



Queen Anne's County

OFFICE OF BUDGET AND FINANCE

The Liberty Building
107 North Liberty Street
Centreville, Maryland 21617

Telephone: (410) 758-4064
Fax: (410) 758-3036

County Commissioners:

James J. Moran, At Large
Jack N. Wilson, Jr., District 1
J. Patrick McLaughlin, District 2
Philip L. Dumenil, District 3
Christopher M. Corchiarino, District 4

January 9, 2026

RE: Queen Anne's County FY27 Outside Agency Grants

The Queen Anne's County Office of Budget & Finance is currently preparing the FY2027 Operating Budget. The grant program will be managed by our vendor, **Eleventh House Solutions (EHS)**, to ensure a transparent, equitable, and professional grant process. Applications must be sent to **Karen Rodgers at kr Rodgers@qac.org and Joyce at QAC@eleventhhousesolutions.com**. Any questions can be directed to **Gina Williams at 541-788-1507 or via email at gina@eleventhhousesolutions.com**.

Key Program Details

The Queen Anne's County Outside Agency Grant Program supports projects that directly benefit Queen Anne's County residents or businesses. All funding requests must:

- Include a detailed explanation of the need for funding and the project/program's alignment with County priorities.
- Provide a **line-item budget** indicating how County funds will be used.
- Submit supporting documentation, including a current **SDAT Certificate of Good Standing** and the organization's type (e.g., nonprofit, for-profit, etc.).

Funding is available only for **capital costs or special projects**, not for ongoing or operating expenses. Requests must align with County objectives and may not exceed the amounts indicated in the submitted applications.

Enhanced Oversight and Accountability

- To maintain transparency, **all applications are subject to audit** to ensure funds are used as planned.
- Grantees must submit **mid-year and final reports** detailing fund utilization, project progress, and outcomes.
- Successful applicants are required to acknowledge the County's contribution publicly (e.g., press releases, social media posts), with proof included in final reports.

Conflict of Interest Policy

To promote fairness, a **Conflict of Interest Disclosure Form** will be completed by all participating Commissioners and reviewers to prevent undue influence on funding decisions.

Submission Details and Deadlines

If your organization is interested in applying, please submit the required forms by **February 13th, 2026**, to:

Karen Rodgers

krodgers@qac.org

AND

Queen Anne's County Office of Budget & Finance

ATTN: Joyce, c/o Eleventh House Solutions

qac@eleventhhousesolutions.com

We encourage all applicants to carefully review the guidelines and ensure all documentation is complete. The program emphasizes transparency, equity, and alignment with the County's priorities.

For any questions or further clarification, contact Gina Williams by phone at **541-788-1507** or by email at gina@eleventhhousesolutions.com.

Best regards,

Karen Rodgers

Accountant III



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Queen Anne's County Outside Agency Grant Program Policies and Procedures for Grantees

Introduction

The Queen Anne's County Outside Agency Grant Program supports organizations that directly benefit the County's residents and businesses. These policies and procedures ensure the equitable and transparent use of funds while promoting accountability and alignment with County priorities.

Eligibility Requirements

To qualify for funding, organizations must:

1. Be registered nonprofit entities or community groups in good standing with the IRS and the Maryland State Department of Assessments and Taxation (SDAT).
2. Operate within Queen Anne's County or provide direct services to its residents.
3. Propose projects aligned with County priorities in areas such as community development, education, arts, and health.

Funding is available **only for capital costs or special projects**. Requests for ongoing or operational expenses will not be considered.

Application Requirements

Grantees must submit the following documents:

1. **Line-Item Budget:** A detailed breakdown of project costs and how County funds will be utilized.
2. **Certificate of Good Standing:** A current certificate from SDAT, issued within the last two years.
3. **IRS Determination Letter:** Proof of nonprofit status for applicable organizations.
4. **Financial Records:** The most recent financial statements or IRS Form 990.
5. **Project Narrative:** A detailed explanation of the project, including objectives, timeline, and anticipated community impact.

6. **Proof of Local Impact:** Documentation showing direct benefits to Queen Anne's County residents (e.g., service logs or testimonials).
7. **Promotional Plan:** A summary of how the organization will acknowledge the County's contribution.
8. **Conflict of Interest Certification:** Acknowledgment of compliance with the County's Conflict of Interest Policy.

Funding Terms and Conditions

Grant Agreement

Approved grantees must sign a Grant Agreement that outlines:

- The approved scope of work and budget.
- Reporting requirements.
- Terms of fund disbursement.

Use of Funds

Funds must be used exclusively for the purposes outlined in the approved application. Any deviation requires prior written approval. Misuse of funds will result in the termination of funding and potential ineligibility for future grants.

Unused Funds

Grantees must submit a Budget Extension Request for approval if funds remain unspent by the project's end. Unspent amounts exceeding \$50 must be returned to the County.

Reporting Requirements

Accountability is a cornerstone of the grant program. Grantees are required to submit the following reports:

1. **Mid-Year Report** (Due December 31):
 - Summary of activities and expenditures to date.
 - Description of progress toward project goals.
 - Any challenges encountered and plans to address them.
2. **Final Report** (Due June 1):
 - Comprehensive summary of project outcomes.
 - Detailed financial documentation, including invoices and receipts.
 - Proof of public acknowledgment of the County's support (e.g., social media posts, press releases).

Promotional Requirements

Grantees must publicly acknowledge the County's contribution in all promotional materials, such as:

- Press releases.
- Social media posts.
- Public events or programs funded by the grant.

Proof of acknowledgment must be included in the Final Report.

Audits and Monitoring

To ensure compliance with grant terms, the County reserves the right to:

- Conduct site visits to monitor project progress.
- Request additional documentation for auditing purposes.

Failure to comply with these requirements may result in the termination of funding and disqualification from future grants.

Conflict of Interest Policy

To maintain fairness and transparency:

1. Grantees must disclose any relationships with County Commissioners or staff that could present a conflict of interest.
2. All participating commissioners will complete a Conflict of Interest Disclosure Form and abstain from decisions involving organizations with which they have personal or professional ties.

Timeline for FY27

1. **January 9, 2026:** Official announcement of the grant opportunity.
2. **February 13, 2026:** Application submission deadline.
3. **June 2026:** Evaluation and award decisions.
4. **September-October:** Disbursements
5. **December 31, 2026:** Mid-year reports due.
6. **June 1, 2027:** Final reports due.

Contact Information

For any questions or assistance, please contact:

- **Joyce:** gac@eleventhhousesolutions.com
- **Gina Williams:** gina@eleventhhousesolutions.com or 541-788-1507

Queen Anne's County
FY2027 Outside Agency Capital Grant Request

Organization Name:

Type of Organization: (For profit / Non-Profit)

Address:

Contact Information:

FY2027 Requested Amount:

Required Documentation:

Line-Item Budget

- A detailed breakdown of how the County funds will be spent, with clear allocations for specific costs tied to the proposed project/program.

Certificate of Good Standing

- A current Certificate of Good Standing from the Maryland State Department of Assessments and Taxation (SDAT), issued within the last two years.

IRS Determination Letter

- For nonprofit organizations, proof of 501(c)(3) status or equivalent designation.

Financial Records

- Most recent financial statements, such as a balance sheet, profit and loss statement, or IRS Form 990.

Organization Overview

- A document outlining the organization's mission, goals, and recent accomplishments.

Project Narrative

- A detailed explanation of the proposed project or program, including goals, objectives, anticipated community impact, and alignment with County priorities.

Proof of Local Impact (if applicable)

- Documentation demonstrating how the project will directly benefit Queen Anne's County residents or businesses. Examples include service logs, past project summaries, or testimonials.

Conflict of Interest Certification

- Acknowledgment that the organization understands and complies with the County's Conflict of Interest Policy.

Promotional Plan

- A brief outline of how the organization will acknowledge County support (e.g., social media posts, press releases).

Supplemental Documentation (Optional)

- Any additional materials to support the application, such as photographs, maps, or letters of support from community stakeholders.

By signing below, I affirm that these funds will not be used for political purposes and that these funds will be utilized for the direct benefit of Queen Anne's County citizens and/or businesses, specifically as described above.

Director Signature and Date: _____

Email to krodgers@gac.org and gac@eleventhhousesolutions.com no later than February 13th, 2026 at 5pm. Late applications will not be accepted. Applications must be sent as one PDF file.

