

Written Questions Submitted to DHCD Re: Round 3 Operating CCG Application

1. Can an organization without 501©3 status apply for the CCG grant through a [Baltimore Main Street](#) program?
Answer: No, all organizations applying for CCG funds must have 501c3 status and registered with the State of Maryland.
2. If an applicant has a project funded through another program which is ineligible for CCG funding, such as [Baltimore Children and Youth Fund](#), can the organization apply for CCG funding for a **different** project?
Answer: If CCG funds will be used for a **DIFFERENT** project, yes, an organization would be able to apply for CCG funds even though they are receiving additional funding through Baltimore Children and Youth Fund.
3. What is the grant duration, and what period of time can grant funds be utilized?
Answer: Grant funds can cover operating costs and approved items on the [Operating Budget](#) that occur between the date listed on a grantee's Award Letter and the grant's Expiration date, 24 months from the date of execution of the grant agreement by the Board of Estimates.
4. Is there a minimum grant amount? Can I request less than \$75,000?
Answer: Emerging applicants may request a grant amount of \$75,000, \$100,000, or \$150,000. Established applicants may request an award amount of \$75,000 or \$100,000. While applicants may only apply for these set amounts, DHCD reserves the right to award less than the requested amount.
5. Some of the required documents do not apply to my organization as we are a Sole Proprietorship with a Fiscal Sponsor. What should I submit in these instances?
Answer: As a sole proprietor organization, you will not be able to apply for CCG funds.
6. What is required for the "Corporate Resolution/Board of Directors Approval" document?
Answer: There is no official Baltimore City template for this document. The purpose of this required document is to verify that the organization leadership has formally approved the application for the CCG grant. There are [many templates online](#) that an applicant may use as a guideline. The resolution should clearly state the intent to apply for CCG funds, how the funds will be used, and include signatures from organizational leadership.
7. What is meant by "a Reviewed Financial Statement?"
Answer: A Reviewed Financial Statement is when an independent CPA reviews an organization's financial statements to verify that there are no major changes required to ensure the organization is meeting with accepted accounting principles and standards. A Reviewed Financial Statement is only required for applicants with Annual Budgets less than \$200,000 and does not need to be provided in the application, only in the event of an Award. However, please note that for organizations with a budget above \$200,000 annually, there are different financial statements required for the application. Please see the full [Funding Guidelines](#) (page 8) for additional information.
8. For matching funds, can an organization use "in-kind donations?"
Answer: Matching funds can consist of volunteer hours, in-kind services, in-kind donations, or other cash flow from events etc.

9. When an emerging organization partners with an established one, who is the primary applicant?
Answer: Yes, but the MOU must detail the roles of each organization and documentation must be submitted for both organizations.
10. Can an emerging organization apply with an established organization that has previously received CCG funding?
Answer: Yes, as long as the organization that has received CCG funds previously did not receive funds in both Round 1 and Round 2 consecutively. This would make the organization ineligible.
11. When an organization is awarded CCG Operating funds, are the required matching funds deducted from the overall award? For example, would a \$75,000 award to an emerging organization be the full \$75,000, or would it be \$63,750 accounting for matching funds of 15%?
Answer: It will be the full award amount.
12. Can an applicant organization have more than one partner?
Answer: Yes
13. Are there any font or spacing requirements for narratives?
Answer: The narratives must be on a 8.5" x 11" size document, in 12 Times New Roman font, and 1" margins. All applicants must also keep their narratives to the specified page maximums.
14. Can a single organization apply for their own project AND apply as a partner for another organization's project?
Answer: yes
15. If an emerging organization with an annual operating budget of under \$100,000 has the capacity to manage their own grant without a Fiscal Agent, is a Fiscal Agent required?
Answer: DHCD can determine whether an organization with annual budget under \$100,000 has the capacity to manage their own CCG grant or require a fiscal agent.
16. If an organization is already receiving Operating Assistance Grants from DHCD, can they apply for CCG funds for the same project?
Answer: Yes as long as the funding is not listed under ineligible uses on page 6 of the guidelines.