



Nonprofit Training FY2026

November 2024



St. Mary's County Finance Office

- Website: www.stmaryscountymd.gov/finance/non-profit
(Web address has change. Please update your records)
- Email: nonprofithelp@stmaryscountymd.gov
(Email address has change. Please update your records)
- Deadline for submission is January 10, 2025
 - 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 following forms:
 - ✓ Contact Information Form
 - ✓ Revenue & Expenditures
 - ✓ Summary of Changes
 - ✓ Project Budget Summary
 - ✓ Selected Statistics
- Additional requirements
 - ✓ 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
- Additional required documents
 - ✓ Executive Summary
 - ✓ IRS Form 990
 - ✓ Audited Financial Statements, if applicable.



Getting into the Website

- Enter www.stmaryscountymd.gov/finance/non-profit
- Notice of Funding Availability for St. Mary's Nonprofit Application Funding Utility will appear.
- Select Login
- 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



Notice of Funding Availability

St. Mary's Nonprofit Applicant Funding Utility

[Login](#)

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.
 - **Homeless Prevention** Short-term or medium-term rental assistance, housing relocation and stabilization services, including such activities as mediation, credit counseling, security or utility deposits, utility payments, moving cost assistance, and case management services.



Mary's Nonprofit Applicant Funding Utility

Login or Register for an Account

Existing Users Sign-In

Username

Password

[Forgot Username / Password](#)

New Users Register for an Account

Username

Password

Re-enter Password

E-Mail Address

Organization

Tax ID: (99-9999999)



St. Mary's Nonprofit Applicant Funding Utility - Dashboard

Welcome TestCompany (Not me / sign out)

Organization: Test Company USA Nonprofit Institute Classes Attended: **ADD**

Executive Officer: Jane Doe Class A 12/31/2020 **EDIT**

Address: 123 Apple Street The Class 1/1/2021 **EDIT**

Happy Town, MD,

Budget POC: Mr. Budget

Donation: Please update your organization to

Notification: be notified of available donations

Update: **Update**

Organization:

Active Applications

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

Start New Application

Behavioral Health **BEGIN**



St. Mary's Nonprofit Applicant Funding Utility

Organization Contact Information

Agency / Organization Name:

Do you want to be notified of available donations? Yes: No:

Load Previous Values?

Executive Official's Name:

Executive Official's Title:

Executive Official's Address:

Executive Official's City, State, and Zip:

Executive Official's Email:

Phone Number:

Fax Number:

Tax ID:

Fiscal Year-End:

Do you have an annual audit done?
Audits are due within 6 months after fiscal year-end.

Is your entity required to file a 990?
990's are due within 6 months after fiscal year-end.

Same as above?

Agency's Mailing Address:

Agency's Mailing City, State, and Zip:

Budget Point-Of-Contact Name:

Budget Point-Of-Contact Phone Number:

Budget Point-Of-Contact Email:

If signed audit and 990 have not been submitted to St. Mary's County Finance for most recent completed Fiscal Year, please advise why?:





St. Mary's Nonprofit Applicant Funding Utility - Dashboard

Welcome TestCompany (Not me / sign out)

Organization:	Test Company USA	Nonprofit Institute Classes Attended:	ADD +
Executive Officer:	Jane Doe	Class A	12/31/2020 EDIT
Address:	123 Apple Street Happy Town, MD,	The Class	1/1/2021 EDIT
Budget POC:	Mr. Budget		
Donation	Please update your organization to be notified of available donations		
Notification:			
Update	Update →		
Organization:			

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 v **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: 2026

<u>REVENUE</u>	Total 2024 Actual	Total 2025 Budget	Total 2026 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:	0	0	0
Investment Income:	0	0	0
County Allocation - St. Mary's:	0	0	0
County Allocation - Charles:	0	0	0
County Allocation - Calvert:	0	0	0
Other:	0	0	0
Total:	\$0.00	\$0.00	\$0.00

<u>EXPENDITURES</u>	Total 2024 Actual	Total 2025 Budget	Total 2026 Request
Personal Services:	0	0	0
Operating Supplies:	0	0	0
Professional Services:	0	0	0
Utilities:	0	0	0
Repairs, maintenance, depreciation:	0	0	0
Equipment:	0	0	0
Vehicles:	0	0	0
Other:	0	0	0
Total:	\$0.00 ✓	\$0.00 ✓	\$0.00 ✓

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: 2026

	Total Actual	Total Budget	County Funding Only
FY2024 - Amount:		0	
FY2024 - Number of full time staff:	0	0	
FY2025 - Amount:	0		
FY2025 - Number of full time staff:	0	0	
FY2026 - Amount:			
Requested Increase:			
% Requested Increase - Over prior year:	%		%
Requested Increase - Full time staff:	0		
Are County funds required as matching funds?		Yes: <input type="radio"/>	No: <input type="radio"/>

SAVE



St. Mary's Nonprofit Applicant Funding Utility

PROJECT BUDGET SUMMARY

How were / are County Funds used

Organization: Test Company USA

Authorized Representative: Jane Doe

County Funds	Actual	Est	Proj	Description of Benefits
<i>Description of Expenses</i>	FY2024	FY2025	FY2026	<i>Describe how these funds Benefit County Citizens</i>
<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
(500 Characters Left)				(500 Characters Left)

SAVE

Other Funding Sources	Actual	Est	Proj	Description of Benefits
<i>List other funding Sources</i>	FY2024	FY2025	FY2026	<i>Describe how these funds Benefit County Citizens</i>
<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
(500 Characters Left)				(500 Characters Left)

SAVE

[Return to your Dashboard](#)



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 available donations

Update

Organization:

Nonprofit Institute Classes Attended:

Active Applications

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



Start New Application



St. Mary's Nonprofit Applicant Funding Utility

Document Manager for Application

Grant: Behavioral Health

Organization: Test Company USA

Description:

File:

No file chosen

Document Type: Audited Financial Statement



SAVE



Current documents uploaded:

Filename	Document Type	Description	Date Uploaded
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[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 listed above as well as the bulletized list on page 15.

-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 $\frac{3}{4}$ page)
- Names of entities your organization collaborates with brief description
(no more than $\frac{1}{2}$ page)
- Number of years of experience with written description
(no more than $\frac{1}{2}$ page)
- Other funding sources with written description how funds are managed
(no more than $\frac{1}{2}$ page)

Performance Measures – should include:

- List goals
- Describe goals, explain how they match NOFA, 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 $\frac{1}{2}$ 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 $\frac{1}{2}$ page)
- Describe the target population your organization represents and how it matches NOFA
- 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 15th Annual Nonprofit Institute Conference is set for April 10, 2025, 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 2025 or if you have signed up to take a class in 2026, 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
- 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 January 10, 2025 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 SUBMITTED YOUR
APPLICATION

YEAH!



Evaluation Criteria

Organization – 25 points

- Organization Chart included (1 page) (1 – 5 pts)
- County Funds required as matching funds, yes, or no? (1 – 5 pts)
- Collaboration with other entities with well written description (no more than ½ page) (1 – 5 pts)
- Experience (number of years with well written description (no more than ½ page) (1 – 5 pts)
- Other funding sources listed and describe how funds are managed (no more than ½ page) (1 – 5 pts)

Performance Measures – 35 points

- List Goals (1 – 7 pts)
- List Objectives with well written description of how they are measured and timeframe to attain (1 – 7 pts)
- Describe goals and how they match the NOFA, how they are specific, measurable, and timeframe to attain (no more than 1 page) (1 – 7 pts)
- How many clients are served / What is the percentage of St. Mary's County persons served? (1 – 7 pts)
- If volunteers are utilized, how many hours for St. Mary's County programs only? (1 – 7 pts)

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?

