



## GRANT APPLICATION

**Submission Deadline: October 10, 2022**

NOTE: All applications must be both mailed and emailed.

Today's Date: \_\_\_\_\_

Name, address and contact information for your organization:

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Person completing this application, including title and contact info (if different from above):

Brief information about your organization, including background and purpose:

*(If attached, no more than one page)*

Program for which you are requesting a Grant:

Expected outcome of the Grant:

Amount you are requesting: \$

Date when funds will be needed:

(Please note that our grants will not be determined until November 7, 2022.)

Timetable for use of funds & program implementation:

Other funders from whom you are seeking support (including amounts requested):

What will you do if the full amount you are seeking is not raised?

**The application must include complete answers to the following items. If you cannot provide this information, please do not submit an application.**

1. A description of the program for which you are seeking a Grant. This should not exceed three pages, and must include:

- . Description of the current situation or issue
- . How your program or activity will address this situation
- . Other groups or agencies that are working with you, or independently of you, to address this situation
- . The suppliers that will be used to help carry out your activities
- . The number of people to be served by this project
- . How the impact/result of your efforts will be measured

2. A list of the organization's current Board of Directors, including titles, addresses, telephone numbers and e-mail addresses

3. The organization's operating budget for the current fiscal year

4. A copy of the organization's most recent independent financial audit or annual financial statement

**You may also submit supplemental information you would like the Grant Committee to read to support your application which could include:**

A copy of the organization's current annual report

Other pertinent brochures, newspaper articles, or printed information

(Please note that any materials provided, including videotapes, are for the Committee's use and will not be returned.)

**NOTE:**

Please be advised you may be requested to come to one of our meetings to further explain your organization's operations and use of the requested funds. In some instances, our Board members may request a site visit to your organization to obtain a better understanding of your operations. The Chairman of our Grants Committee will contact you if visits are requested.

Should changing circumstances significantly affect the nature, need, or timing of your request, or if you achieve full funding from other sources before hearing from us, please contact the Grants Committee of the Queen Anne's County Mental Health Committee through our website at once.

**GRANT APPLICATIONS ARE DUE NO LATER THAN OCTOBER 10, 2022  
OUR GOAL IS TO MAKE OUR DECISIONS BY NOVEMBER 7, 2022**

**QUEEN ANNE'S COUNTY MENTAL HEALTH COMMITTEE GRANT MAKING POLICIES**

1. Grants are made to support organizations that serve the citizens of Queen Anne's County, Maryland who require assistance in acquiring mental health services.
2. Grant applications and guidelines are sent upon request to qualifying organizations.
3. The Grant Committee will review and evaluate every completed application and refer its recommendations to the Board for approval.

Grants will be awarded in the Fall of the year. Exceptions in the timing may be made on an emergency-need basis at the discretion of the Board.

**GRANT GUIDELINES**

1. Who may apply:

Not-for-Profit Organizations that are promoting and supporting mental health services for Queen Anne's County citizens who cannot afford them on their own.

2. Emphasis is given to organizations that:

- a. Provide services to financially disadvantaged mental health patients
- b. Enhance parenting skills to help build stronger families
- c. Develop life skills through mentoring support and education

**Grants will NOT provide for:**

- a. Capital, endowment, or special events
- b. Advertising, publishing, or promotional material
- c. Organizations that do not directly benefit the citizens of Queen Anne's County, Maryland
- d. Political campaigns or lobbying organizations
- e. Religious organizations, except as they provide services for nonsectarian purposes.

Please **MAIL** 3 copies of your complete application to:

Grant Committee  
Queen Anne's County Mental Health Committee  
P.O. Box 183  
Queenstown, MD 21658

**ALSO**, please e-mail your complete grant application to Kelly Miller at [kmiller@marksmenco.com](mailto:kmiller@marksmenco.com). You will receive an acknowledgement that both your mailed copies and e-mailed application have been received. Please call Kelly Miller at 410-218-1518 if receipt of your applications is not acknowledged by the due date.