



Nonprofit Training FY2027

November 2025



St. Mary's County Finance Office

- Website: www.stmaryscountymd.gov/finance/nonprofit
(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 12, 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 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
 - ✓ Grant recipients will be required to submit a semi-annual performance report on 01/15/2027 and an annual report on 07/15/2027 identifying outcomes at the end of the fiscal year. 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
- 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.



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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 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 | | |
| Notification: | be notified of available donations | | |
| Update | Update | | |
| Organization: | | | |

Active Applications

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

[Submit](#)

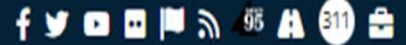
Start New Application

Behavioral Health

[BEGIN](#)



St. Mary's County,
MARYLAND



Employee Status: Normal

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[Residents](#) ▾ [Business](#) ▾ [Public Agencies](#) ▾ [Visitors](#) ▾ [Recreation](#) ▾ [How Do I...?](#) ▾ [Board Docs](#)



St. Mary's Nonprofit Applicant Funding Utility

Organization Contact Information

| | | | |
|---|--|-------------------------------|------------------------------------|
| Agency / Organization Name: | <input type="text" value="Test Company USA"/> | | |
| Do you want to be notified of available donations? | Yes: <input type="radio"/> No: <input type="radio"/> | | |
| | Load Previous Values? <input type="checkbox"/> | | |
| Executive Official's Name: | <input type="text" value="Jane Doe"/> | | |
| Executive Official's Title: | <input type="text" value="CFO"/> | | |
| Executive Official's Address: | <input type="text" value="123 Apple Street"/> | | |
| Executive Official's City, State, and Zip | <input type="text" value="Happy Town, MD"/> | <input type="text" value=""/> | <input type="text" value="21111"/> |
| Executive Official's Email: | <input type="text" value="nonprofithelp@stmarysmd.com"/> | | |
| Phone Number: | <input type="text"/> | | |
| Fax Number: | <input type="text"/> | | |
| Tax ID: | <input type="text" value="99-9999999"/> | | |
| Fiscal Year-End: | <input type="text" value="9/30"/> ▾ | | |
| Do you have an annual audit done? | <input type="text" value="No"/> ▾ | | |
| | <i>Audits are due within 6 months after fiscal year-end.</i> | | |
| Is your entity required to file a 990? | <input type="text" value="Yes"/> ▾ | | |
| | <i>990's are due within 6 months after fiscal year-end.</i> | | |
| | Same as above? <input type="checkbox"/> | | |
| Agency's Mailing Address: | <input type="text" value="123 Apple Street"/> | | |
| Agency's Mailing City, State, and Zip | <input type="text" value="Happy Town, MD"/> | <input type="text" value=""/> | <input type="text" value="21111"/> |
| Budget Point-Of-Contact Name: | <input type="text" value="Mr. Budget"/> | | |
| Budget Point-Of-Contact Phone Number: | <input type="text"/> | | |
| Budget Point-Of-Contact Email: | <input type="text" value="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?: | <input type="text"/> | | |

SAVE



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 | | |
| Notification: | be notified of available donations | | |
| 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

[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: 2027

| <u>REVENUE</u> | Total 2025 Actual | Total 2026 Budget | Total 2027 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 2025 Actual | Total 2026 Budget | Total 2027 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 |

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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: 2027

| | Total Actual | Total Budget | County Funding Only |
|--|----------------------------|--------------|---------------------------|
| FY2025 - Amount: | 5 | 0 | 0 |
| FY2025 - Number of full time staff: | 0 | 0 | |
| FY2026 - Amount: | 0 | 5 | 5 |
| FY2026 - Number of full time staff: | 0 | 0 | |
| FY2027 - Amount: | | 5 | 5 |
| Requested Increase: | | 0 | 0 |
| % Requested Increase - Over prior year: | % 0 | % 0 | |
| Requested Increase - Full time staff: | | 0 | |
| Are County funds required as matching funds? | Yes: <input type="radio"/> | | No: <input type="radio"/> |

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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 FY2026 Proj | Description of Benefits |
|--------------------------------|--------------------------------|--------------------------------|---|
| <i>Description of Expenses</i> | FY2025 | FY2027 | <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"/> |
| (500 Characters Left) | | | (500 Characters Left) |

SAVE 

| Other Funding Sources | Actual | Est FY2026 Proj | Description of Benefits |
|-----------------------------------|--------------------------------|--------------------------------|---|
| <i>List other funding Sources</i> | FY2025 | FY2027 | <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"/> |
| (500 Characters Left) | | | (500 Characters Left) |

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[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

Update →

Organization:

Nonprofit Institute Classes Attended:

ADD +

Active Applications

| Application | Revenue & Expenditures | Summary of Project 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



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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 16.

-**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 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 $\frac{1}{2}$ 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 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 16th Annual Nonprofit Institute Conference is set for March 10, 2026, 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 12, 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 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?

