is to strengthen the County's coordination with nonprofit partners, and to ensure opportunities for local funds be leveraged in the most effective manner for services that assist vulnerable and disadvantaged individuals and families in meeting a critical need for safety, health, security and independence.

Priority

Loudoun County prioritizes investment in high quality human services that provide documented positive outcomes for County residents.

Areas of Need

Organizations interested in applying to receive funds from Loudoun County must provide a program or service impacting one or more of the Areas of Need established by the Board of Supervisors.

The four Areas of Need are:

- **Prevention and Self-Sufficiency**: Services focused on assisting individuals and families in becoming and/or remaining independent and stable; and providing tools, skills, strategies, and resources to individuals and families.
- **Crisis Intervention and Diversion**: Services provided to individuals and families in crisis to overcome immediate problems and reduce or prevent the need for more restrictive and expensive higher-level services.
- **Long-term Support**: Services that focus on assisting individuals who have continuing, long-term support needs to remain healthy, safe, and independent in the community.
- **Improved Quality of Human Services:** Services and opportunities provided to individuals, organizations, and communities that enhance the quality, accessibility, accountability and coordination of services provided by community organizations.

Eligibility Criteria

Applicants must meet the following baseline criteria to be eligible for a FY 2023 Nonprofit award:

- Be a nonprofit certified as a 501(c)3 by the Internal Revenue Service at the time of submission of the application;
- Have a mission that is consistent with serving the County's Areas of Need;
- Be in good standing with the Virginia State Corporation Commission;
- Subject to limited exceptions, Virginia law prohibits localities from appropriating public funds to organizations controlled in whole or in part by churches (to include other houses of worship such as temples, mosques, synagogues, etc.) or sectarian societies. Therefore, a faith-based organization may be eligible to receive grants from Loudoun County only if it can submit evidence satisfactory to County staff demonstrating that (i) it is not controlled in whole or in part by a church (or other house of worship) or sectarian society; and (ii) the programs of such organization do not discriminate based on, and are not otherwise contingent upon the religious affiliation of participants or those eligible to receive

assistance. Furthermore, County grants may not be used for any religious purpose or activity including, but not limited to, religious worship, instruction, or proselytization.

To be considered for funding, applicants must demonstrate the following criteria:

- Present a documented, data-driven[1] need for the organization's program or service;
- Show demonstrated outcomes for the program or service;
- Show that the program or services provide a direct benefit to Loudoun residents;
- Demonstrate that the program or service enhances the quality of life for Loudoun County residents;
- Show documented efforts by the organization to secure funding from other sources;
- Demonstrate that the organization has the administrative resources to administer funds, and to implement and oversee the program or service;
- Agree to sign a Memorandum of Understanding with the county and adhere to reporting requirements;
- Show that funding requested is realistic given the service level, and that the organization does not rely predominantly on County grant funds.

Applicants for the FY 2023 Nonprofit Grant will be required to apply using the online form located at: www.loudoun.gov/nonprofitgrants. Organizations may only submit one application for FY 2023.

For FY 2023, questions will not be accepted via phone or in person. A question and answer (Q&A) page, where answers to all applicant questions will be posted publicly, will be available on the County website. Questions may be submitted only via email to: nonprofits@loudoun.gov. Note that County staff are unable to answer questions regarding specific program/service design or plans.

This is a competitive grant application process in which each applicant will be competing against other applicants for a limited amount of funding. At the conclusion of the application period, all applications will be reviewed by a team of County staff that includes at a minimum senior staff representatives from health, human services, budget, and finance departments.

Funding Options

The County has two options for organizations wishing to apply for funds through the FY 2023 Nonprofit Grant process:
- 1 - The standard nonprofit application process for organizations wishing to apply for awards of $5,001 - $113,000; and,
- 2 – A mini-grants process with a simplified application for any organization applying for a small grant of $5,000 or less.

For the standard application process, organizations will be awarded proportional funding while those organizations applying for a mini-grant, will be awarded the full amount requested.

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[1] Data-driven is the use of data (i.e., surveys, evaluations, case data) collected by an organization to make strategic decisions to improve services and client experience.

Period of Performance

July 1, 2022 – June 30, 2023

Funding Limits and Restrictions

Individual awards will be limited to no more than $113,000 to ensure that the county retains the capacity to make multiple awards across all areas of need. The amount of funding requested should be clearly presented and explained and should be consistently tied to the need described throughout the application. County funds can be used for operating costs, however funds requested should align with the imperative that the services being rendered are high quality, and positive outcomes are reported.

The final approved funding amount for organizations will be based on a combination of factors: the total amount of funds available, the total amount of awarded requests, the application score, and a review of the reasonability of proposed budget items for services. The ratio of county funding to the organization's overall operating budget will be carefully considered to ensure a healthy fund mix that does not rely predominantly on County grant funds (no more than 30 percent). The Board of Supervisors has advised a proportional funding allocation to be applied to all awards scoring 75 percent or more of the total possible points where the proportion of the requested amount awarded based on the application score.

Unallowable expenses include, but are not limited to:
- Corporate debts
- Contingencies
- Contributions and donations
- Entertainment costs
- Fines and penalties
- Interest and other financial costs
- Legislative expenses
- Fiscal agents may not charge their administrative fee to the County award
- Any religious activity

Application Information Session

Application Information Webinar: An application information webinar will be held Tuesday, November 9th from 1:00pm to 3:00pm. The GoToMeeting information is: https://global.gotomeeting.com/join/941435981. By phone: +1 (224) 501-3412, Access Code: 941-435-981. The pre-application conference will be recorded and available here: www.loudoun.gov/nonprofitgrants.

The pre-application information session is strongly recommended for all applicants and will be specifically tailored to this grant opportunity.

FY 2023 Application Changes

Organizations who receive an award notice through this opportunity will be required to set up an Automated Clearing House (ACH) account with the County to receive electronic payments. Paper checks will no longer be issued by the County for this grant.

Anyone who requires a reasonable accommodation for any type of disability or who needs language assistance in order to participate in the application process should contact Grants Coordinator Barb Lawrence at 571-258-3996 or barbara.lawrence@loudoun.gov.

Staff have added a short survey upon submission of an application requesting feedback on the process.

FY 2023 Process and Timeline

FY 2023 Nonprofit Grant Process Timeline	
November 8, 2021	Grant Application Release Date
November 9, 2021	Information Session
December 10, 2021	Deadline for Applicant Questions
December 21, 2021	Grant Application Due
January/ February 2022	Application Review
April 2022	Award Recommendations presented at the second Board meeting in April
June 15, 2022	Signed MOUs due
July 1, 2022	FY 2023 Award Funding Begins
October 14, 2022	FY 2023 1st Quarter report due
January 13, 2023	FY 2023 Mid-Year report due
April 14, 2023	FY 2023 3rd Quarter report due
July 28, 2023	FY 2023 Final report due

Application Submission Information/Application Content

The following will be completed in Laserfiche:

For the FY 2023 Nonprofit Grant process, applicants can access the online application form at the following link: loudoun.gov/nonprofitgrants. The application form includes the following sections:

- 1 – Cover Form
- 2 – Grant Application
  - a. Statement of Need
  - b. Project Description and Timeline
  - c. Organizational Background, Qualifications and Expertise
  - d. Evaluation and Sustainability
  - e. Budget and Supporting Financial Documents
    - Most Recent Audit
    - 2019, 2020, 2021 Financial Statements
    - Organization's Current Year Operating Budget
    - 2018, 2019, 2020 990 form
    - IRS Letter of Determination
    - Certificate of Good Standing with Virginia SCC

- Required attachments to be completed by applicant – there is a link in the application to upload
  - Demographic Information
  - Staff and Board Information
  - Outcome and Evaluation Plan
  - Grants, Contracts, MOU Table
  - Budget Template

All questions and attachments are required to be answered. If a question does not apply to your organization, please enter "not applicable" or "N/A". There are word limit suggestions attached to the text boxes in the application.

IMPORTANT: Before you begin the application sections, please be sure to select an answer for "Applying for Mini-Grant of $5,000 or less?" This selection will automatically hide or show the appropriate questions you will need to answer.

1. COVER FORM

Organization Name:

Organization Legal Name, if different:

Project Name(s):

Organization's Federal Tax ID#:

Year Established:

Number of Years Organization has operated in Loudoun County or served Loudoun County Residents:

Organization's Mailing Address:

Organization's Loudoun Address (if different):

Organization's Authorizing Official Contact Information:

Organization's Application Contact Person (if different):

Requested County Funds/Total Cost:

Organization 2021 Operating Budget:

Current Fiscal Year State/End Date:

Brief Overview of Request: (100 word limit.)

Applying for Mini-Grants of $5,000 or less: Y/N

First Time Applicant: Y/N

Identify Area(s) of Need:

2. GRANT APPLICATION (Questions in red are required for the mini-grant application.)

a. Statement of Need – Standard Grant 25 points/ Mini-Grant 7 points

Describe the scope of the need for your service(s), including:
1. What need does your program address? Describe what the proposed funding will be used for and how it relates to the Area of Need(s) chosen above. 750 word limit (7 points) Mini-grant question (7 points)
2. Use data to describe your service population within Loudoun County based on the need statement in question one (i.e. number of children in poverty; number of women in shelters, number of clients on a wait list, number of Loudoun County residents served specifically within service area, etc.). 750 word limit (7 points)
   o Are you able to track unduplicated numbers of participants among all your programs? Provide data that supports your description within the Demographic Information table.
3. What methods do you use to identify the overall number of Loudoun County residents in need of your services? 450 word limit (4 points)
4. Describe the data collected to inform and improve service delivery to this population (i.e. client outcome/feedback surveys, pre- post- surveys, client focus groups, client participation on your board) for assessing proposed service. 750 word limit (7 points)

b. Project Description and Timeline – Standard Grant 20 points/Mini-Grant 8 points

Based on your responses in the Statement of Need, please respond to the following:
1. How will you implement your proposed solution from the need identified above within the grant period? Why was this service approach chosen? If you utilize any evidence-based programs, please indicate which federal websites lists the program and the rating given (such as statistically significant, effective, promising, etc.). 1000 word limit (12 points) Mini-grant question (8 points)
2. Describe any program characteristics or specializations that set your services apart from similar providers in Loudoun County. 100 word limit (2 points)
3. Describe the duration (number of visits) and intensity (minutes or hours per visit) of your services provided to the population described. 100 word limit (2 points)
4. What results are you committed to achieving during the grant period? These results will be part of your evaluation plan. What evidence will you provide to show you achieved your results? Provide evaluation results showing the impact of the program in 2019 and 2020. If planning to collect new measures, please include a copy of the plan. 450 word limit (4 points)

c. Organizational Background, Qualifications and Expertise – Standard Grant 15 points/Mini-Grant 4 points

Based on your responses in section a. and b., respond to the following questions about your organization:

Describe your organization including the following:

1. Describe your organization's ability to manage grants and programs. Include your organization's experience with service in the area of need and the relationship between how this program fits with your organization's mission, goals and values. 500 word limit (6 points)
2. On the Staff and Board Information table describe your staff's expertise, and the composition of your board of directors. (3 points)
3. If your organization is requesting funds for multiple programs or for operating costs, briefly describe the overall populations served. 100 word limit (3 points)
4. Describe current activities (i.e. current board initiatives, strategic plan), recent accomplishments within the past three years, and future plans. 100 word limit (3 points) Mini-grant question (4 points)

d. Evaluation and Sustainability – Standard Grant 15 points/Mini-Grant 6 points

Based on your responses in the previous sections, please respond to the following:

1. Complete the Outcome and Evaluation Plan (6 points) Mini-grant question (6 points)
2. Describe how your organization plans to sustain services long term if County funds do not continue beyond FY 2023. Describe other resources including donations that your organization will use to support the service. 500 word limit. (5 points)
3. On the Grants, Contracts, MOU table, list the top three grants or contracts and three most significant MOU's your organization currently holds or has held in the last two years along with the name and email of the point of contact. This includes previous Human Service Nonprofit Grants, CDBG grants, etc. County staff will be contacting at least three individuals on the list for a reference.
4. Briefly describe your most significant collaborations with other entities in your field or geographic area. 100 word limit (3 points – both 3 and 4 combined)

e. Budget and Supporting Financial Documents – Standard and Mini-Grant 25 points

1. Complete the Line Item Budget and Budget Justification Table. Standard Grant (10 points) Mini-grant (10 points)

2. Did your organization request funds under any of these programs in response to COVID-19? If yes, please select the funding source(s) from the list below, indicate the amount and describe the purpose of the funds. Select all that apply. (0 points)
   - CDBG (CARES)
   - PPP
   - Loudoun Economic Development Small Business
   - Loudoun Food Assistance
   - Community Foundation (Northern VA)
   - Community Foundation (Loudoun and Fauquier)
   - CARES funding through a Town
   - CARES funding through Loudoun County
   - ARPA funding through a Town

- ARPA funding through the County
- Loudoun County COVID Relief Dollars through local tax dollars
- Other (explain)

3. Submit all of the following: Standard Grant (15 points) Mini-grant (15 points)
   - Most Recent Audit
   - 2019, 2020, 2021 Financial Statements
   - Organization's Current Year Operating Budget
   - 2018, 2019, 2020 990 form (For Mini-grant, most recent 990)
   - IRS Letter of Determination
   - Certificate of Good Standing with Virginia SCC

Directions for completing the budget justification:

Personnel/Employee: This section provides projected salary and fringe costs for your proposed program. This schedule provides calculation for percent FTE - list as .20, .80, etc. In the justification, explain how the positions requested relate to the objectives proposed.

Fringe Benefits: Provide your agency's fringe benefit rate - put the percent in the formula – cell F12; the justification should include what benefits are covered under fringe; and the fringe rate should be applied to the total salary line.

Consultants/Contractual: Provide the name and/or company that will be providing consulting services. Provide a list of positions or activities that will be carried out by consultants or through contracts. Provide the unit of payment, this could be by the hour or the completed task; and provide the cost of each unit and the number of units being contracted for. In the justification, explain how the consultants/contractual relationships relate to the objectives proposed.

Occupancy:
Rent: This line item should be calculated using the following formula: percentage of space occupied by the proposed program, times the cost per square foot, times 12 months. EXAMPLE: This example supposes that your program will occupy 100 square feet at a cost of $30 per square foot, per month. 100 square feet x $30.00 per square foot = $3,000 x 12 months for a total of $36,000.

Utilities: This line should be calculated by naming utilities Gas/Electric/Water, as applicable. Provide an overall projected cost of those utilities multiplied by number of months (in most cases 12) of your program.

Travel/Transportation: If your organization has a policy that allows for reimbursement for staff's use of their personal vehicles, you should complete by filling in the number with the total number of miles projected times the unit reimbursement cost per OMB of 56 cents per mile. The other item that can be included in this line is tokens/fare cards for organization's staff. Provide a projected number that you will need for your program, indicate the item, the unit cost, number to be purchased and total cost. Costs to maintain cars/trucks is also an allowable

expense. In the justification, explain how travel/transportation costs relate to the objectives proposed.

Supplies: This line should indicate the total projected costs of supplies needed to administer your program e.g. paper, pens, folders, printer ink, etc. In the justification, explain how the supplies requested relate to the objectives proposed.

Equipment: Long term equipment purchases that exceed $5,000. These purchases must be pre-approved by Loudoun County grants staff. In the justification, explain how the equipment costs requested relate to the objectives proposed.

Client Cost: This line should include specific client costs related to your program, e.g. tokens, fare cards, incentives (where allowed), and other program appropriate client costs. In the justification, explain how the client costs relate to the objectives proposed.

Communications: This line should include costs associated with maintaining communications necessary to administer your program, e.g., telephone, cell phones, internet, fax lines, copying. You should complete a projected cost for each item, indicate the unit and number on the budget sheet. In the justification, explain how the communication costs relate to the objectives proposed.

Other Direct Costs: This line should be comprised of direct program costs that cannot be attributed to other budget lines, e.g. materials for meetings, etc. In the justification, explain how the other direct costs relate to the objectives proposed.

Applicants should frequently save their application form and may return to the form to make changes or add more information at a later time. To save, click on "Save as Draft."

After clicking the "Save as Draft" button, a window will appear. Applicants should name your draft and input an email address. Once this has been completed click the "Save" button in the bottom right-hand corner of the window. After clicking the "Save" button a link or internet address will be emailed to you.
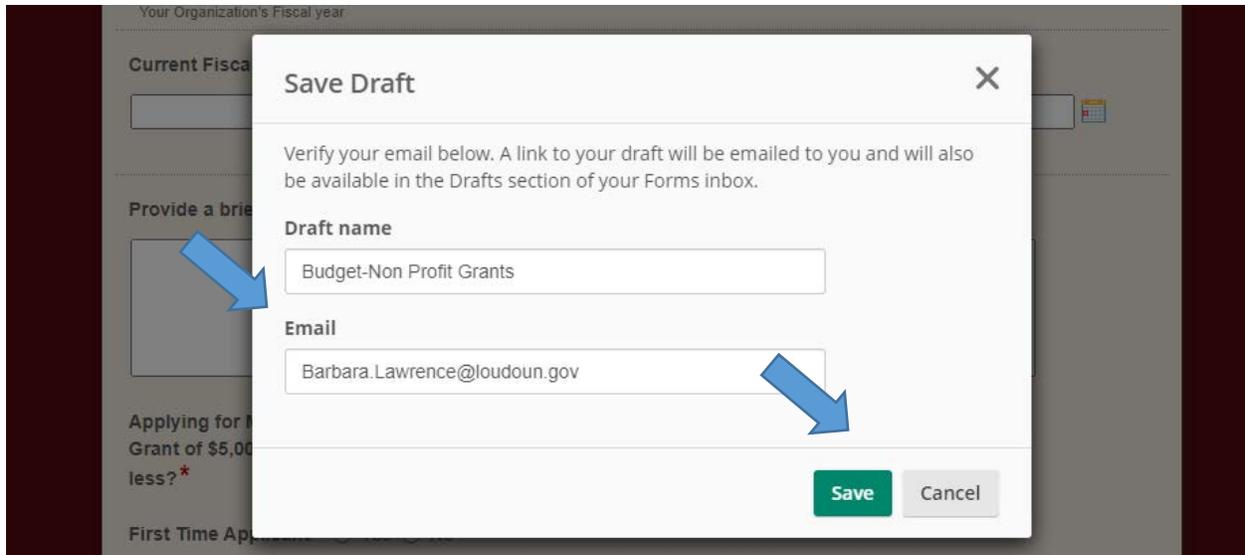
Application Scoring Criteria

The review committee is comprised of 15-20 subject matter experts from human service departments within the county; each panelist reviews a select number of applications. The committee will evaluate the applications based on the information submitted in the application including services provided, demonstration of need, impact and other financial indicators. All reviewers' scores are compiled for a final average score.

Within the guidelines approved by the Board, specific criteria exist that guide the interdepartmental committee in fairly reviewing each application.

Criteria	Related Question	Percent of Score	Mini-grant percent of score
a. Statement of Need • Describes how funding request will be used to provide services within Area of Need • Data documents local need • Data describes a rationale for service • Data is cited from sources listed on application • Demographic information is well-defined and provides comprehensive view of individuals to be served aligning with current service population	1 2 1 2 3/4 3/4	25%	14%

Criteria	Related Question	Percent of Score	Mini-grant percent of score
• Reliable procedures in place to accurately track participants and service contacts, and to determine which individuals are Loudoun residents			
b. Project Description and Timeline		**20%**	**16%**
• Services are defined and applicant provides description of services' alignment to area of need	1/2		
• Evidence-based programs, with promising or effective ratings, are utilized with fidelity. If not applicable in this field, then best practices have been researched and are in use	1		
• Considering the population characteristics, duration and intensity of services or the level of service for each individual and the number served have a significant impact	2/3		
• Implementation timeframe can be achieved within funding window	4		
• Timeframe for accomplishing objectives includes milestones and metrics for measuring progress	4		
• High quality set of services described within the context of other similar services provided locally.	2		
c. Organizational Background, Qualifications and Expertise		**15%**	**8%**
• High quality, stable organization as represented by achievements such as growth, accreditation, awards, major grants, etc. as appropriate for the organization size and service type	4		
• Organizational goals and strategies align to organization's mission	1		
• Board has more than 5 members not counting paid staff or family members	2		
• Staff, Board, and/or Consultants represent entire range of 6 governance competencies	2		
• At least 75% of Board members are experienced (5+ years of service) in their respective fields	2		
• Board meets at least 6 times per year	2		
d. Evaluation and Sustainability		**15%**	**12%**
• Outputs, short- and long-term outcomes align with proposed activities	3		
• Other resources, including financial resources, confirmed; OR expense is one-time and does not need to be sustained beyond FY 2023	2		

Criteria	Related Question	Percent of Score	Mini-grant percent of score
• Strategic Plan adopted by Board for current year (2021) into at least December 2022 • One or more documented MOUs in place for duration of proposed grant cycle, supporting services being provided • 100% of evaluation contacts provided positive feedback on applicant's grant administration • Past outcomes, or proposed new measures, show significant impact to well-defined population of Loudoun residents	2 3 3 4		
e. Budget and Supporting Financial Documents • Resource requirements (financial and personnel) align to services projected for this grant period • Costs are aligned with industry cost standards per service. • Items requested are well-justified. Applicant explains how each line item relates to services provided • Considering the project impact, outcomes, and service level, the amount of funding requested is appropriate for the project **Based on Supporting Documentation** • Current year Program expense percentage is more than 65% • Current year Management and general expense less than 25% • Current year Fundraising expense less than 15% • Multiple years of operating surplus • Current year revenue composition is not over-reliant (more than 30%) on one funding line or grant • More than 3 months of Liquid Unrestricted Net Assets • More than 1 month of cash on hand • Net assets increasing • Current assets > current liabilities • No negative audit findings	1 1 1 1 3 3 3 3 3 3 3 3 3 3	**10%** **15%**	**20%** **30%**
Total		**100 points/100%**	**50 points/100%**

Once the scores are available, applicants will be ranked from highest to lowest score, and the funding amount will be determined. Recommendations for funding decisions will then be made to

the Board of Supervisors at the second April 2022 Board meeting. Following approval by the Board of Supervisors, applicants will be informed of the funding decision.

Required Attachments - please use the link in Laserfiche to download each document; complete the document according to instructions and save it on your computer. Then use the upload feature to upload it into the application.

- Demographic Information
- Staff and Board Information
- Outcome and Evaluation Plan
- Grants, Contracts, MOU Table
- Budget Template

## Required Financial Attachments

Documents up to 250MB may be uploaded or attached to the application in PDF, Microsoft Word, or Microsoft Excel formats. Applicants are required to attach or upload the requested documents where indicated by clicking the "Upload" button as seen below.

Once clicked, this button will open a window that will allow you to find the file or document that you want to add.
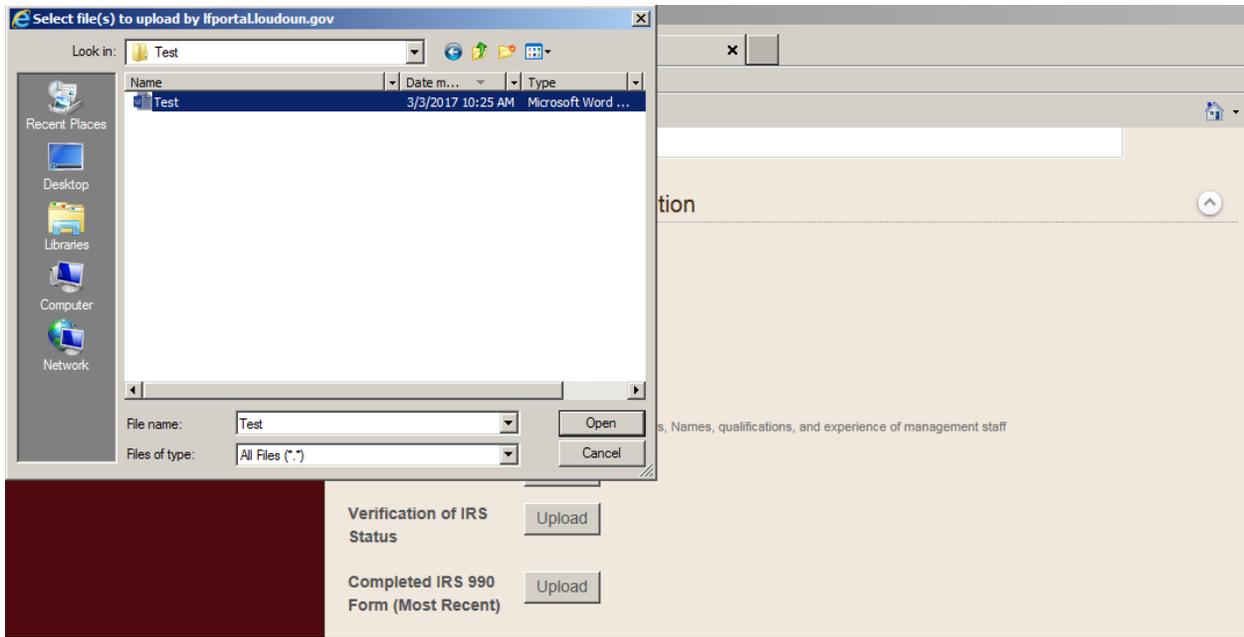
If the wrong file was chosen you can click the X. This will remove the file. To replace the file or add another file simply click the Upload button and repeat the process that is detailed above.
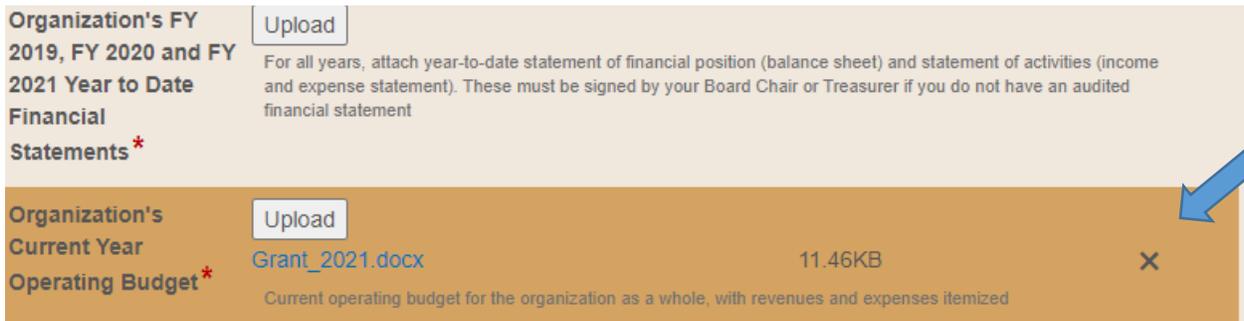
Application Submission

When the form is completely filled out and all files have been attached using the Upload button, you will electronically "sign" the application and agree to the conditions listed by entering the email address of your organization's designated authorizing official. You can then click on the Submit button to send the application for review and consideration.
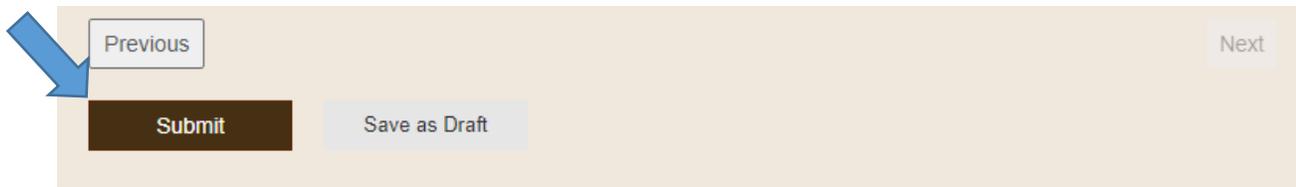
If you submitted the form correctly, you will receive the following message on the webpage:

Thank you!

Your form has been submitted.
If you do not receive a confirmation email within the next 2 hours, please check your email spam
folders, and then contact nonprofits@loudoun.gov

Would you consider filling out a survey to help us improve our form?
Click HERE!

Download   Print   Email

Loudoun County Human Services Nonprofit FY 2023 Funding Application
Save your work frequently using the SAVE button at the bottom of each page

Do not wait until the last minute to submit your application! Make sure that you save your work frequently and that you receive the message above as well as the confirmation email.

Loudoun County would like to receive feedback on the FY 2023 application process. Please take a moment to complete the short survey after you submit your application.

POST AWARD REQUIREMENTS

All organizations approved for funding must complete a Memorandum of Understanding (MOU) prepared by the County and signed by the appropriate authority for the organization. This agreement will outline the requirements for receiving the grant award. The MOU will include important terms relative to the grant award as follows:

Funding Term and Disbursement
The term of the funding will begin on July 1, 2022, and, unless prematurely terminated, will expire on June 30, 2023.

All organizations approved for funding will be required to set up an Automated Clearing House (ACH) account with the County to receive electronic payments. Paper checks will no longer be issued by the County for this opportunity. Instructions will be provided with the notice of funding.

The County will make two payments to the organization:
  o   The first half of the funding award will be made at the beginning of FY 2023.
  o   The second half of the funding will be awarded after submission and approval by the County of a mid-year progress report and expenditure report.
The County may delay or cancel payments for the awardee's failure to comply with any part of the MOU.

For mini-grants, one payment of the full amount will be made at the beginning of FY 2023.

Tracking of Expenditures and Use of Funds
The Organization will account for all expenditures made from the awarded funding. This accounting will be submitted on the Expenditure portion of both the mid-year report and the final report. These forms will be supplied by the County.

The Organization shall repay to the County:
  •   Any funds that remain at the end of the Fiscal Year;
  •   Any funds expended for purposes other than those stated in the Funding Applications.

Reporting Requirements
Grant recipients will be required to submit quarterly reports as well as a final report that provide information on expenditures and the progress of the organization in meeting the performance measures identified in the funding application. The template used in the evaluation plan for the application will serve as the reporting template as well. Quarterly reports are due no later than 15 days after the end of the quarter. The final report is due 30 days after the end of the grant period. *Timely submission of grant reports is counted as part of the past performance score.*

Organizations not meeting at least 75 percent of their mid-year target for any performance measure will be reviewed by the County. If County staff determines that there may be a performance issue underlying the lack of progress toward the goal, they will request that the organization complete a corrective action plan before the 2nd fund disbursement will be given. A corrective action plan

consists of a statement of the issue needing improvement and a request for the organization to present a remedy, in writing, within a certain timeframe.

*Mini-grant recipients only must complete final, not quarterly, reports, and will be paid in full for the year. They do not need to turn in anything except for the final report. *

Invoicing Requirements
Grant recipients will also be required to invoice the County for the bi-annual disbursements of the approved grant award. The invoices should be included when submitting the signed copies of the MOU and the Mid-Year report. Invoices should be submitted to the contract manager on organizational letterhead and include the date, invoice number, amount to be disbursed, and reference the FY 2023 Nonprofit Grant award.

Fiscal Agency
If an organization with a fiscal agent receives County funds, the executive directors of both organizations must sign the MOU, signifying their mutual acceptance of the terms of the agreement.

Contact Information
Questions about the application form or process may be directed to Nonprofits@loudoun.gov

General Tips for Application Development

Below are some tips that will help improve your application.
- Assume that the reviewers are not familiar with your organization; scores are based on application content only.
- Emphasize results achieved by the program, and any specific to the service for which you are applying for funding.
- All questions are scored independently, so you may need to repeat answers or explicitly refer to another question.
- Reviewers are not comparing this year's application to last year's.
- Ensure that costs in requested budget are reasonable, thoroughly explained, and within industry standards.
- Be sure that responses to questions:
  - Directly answer the question;
  - Are concise, specific, and thorough;
  - Are specific to Loudoun County.
- Be sure that all required documents have been uploaded, or explain why you cannot provide them

Frequently Asked Questions

Organizational Governance

- *Can you include contractors in the Staff and Board table?*

Yes, if you contract with someone who has one of the management expertise, you may list them.

- *What if "employee" volunteers time?*

You can account for volunteer time in the Staff, Board Information table. Only expenses related to your funding request should be allocated in the budget.

- *If your organization has multiple programs, briefly describe the overall populations served. 100-word limit. (3 points). Please clarify: If the organization only has one program, do we answer this question? If so, wouldn't we have already answered this question in the demographic information table in section a? If not, what happens to the 3 points?*

Please provide a brief description of the overall population served.

- *What if we have multiple staff and Board members who have competencies in the six areas identified in the application?*

Please list the most experienced individual for each expertise area. We do not give a higher score based on whether the individual is a Board member or staff person; we are simply checking to see that all areas are represented. For smaller organizations, one person may be listed for several management expertise areas. Should someone hold several expertise areas, please indicate that in the Additional information.

- *What if an organization does not have a dedicated person assigned to legal or public relations?*

There does not have to be a staff or Board member who is dedicated to this role alone. You may have an individual who has expertise in this area as well as another area of governance.

- *How will you evaluate a board with consumer or client members?*

Boards will be evaluated on the six key area of expertise that should be common among all nonprofit boards and staff.

- *What conclusions and then decisions are based on the board information?*

Governance information is reviewed to understand whether the organization has (1) the full complement of staff needed for the service levels they provide, (2) if staff and board possess all six areas of expertise, and (3) if the Board has a diversity of skills and experience.

Outcomes

- *Where do I indicate the Area of Need that my organization addresses in the community?*

Please indicate the Area(s) of Need that your organization addresses in two places: on the Cover Form of the application and the Evaluation plan. The Areas of Need you choose in both sections should be the same.

- *Can you put many outcomes under a single Area of Need? What about more complex prevention where measures can only approximate outcomes?*

All your outcomes may be organized under a single Area of Need, or multiple Areas of Need; no preference is given either way. Please include what you feel are your strongest outcomes.

- *If you are applying for operational funds and taking the perspective of your whole organization, is it better to list outcomes by program or by Area of Need?*

Please submit outcomes by Area of Need. Remember when applying for operating funds, organize your outcomes by service and Area of Need and look at the big picture impact that operating funds will facilitate.

Strategic Planning

- *What if we are in the process of updating our strategic plan?*

Please attach your most recent strategic plan, along with a note regarding when you anticipate your next strategic plan will be completed.

- *What if we do not have a strategic plan?*

A solid strategic plan can take several months to develop. It's a good idea to start the process now so that you will have a plan in place for next year's funding process. Your application will still be considered without a strategic plan in place.

- *Is our organization too small to do a strategic plan?*

The County has prioritized the presence of a strategic plan in its application review process; this is considered a best practice for nonprofits of all sizes.

- *Most strategic plans cover at least three years; what if an organization submits the same plan as in past years?*

Given that most strategic plans cover three to five years, we anticipate that we will receive the same strategic plans from some organizations. Whether it is the same or new, we will be looking to see that it covers the current or FY22 timeframe and lists the organization's goals, strategies, resource requirements, and timeframe for accomplishing objectives.

Financial Information and Budget Request

- *How should we calculate whether our funding request is more than 30 percent of our operating revenue?*

Look at your current fiscal year's actual operating revenue. Your funding request should not be more than 30 percent of that number.

- *Is the 30 percent cap on requests based on the current fiscal year's operating revenue, or on the FY 2023 projected revenue?*

To ensure your request does not exceed the 30 percent cap, please use your most recent one-year actuals when calculating 30 percent of the operating revenue.

- *My organization is relatively new, and we do not have a lot of funding sources yet. How can we show our organization's solvency and prove that we are not relying solely on County funds?*

The mini-grant program was created to assist new, small organizations, so the application and scoring puts a stronger emphasis on programmatic elements that meet identified needs, instead of financials and administration.

- *Can you clarify what you mean by operational costs? Does the grant have to solely be asking for funding for a program or can operational and program costs overlap?*

Operational costs are costs that cannot be linked directly to a program, such as rent, administration, printing, and utilities. You can request both program and operating costs but be sure to explain your request thoroughly.

- *Should the financial information reflect my organization's fiscal year or the county's fiscal year?*

Financial information in section e. Budget and Supporting Financial Documents should reflect your organization's fiscal year. The number of employees should also be for that same fiscal year. If you have any significant anticipated changes for FY22, please describe them in your application narrative.

- *I heard that you could apply to the County for operating funds. Is that true? Does that change my application at all?*

Yes, your organization can apply for operational funding. This choice may influence what information you provide in a. Statement of Need of the application, so be sure to signify that you are requesting operating funds.

- *Are we just to include in the budget form the expenses we plan to use the County funds to pay for? Or the budget of our overall project?*

Only expenses you plan to use County funds for. If your request is for $113,000 but your overall project is $300,000, your budget should reflect the $113,000.

- *In Section e. budget and Supporting Financial Documents, there is a discussion box; what should be included in this discussion?*
    - *"If desired, please use this space to explain any area of concern on your financial statements."*

This text box is optional; it can be used to provide context for financial statements, if desired. For example, if an organization had a large one-time donation in 2018, the financials would show a large revenue increase, and then a large decrease in 2019. This box would be the place to explain.

- *We do not have an "audited financial report", nor do we use a "Financial Statement." What we do have are our 990's and profit and loss statements from the accountant's office. Can we submit the P and L instead of the audited report? And/or could this suffice for the financial statement?*

The Financial Statements for the last three years, signed by the organization's board chair or treasurer if unaudited, are required.

Financial Health

- *Definitions for some of the scoring criteria on financial health:*

Liquid Unrestricted Net Assets (LUNA), or reserves, consists of that portion of an organization's unrestricted net assets balance that could be converted to cash relatively easily if necessary. LUNA equals unrestricted net assets minus board designated reserves and the equity portion of fixed assets. Subtracting these two amounts removes the portion of the unrestricted net assets balance that is tied up in a building, equipment, designated fund or other illiquid asset. Negative LUNA occurs either when the organization's unrestricted net asset balance is negative, or when the unrestricted net asset balance is smaller than the organization's net fixed assets.

Operating results are the key source of the accumulation or depletion of reserves. Surpluses increase reserves and allow for future flexibility and sustainability. Deficits deplete reserves and should be balanced by surpluses in prior or later years. Operating results can vary widely across organizations or across years, so it is important to note longer term trends. Any negative result or downward trend should be investigated further and analyzed to understand whether a change in operating results is being driven by operating revenues, expenses, or both. Multiple years of operating deficits can indicate that an organization's deficit is "structural" and needs to be addressed strategically by raising additional revenue or reducing operating costs.

Months of cash on hand is an important measure of liquidity. The amount needed will vary based on how quickly an organization can convert receivables into cash; in the nonprofit sector, a range of **one to three months** is recommended. Organizations should think strategically about cash flow management and maintain rolling cash flow projections in order to predict and plan for potential cash flow issues.

Attachments

- *Where do we attach additional documents?*

Attach any additional documents in section e. Budget and Supporting Financial Documents. Keep in mind that the only documents we will use in scoring will be those that we have requested.

- *How long does it take to get a certificate of good standing?*

If you do not have any outstanding issues with the State Corporation Commission, you can get your certificate instantly. If you need to resolve an issue, it could take up to several weeks to resolve the issue before they will issue a certificate.

- *What if we have multiple documents to upload for one requirement?*

The application allows for multiple uploads for each "Upload" button with the exception of the additional required attachments (Demographic Information Table, Staff and Board Information Table, Outcome and Evaluation Plan, Grants, Contracts, MOUs Information Table, Budget and Budget Justification) which only allows for one upload.

Other questions

- *Is there a list of local grant writers?*

While the County cannot advise on or endorse local grant writers, a link to a list of grant writers certified by the Grant Professional Association can be found at:
https://www.grantprofessionals.org/AF_ConsultantDirectory.asp

- *Are there character limits on the application?*

No, there are no character limits within the text boxes; however, we have suggested word limits for each question to lessen the burden on reviewers.

- *Will mini-grants and larger grants be reviewed together? Is there a limited pot of funds (or number of grants) for mini-grants?*

There are separate processes through which each type of grant will be reviewed and allocated funding. For both grant types, funding recommendations will be based on scores, so that applications portraying strong, high-quality services are prioritized for funding.

- *I wasn't able to attend the informational training sessions. What resources are available online?*

The Informational session will be available online at www.loudoun.gov/nonprofitgrants, along with the PowerPoint presentation. The Application Manual contains detailed instructions and guidelines.

- *The grants (excluding mini-grants) have quarterly reporting requirements; do the grants payments correspond to those?*

No. All awardees will receive two payments (around July 2022 and January 2023); the first payment will be disbursed through Automated Clearing House (ACH) following receipt of the signed MOU, and the second payment will be disbursed following approval of your mid-year report.

- *Can nonprofits attend the Board of Supervisors meeting when funding decisions are made?*

Yes, these meetings are open to the public. The Board agenda is published the week before the meeting.

- *Where can we find current local data?*

Loudoun County data can be found at www.livehealthyloudoun.org and www.countyhealthrankings.org. Data included on these sites is the most current available.

- *Do you have a sample MOU template that you could share with us?*

The County does not have a preferred MOU template; MOUs should be created at the discretion of partnering agencies.

- *Do you have a good example of a program budget and an organization's financial reporting that we could look at?*

There are some examples available through an online search of grant resources such as the following:
    - GrantSpace: www.grantspace.org
    - The Grantsmanship Center: www.tgci.com
    - National Grants Management Association: www.ngma.org
    - Foundation Center: www.foundationcenter.org
    - Grant Writing USA: www.grantwritingusa.com

- *What are the budget reporting requirements, if granted? (Quarterly, monthly, annual?)*

Performance reports are required quarterly, and financial reports are due at mid-year and end-of-year.

- *Funding is paid "upfront" as opposed to in arears, correct? Is funding given all at once or throughout the year?*

Payments are given in advance in two halves, at the start of the fiscal year (July), and after the mid-year reports are received (January).

Additional Resources

Grant Writing:
- Grant Professionals Association: www.grantprofessionals.org
- The Grantsmanship Center: www.tgci.com
- Thompson (Federal): www.grants.thompson.com
- National Grants Management Association: www.ngma.org
- Foundation Center (local DC office): www.foundationcenter.org
- Grant Writing USA: www.grantwritingusa.com
- Grants 101 webinar: www.Loudoun.gov

Evaluation:
- Innovation Network: www.innonet.org
- WK Kellogg Foundation: www.wkkf.org
- Institute of Museum and Library Sciences Outcome-Based Evaluations: www.imls.gov/grants/outcome-based-evaluations

Strategic Planning and Nonprofit Health:
- https://www.bridgespan.org
- https://www.wanonprofitinstitute.org/planning/

- ▶ https://www.wallacefoundation.org
- ▶ http://www.engineofimpact.org/ (also book)
- ▶ www.councilofnonprofits.org
- ▶ www.boardsource.org
- ▶ *Nonprofit Sustainability* by Bell, Masaoka and Zimmerman (book)
- ▶ www.joangarry.com
- ▶ www.nonprofitadvancement.org
- ▶ www.loudounchamber.org/nonprofits