Nonprofit Training FY2028

November 2026



St. Mary's County Finance Office

- Website: www.stmaryscountymd.gov/finance/nonprofit
  (Web address has changed. Please update your records)
- Email: nonprofithelp@stmaryscountymd.gov
  (Email address has changed. Please update your records)
- **Deadline for application submission is December 10, 2026**

- Budget Contacts:
- Angela Stirling/Budget Analyst
- Shelly Bean/Budget Analyst
- Sonyia Staats/Budget Analyst
- Joyce Sapp/Deputy Director



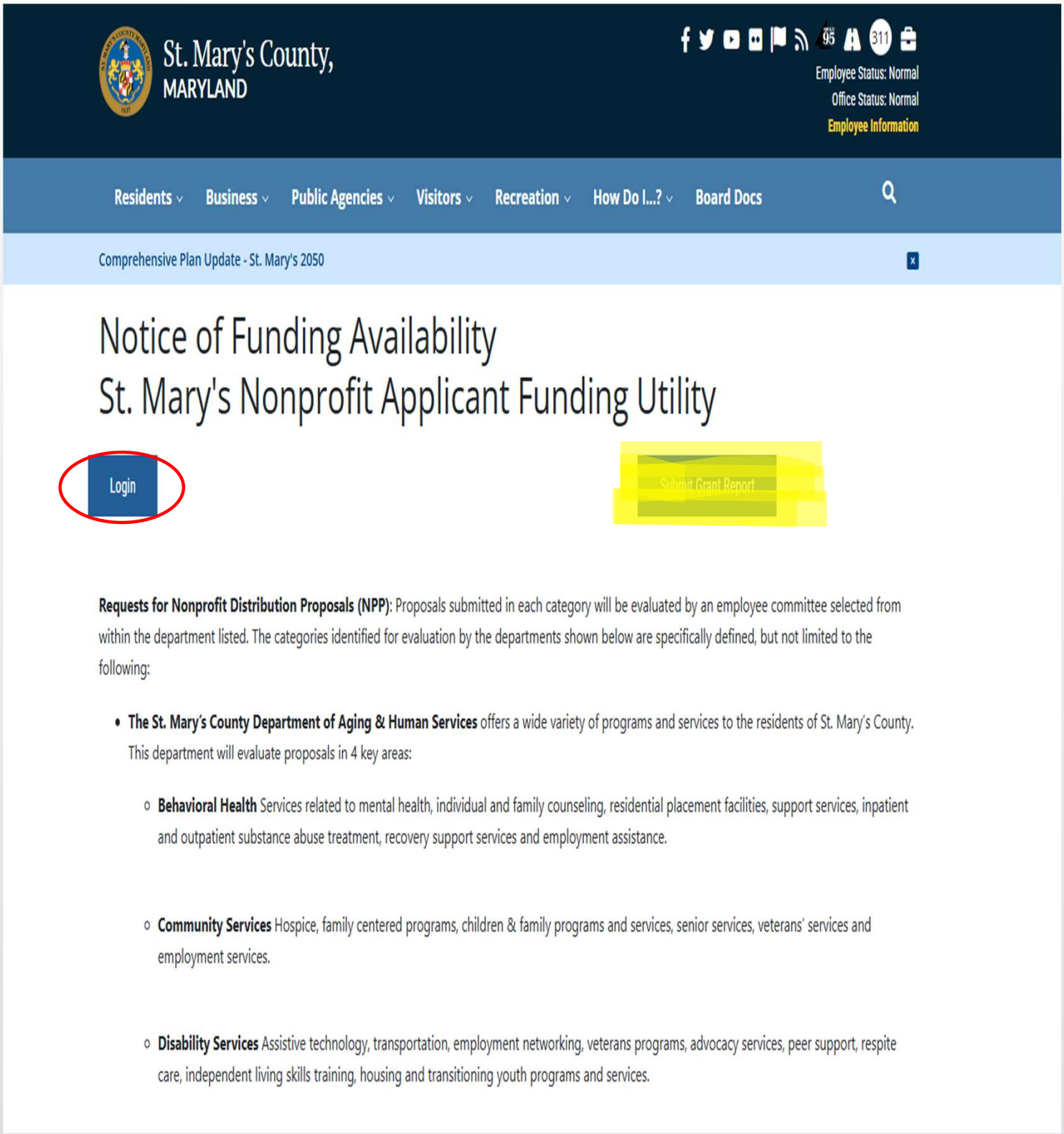
Application Requirements

- Each Application must include the completed following forms:
  - ✓ Contact Information Form
  - ✓ Revenue & Expenditures
  - ✓ Summary of Changes
  - ✓ Project Budget Summary
  - ✓ Selected Statistics
- Additional requirements
  - ✓ Must Attend a nonprofit institute class in current fiscal year and provide certificate as proof of attendance
  - ✓ Organization must be in a good standing status with the State
  - ✓ Grant recipients will be required to submit a semi-annual performance report on 01/15/2028 and an annual report on 07/15/2028 identifying outcomes at the end of the fiscal year for FY2028 awarded funding. All reports shall be submitted online at www.stmaryscountymd.gov/finance/nonprofit
  - ✓ To allow funding to be distributed equitably, only one application from each nonprofit organization will be accepted.
- Additional required documents
  - ✓ Executive Summary
  - ✓ IRS Form 990
  - ✓ Audited Financial Statements, if applicable.

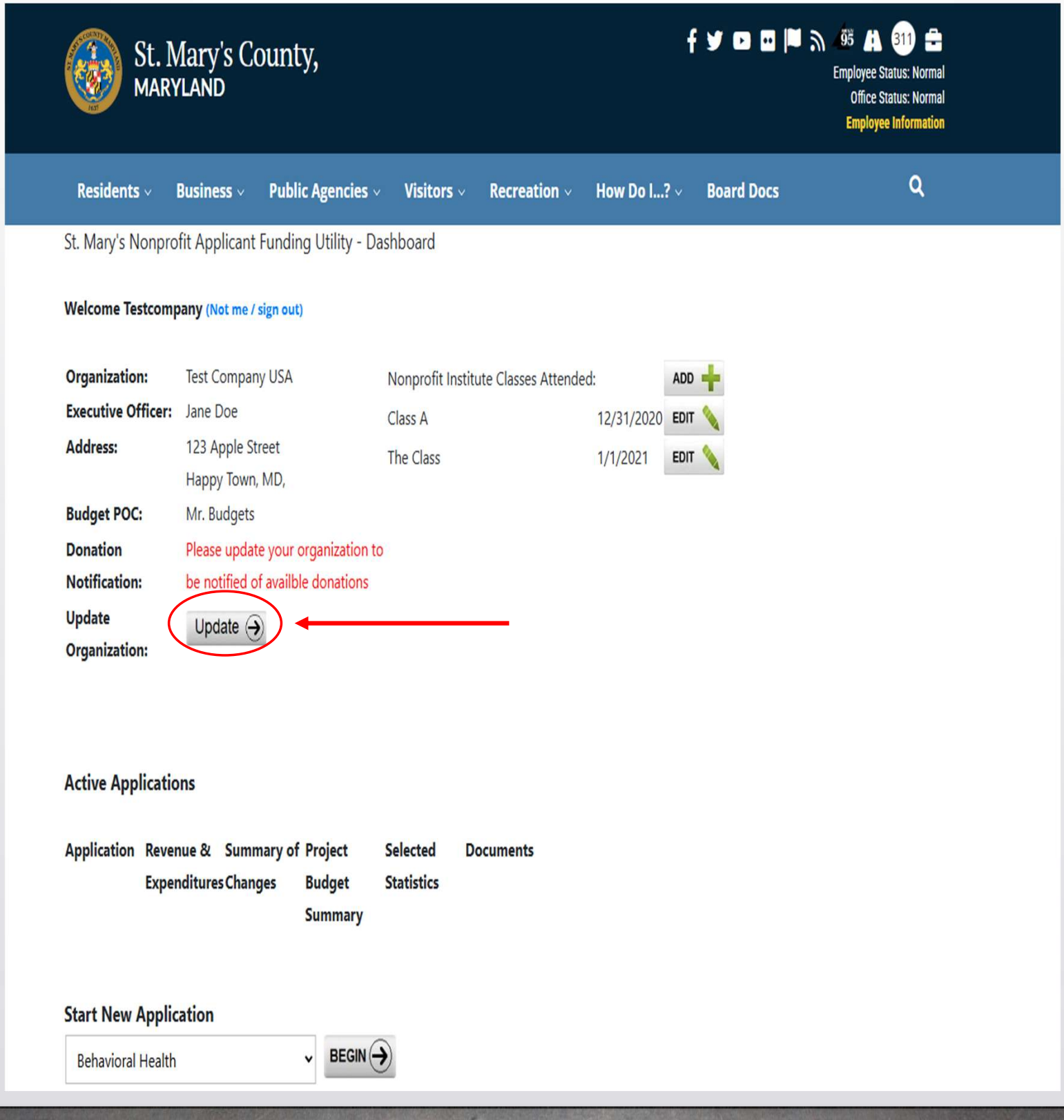


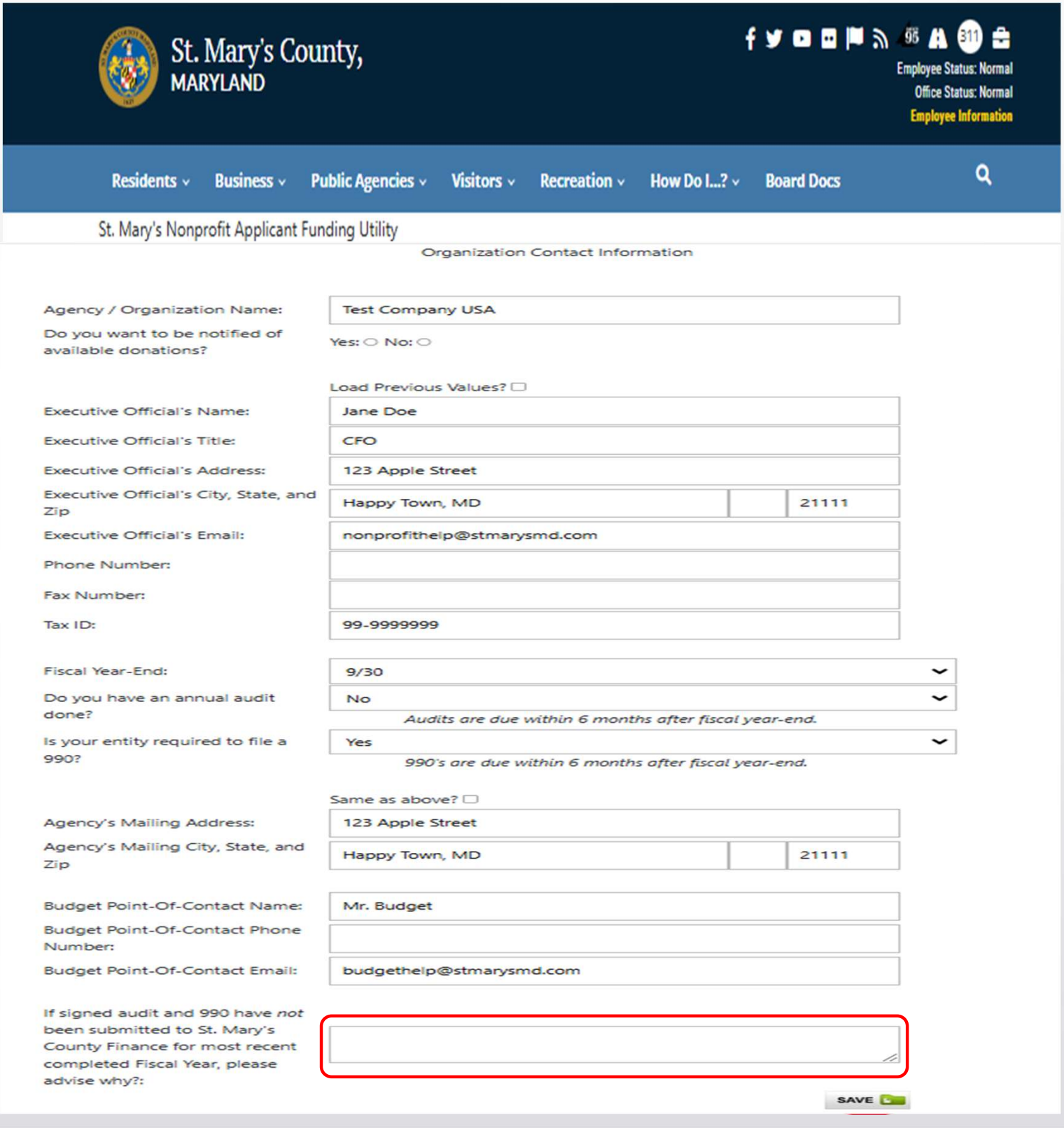
Getting into the Website

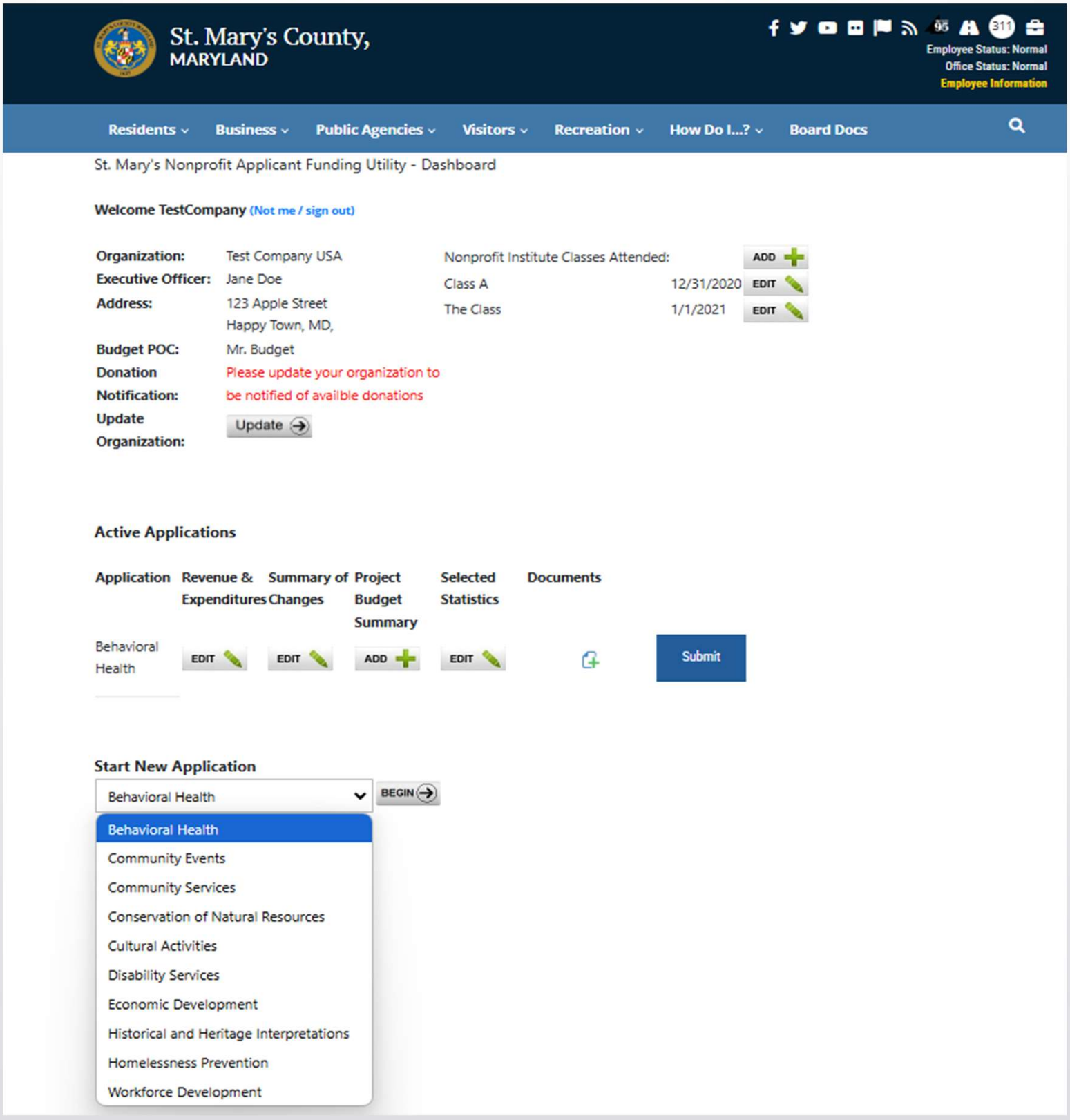
- Enter www.stmaryscountymd.gov/finance/nonprofit
- Notice of Funding Availability (NOFA) for St. Mary's Nonprofit Application Funding Utility will appear.
- Select Login Box.
- Select login for existing users or select 'New User Register for Account' for first time users
- This will bring you to the Nonprofit Applicant Dashboard


St. Mary's County,
MARYLAND
Employee Status: Normal
Office Status: Normal
Employee Information
Residents
Business
Public Agencies
Visitors
Recreation
How Do I...?
Board Docs
Comprehensive Plan Update - St. Mary's 2050
Notice of Funding Availability
St. Mary's Nonprofit Applicant Funding Utility
Login
Submit Grant Report
Requests for Nonprofit Distribution Proposals (NPP): Proposals submitted in each category will be evaluated by an employee committee selected from within the department listed. The categories identified for evaluation by the departments shown below are specifically defined, but not limited to the following:
The St. Mary's County Department of Aging & Human Services offers a wide variety of programs and services to the residents of St. Mary's County. This department will evaluate proposals in 4 key areas:
Behavioral Health Services related to mental health, individual and family counseling, residential placement facilities, support services, inpatient and outpatient substance abuse treatment, recovery support services and employment assistance.
Community Services Hospice, family centered programs, children & family programs and services, senior services, veterans' services and employment services.
Disability Services Assistive technology, transportation, employment networking, veterans programs, advocacy services, peer support, respite care, independent living skills training, housing and transitioning youth programs and services.


St. Mary's County,
MARYLAND
Employee Status: Normal
Office Status: Normal
Employee Information
Residents
Business
Public Agencies
Visitors
Recreation
How Do I...?
Board Docs
St. Mary's Nonprofit Applicant Funding Utility
Login or Register for an Account
Existing Users Sign-In
Username
Password
Forgot Username / Password
Log In
New Users Register for an Account
Username
Password
Re-enter Password
E-Mail Address
Organization
Tax ID: (99-9999999)
Create My Account


St. Mary's County,
MARYLAND
Employee Status: Normal
Office Status: Normal
Employee Information
Residents
Business
Public Agencies
Visitors
Recreation
How Do I...?
Board Docs
St. Mary's Nonprofit Applicant Funding Utility - Dashboard
Welcome Testcompany (Not me / sign out)
Organization: Test Company USA
Executive Officer: Jane Doe
Address: 123 Apple Street
Happy Town, MD,
Budget POC: Mr. Budgets
Donation Notification: Please update your organization to be notified of availble donations
Update Organization:
Update
Nonprofit Institute Classes Attended:
ADD
Class A 12/31/2020 EDIT
The Class 1/1/2021 EDIT
Active Applications
Application
Revenue & Expenditures
Summary of Changes
Project Budget Summary
Selected Statistics
Documents
Start New Application
Behavioral Health
BEGIN


St. Mary's County,
MARYLAND
Employee Status: Normal
Office Status: Normal
Employee Information
Residents
Business
Public Agencies
Visitors
Recreation
How Do I...?
Board Docs
St. Mary's Nonprofit Applicant Funding Utility
Organization Contact Information
Agency / Organization Name:
Test Company USA
Do you want to be notified of available donations?
Yes: No:
Load Previous Values?
Executive Official's Name:
Jane Doe
Executive Official's Title:
CFO
Executive Official's Address:
123 Apple Street
Executive Official's City, State, and Zip
Happy Town, MD
21111
Executive Official's Email:
nonprofithelp@stmarysmd.com
Phone Number:
Fax Number:
Tax ID:
99-9999999
Fiscal Year-End:
9/30
Do you have an annual audit done?
No
Audits are due within 6 months after fiscal year-end.
Is your entity required to file a 990?
Yes
990's are due within 6 months after fiscal year-end.
Same as above?
Agency's Mailing Address:
123 Apple Street
Agency's Mailing City, State, and Zip
Happy Town, MD
21111
Budget Point-Of-Contact Name:
Mr. Budget
Budget Point-Of-Contact Phone Number:
Budget Point-Of-Contact Email:
budgethelp@stmarysmd.com
If signed audit and 990 have not been submitted to St. Mary's County Finance for most recent completed Fiscal Year, please advise why?:
SAVE


St. Mary's County,
MARYLAND
Employee Status: Normal
Office Status: Normal
Employee Information
Residents
Business
Public Agencies
Visitors
Recreation
How Do I...?
Board Docs
St. Mary's Nonprofit Applicant Funding Utility - Dashboard
Welcome TestCompany (Not me / sign out)
Organization: Test Company USA
Executive Officer: Jane Doe
Address: 123 Apple Street
Happy Town, MD,
Budget POC: Mr. Budget
Donation Notification: Please update your organization to be notified of availble donations
Update Organization:
Update
Nonprofit Institute Classes Attended:
ADD
Class A 12/31/2020 EDIT
The Class 1/1/2021 EDIT
Active Applications
Application
Revenue & Expenditures
Summary of Changes
Project Budget Summary
Selected Statistics
Documents
Behavioral Health
EDIT
EDIT
ADD
EDIT
Submit
Start New Application
Behavioral Health
BEGIN
Behavioral Health
Community Events
Community Services
Conservation of Natural Resources
Cultural Activities
Disability Services
Economic Development
Historical and Heritage Interpretations
Homelessness Prevention
Workforce Development

St. Mary's Nonprofit Applicant Funding Utility

Revenue and Expenditures

Organization: Test Company USA
Authorized Representative: Jane Doe, CFO
Phone: **Email:** nonprofithelp@stmarysmd.com
Budget Year: 2028

REVENUE	Total 2026 Actual	Total 2027 Budget	Total 2028 Request
Federal Funding:	0	0	0
State Funding:	0	0	0
Charges / Fees:	0	0	0
Grants (not the County allocation):	0	0	0
Contributions & Donations:	1500	1700	2000
Investment Income:	0	0	0
County Allocation - St. Mary's:	2000	2500	3000
County Allocation - Charles:	0	0	0
County Allocation - Calvert:	0	0	0
Other:	500	600	700
Total:	$4,000.00	$4,800.00	$5,700.00

EXPENDITURES	Total 2026 Actual	Total 2027 Budget	Total 2028 Request
Personal Services:	0	0	0
Operating Supplies:	1500	1700	2000
Professional Services:	2000	2500	3000
Utilities:	0	0	0
Repairs, maintenance, depreciation:	0	0	0
Equipment:	0	0	0
Vehicles:	0	0	0
Other:	500	600	700
Total:	$4,000.00	$4,800.00	$5,700.00

SAVE

St. Mary's Nonprofit Applicant Funding Utility

SUMMARY OF CHANGES

Organization: Test Company USA

Authorized Representative: Jane Doe, CFO

Phone: **Email:** nonprofithelp@stmarysmd.com

Budget Year: 2028

	Total Actual	Total Budget	County Funding Only
FY2026 - Amount:	4000	4000	2000
FY2026 - Number of full time staff:	0	0	
FY2027 - Amount:	3500	4800	2500
FY2027 - Number of full time staff	0	0	
FY2028 - Amount:		5700	3000
Requested Increase:		900	500
% Requested Increase - Over prior year:		% 16	% 17
Requested Increase - Full time staff:		0	
Are County funds required as matching funds?		Yes: ○	No: ◉

SAVE

St. Mary's Nonprofit Applicant Funding Utility

PROJECT BUDGET SUMMARY

How were / are County Funds used

Do not use semicolons

Organization: Test Company USA

Authorized Representative: Jane Doe

County Funds *Description of Expenses*	**Actual FY2026**	**Est FY2027**	**Proj FY2028**	**Description of Benefits** *Describe how these funds Benefit County Citizens*	
The County funds will be used to stock the kitchen pantry, allowing us to prepare and provide more soup for the community.	4000	4800	5700	Being able to prepare more soup will allow us to serve more members of our community, helping to reduce hunger and ensure that more individuals and families have access to nutritious meals.	DELETE
	0	0	0		SAVE

(**500** Characters Left) (**500** Characters Left)

Other Funding Sources *List other funding Sources*	**Actual FY2026**	**Est FY2027**	**Proj FY2028**	**Description of Benefits** *Describe how these funds Benefit County Citizens*	
	0	0	0		SAVE

(**500** Characters Left) (**500** Characters Left)

Return to your Dashboard

St. Mary's Nonprofit Applicant Funding Utility

Selected Statistics

Organization: Test Company USA

Authorized Representative: Jane Doe

	Actual FY2026		Estimated FY2027		Projected FY2028
Total Number of Clients Served:	1200		1500		1900
Number of Clients Served - St. Mary's County:	950		1000		1200
Percent of total Clients Served from St. Mary's County: %	79.17	%	66.67	%	63.16
Current number of paid employees (FTE) for SMC Programs / Projects:	0		0		0
Number of Volunteer Hours for SMC Programs / Projects only:	800		900		1000

SAVE CANCEL

St. Mary's Nonprofit Applicant Funding Utility - Dashboard

Welcome Testcompany (Not me / sign out)

Organization: Test Company USA
Executive Officer: Jane Doe
Address: 123 Apple Street
Happy Town, MD,
Budget POC: Mr. Budgets
Donation Notification: Please update your organization to be notified of availble donations
Update Organization: Update

Nonprofit Institute Classes Attended: ADD
No Classes Attended

Active Applications

Application	Revenue & Expenditures	Summary of Changes	Project Budget Summary	Selected Statistics	Documents		
Behavioral Health	EDIT	EDIT	EDIT	EDIT		Submit	DELETE

Start New Application

Behavioral Health BEGIN

St. Mary's Nonprofit Applicant Funding Utility - Dashboard

Welcome TestCompany (Not me / sign out)

Organization:	Test Company USA
Executive Officer:	Jane Doe
Address:	123 Apple Street Happy Town, MD,
Budget POC:	Mr. Budget
Donation Notification:	Please update your organization to be notified of availble donations
Update Organization:	Update

Nonprofit Institute Classes Attended: ADD

Active Applications

Application	Revenue & Expenditures	Summary of Changes	Project Budget Summary	Selected Statistics	Documents	
Behavioral Health	EDIT	EDIT	ADD	EDIT		Submit

Start New Application

BEGIN

St. Mary's Nonprofit Applicant Funding Utility

Document Manager for Application

Grant: Behavioral Health

Organization: Test Company USA

Description:

File: Choose File No file chosen

Document Type: Audited Financial Statement

SAVE

Current documents uploaded:

Filename	Document Type	Description	Date Uploaded

Back to your Dashboard

Required documents

-**Executive Summary** – a narrative that conveys your programs intent to address the category objectives in the anticipated funding year. How your program will accomplish the goals through measurable results. The Executive Summary ***must*** include information on the bulletized list on page 18.

-**Audited Financial Statement** – most recent (if required)

-**IRS Form 990** – Return of Organization Exempt from Income Tax - most recent completed and filed with the Internal Revenue Service



Executive Summary

Organizational Structure – should include:

Organizational Chart *(1 page)*

- Description of background and experience of lead staff/volunteer
- Description of strength of organization's structure
  (no more than ¾ page)
- Names of entities your organization collaborates with brief description
  (no more than ½ page)
- Number of years of experience with written description
  (no more than ½ page)
- Other funding sources with written description how funds are managed
  (no more than ½ page)

Performance Measures – should include:

- List goals
- Describe goals, explain how they match your proposal, how they are specific and measurable, and timeframe to obtain *(no more than 1 page)*
- List objectives, explain how each are specific and measurable
  (no more than 1 page)

Qualitative Analysis – should include:

- Is your service unique to St. Mary's County? Do other agencies provide a similar service? *(no more than ½ page)*
- Objectives attained, provide statement that describes objectives
  (no more than 1 page)
- Explain how your proposal aligns with the selected funding category
  (no more than ½ page)
- Describe the target population your organization represents and how it matches your proposal
- Explain the impact of receipt of County Funds



Nonprofit Institute Classes Attended

- Future year eligibility is contingent upon a member of the organization attending at least one Nonprofit Institute training class during each year. The College of Southern MD holds many training classes including nonprofit leadership, management, strategic planning, fundraising and marketing. The 17th Annual Nonprofit Institute Conference is set for March 9, 2027, and will also count as a nonprofit training class as a certificate will be provided by CSM. Additional Information on the conference, class topics, dates, etc. can be found at https://www.csmd.edu/programs-courses/non-credit/workforce-training/nonprofit-institute/index.html
- Please enter all Nonprofit Institute Training classes attended during 2026 or if you have signed up to take a class in 2027, please enter the date, the class title, attendee name, and provide proof of registration. **We will only accept classes that can validate attendance with a certificate.**
- Upload the certificate obtained for completed Nonprofit Institute training classes attended at CSM. Please save a copy of your certificates as waiting for an additional copy could delay your application submission. If you need another copy of your certificate, please contact Nonprofit Institute at nonprofit@csmd.edu as soon as possible.



Grant Application Submission Checklist

- Summary of Changes form
- Revenues vs. Expenditures - All revenues MUST equal expenditures
- Project Budget Summary form
- Selected Statistics form
- IRS Form 990 – most recent filed with the IRS
- Executive Summary *(see requirements on slide 22 – 24)*
- Audited Financial Statement – if required by the organization
- Nonprofit Institute: Classes and attendee name must be listed and certificate of attendance uploaded
- In Good Standing status with the State - https://egov.maryland.gov/BusinessExpress/EntitySearch

IF all the above is complete – you may submit!

IMPORTANT: Ensure that your application has been submitted. The submission Status, noted in RED, along with any missing information will display.

- If Application is not submitted:
  - Select back arrow in top left corner
  - Complete missing information and/or upload missing documents
  - Select Submit once completed

  Once you have made the corrections and submitted successfully, you will receive the status of "Application submitted successfully"
  - You will also receive a confirmation email of a successfully submitted application. After receipt of this notice, your application is still available for editing and viewing until the December 10, 2026 deadline.
  - You may sign in and out of the application as many times as necessary and only one application will be present per category.

CONGRATULATIONS YOU HAVE SUCCESSFULLY SUBMITED YOUR APPLICATION



Evaluation Criteria

Organization – 25 points

Dir., Fiscal, Program, Volume (1 - 4 +1 if all included and well written)

- Strong organizational structure
- Organization Chart – provide copy (1 page) *(1 – 5 pts)*
- Description of background and experience of lead staff/volunteer (1- 5 pts)
- Describe strength of organization structure (no more than ¾ page) (1 – 5 pts)
- County Funds required as matching funds? (If yes – 5 pts, If no, - 0 pts)
- Collaboration with other entities: less than 1 = 0 points
  - 1 – 3 = 1 point
  - 4 – 6 = 2 points
  - 7 – 9 = 3 points
  - 10+ = 4 points
  - well written description = 1 point (no more than ½ page)
- Experience: less than 1 year = 0 points
  - 1 – 5 years = 1 point
  - 6 – 10 years = 2 points
  - 11 – 15 years = 3 points
  - 16+ years = 4 points
  - Well written description = 1 point (no more than ½ page)
- Other Funding Sources:
  - 0 – 1 = 1 point
  - 2 – 3 = 2 points
  - 4 – 5 = 3 points
  - 6+ = 4 points
  - Describe how funds are managed – well written = 1 point (no more than ½ page)



Evaluation Criteria

PERFORMANCE MEASURES – 35 points – Define Goals (broad statement) & Objectives (measurable, timeframe, specific) For Applicant

- List Goals:
  - *1 – 2 = 1 point*
  - *3 – 4 = 2 points*
  - *5 – 6 = 3 points*
  - *7+ = 7 points*
- List Objectives and How Measured & Timeframe
  - 1 – 2 = 1 points
  - 3 – 4 = 2 points
  - 5 – 6 = 3 points
  - 7+ = 4 points
  - Well written description = 1 – 3 points (no more than 1 page)
- Describe goals and how they match the nonprofit application category (No more than 1 page)
  - Specific, measurable, timeframe included?
  - 1 Criteria met = 1 – 2 points
  - 2 Criteria met = 3 – 5 points
  - 3 Criteria met = 6 – 7 points
- Number of Consumers served / % of St. Mary's County Persons Served (clients are served / What is the percentage of St. Mary's County persons served?
  - 25% = 1 – 2 points
  - 25% - 50% = 3 – 4 points
  - 50% - 75% = 5 – 6 points
  - 75% = 7 points
- If volunteers are utilized, how many hours for St. Mary's County programs only?
  - <500 hours = 1 – 2 points
  - 500 – 2000 = 3 – 4 points
  - 2001 – 3500 = 5 – 6 points
  - >3501 = 7 points



Evaluation Criteria

Qualitative analysis – 40 points

- Unique service to St. Mary's County / Do other agencies provide a similar service (no more than ½ page)? *(1 – 8 pts)*
- Objectives attained? / Provide statement describing objectives (no more than 1 page). *(1 – 8 pts)*
- How does the proposal align with the funding category (no more than ½ page)? *(1 – 8 pts)*
- Does the identified target population match the NOFA? *(1 – 8 pts)*
- What is the program's impact of receipt of County Funds? *(1 – 8 pts)*



Any questions?

