

CECIL COUNTY, MARYLAND
Department of Community Services
Community Partnerships Division
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410.996.8430

**CECIL COUNTY VIDEO LOTTERY TERMINAL
LOCAL COMMUNITY GRANT PROGRAM**

COMPETITIVE

NOTICE OF FUNDING AVAILABILITY (NOFA) FY 2021



HARD COPY DEADLINE SUBMISSION: May 15, 2020

Funding provided through the Cecil County Video Lottery Terminal (VLT)
Local Community Grant.

ELIGIBILITY

Funds requested through this application **FOR FY21 ONLY** are limited to nonprofit and not-for-profit organizations located within Cecil County, Maryland for **the maintenance and sustainability of operations during the COVID-19 epidemic only (retroactive to April 1st, 2020)**. Nonprofit and not-for-profit organizations must be in good standing with the State of Maryland and Cecil County. All funding is contingent upon the availability of Impact Grant funding from the State of Maryland.

GETTING STARTED

Thank you for applying for a Cecil County VLT Local Community Grant. We are seeking nonprofit and not-for-profit organizations located within Cecil County to apply for funds for **the maintenance and sustainability of operations during the COVID-19 epidemic only (retroactive to April 1st, 2020)**. Eligible organizations may submit one (1) application.

Grant Contact: Barbara Smith, Chief, Community Partnerships, Department of Community Services, 410.996.8430 or email bsmith@ccgov.org.

OVERVIEW

In 2008, Senate Bill 3 “Maryland Education Trust Fund Video Lottery Terminals” authorized VLT facilities in Maryland and Cecil County was chosen as one of the five locations. One of the premier gaming companies in the country, Penn National Gaming, Inc., was awarded the license and they opened and operate Hollywood Casino in Perryville, MD.

The law provides 5.5% of the total statewide VLT revenues to be split among authorized jurisdictions based on their overall percentage of gross revenues from the video lottery terminals. The revenue is provided through a Local Impact Grant from the State of Maryland and is to be used for improvements in communities in the jurisdiction of the video lottery terminal facility. Total money allocated is contingent on the passage of the County Executive’s budget by County Council.

County officials appointed a Local Development Council to advise the County and Town of Perryville on the impact of the facility and the needs and priorities of the communities in the jurisdiction of the facility. Cecil County developed a Local Impact Grant Multi-Year Plan and established the VLT Local Community Grant Program.

VLT Local Community Grants have been awarded annually to various organizations to support local community programs and projects. Grants have traditionally been used to provide support for public safety initiatives, economic and community development public service projects and programs, and projects and programs that address the needs of the community or population served.

PURPOSE

For FY21, grant funding will be used to address the needs of nonprofit organizations economically impacted by the COVID-19 pandemic, ONLY.

INSTRUCTIONS

I. GENERAL GRANT INFORMATION

- **ONLY** nonprofit and not-for-profit organizations located within Cecil County may submit one (1) application.

- Available funds have been reduced, from \$350,000 to \$200,000 due to Casino closures and associated reduced revenue; this figure is subject to change should conditions improve.
- The maximum award amount is **\$15,000**.
- Funding purpose is **limited to the maintenance and sustainability of operations during the COVID-19 epidemic only (retroactive to April 1st, 2020)**.
- VLT grants **may not be distributed to sub-grantees**.
- Nonprofit grant applicants must be in good standing from the State of Maryland Department of Assessments and Taxation or from the equivalent State Department in any other state of incorporation.

III. LENGTH OF GRANT TERM

FY 2021 VLT Local Community Grant funds are for a 12-month period that starts 7/1/2020 and ends 6/30/2021.

IV. GRANT APPLICATION MUST INCLUDE THE FOLLOWING INFORMATION.

A. Face Sheet

Fill out face sheet. Please be sure to check all appropriate boxes and fill out all information.

B. COVID-19 Alterations to Services

Provide one or two paragraphs that summarize how your organization's functions and services were impacted by the COVID-19 pandemic, including what changes were made in your services to the community and how you are serving the community now.

C. COVID-19 Fiscal Impact on Operations

Provide one or two paragraphs describing how your operational, technology and administrative functions have changed as a result of the COVID-19 pandemic, and how your organization has been impacted financially. Please include changes in fundraising, technology, fee-for-service program income, staffing, continuing operational expenses and reductions in revenue, and other economic impacts.

E. Budgets

Use the budget outline provided to outline expenses **specific to maintenance and sustainability of operations during the COVID-19 epidemic only**. Expenses for FY21 only may be retroactive to **April 1st, 2020**. Please indicate if grant funds will leverage additional dollars (example: provide match dollars for another grant). Please identify other sources of funding, if any, that support the proposed program or project. Grant funds must be used for direct expenditures and may not be used to reimburse or replace funds from other sources.

Budget Categories:

- A. Personnel
- B. Operating Expenses
- C. Contractual Services
- D. Equipment
- E. Other

F. Certified Assurances

Authorized official responsible for the VLT Local Community Grant must read and sign the grant application. Electronic signatures will be accepted.

G. Certificate of Status

Nonprofit applicants must be in good standing with the State of Maryland Department of Assessment and Taxation. **Organizations DO NOT need to submit a copy of your status of good standing.** Cecil County will be verifying this status for every applicant at <https://egov.maryland.gov/BusinessExpress/EntitySearch>. Please ensure that your organization is in good standing prior to the submission of your application.

H. IRS Determination Letter

Organizations DO NOT need to submit a copy of your IRS Determination Letter. Cecil County will verify the nonprofit status for every applicant at <https://egov.maryland.gov/BusinessExpress/EntitySearch>.

V. VLT LOCAL COMMUNITY GRANT REVIEW COMMITTEE CRITERIA

The VLT Local Community Grant Review Committee will review the grant applications based on the following criteria:

1. Grant applicant has met all the requirements as designated and application is complete and signed.
2. Applicant provided an explanation of the changes to their organization’s services and the economic impact of COVID-19.
3. Grant applicant has identified all other sources of funding that support COVID-19 related expenses.
4. Budget clearly explains how the grant funds will be used and does not exceed the maximum limit of \$15,000.

VI. DISTRIBUTION OF FUNDS AND REPORTING REQUIREMENTS

Cecil County Government will distribute grant funds on a reimbursement basis following the receipt of invoices and proof of expenditures. **For FY21 only, receipts may be submitted retroactive from April 1, 2020.** Grant recipients are responsible for complying with the conditions of the grant award and must provide semiannual budgetary and programmatic reports as defined in the Grant Award and Acceptance package. If circumstances occur that require grant funds in advance, the grantee must submit a request in writing explaining the reason an advance is necessary. Advances are at the sole discretion of the County.

VII. IMPORTANT DATES

Wednesday, April 22, 2020	VLT NOFA Release
Wednesday, May 6, 2020	Informational Workshop, Virtual Meeting, 11 am – 12 pm
Friday, May 15, 2020	Deadline for grant applications (4:30 p.m.)
May 26 - 29, 2020	Grant Review Committee meetings

June 1 – 12, 2020	County Executive Review of recommendations
June 22-26, 2020	Notifications to grant recipients and public announcements
July 1, 2020	VLT Local Community Grants funding available
June 30, 2021	VLT Local Community Grants expire

VIII. APPLICATION PROCESS

1. **The deadline for grant applications is May 15, 2020 by 4:30 p.m.**
2. **Applications must be submitted electronically** unless the applicant has notified Cecil County and received authorization for non-electronic submission.
3. **Please open the application in Internet Explorer in order to be able to save your information.** (Use the save symbol showing a disc with a pencil.)
4. **Applications should be saved as a PDF file and emailed to Barbara Smith at bsmith@ccgov.org.**
5. Applications received after 4:30 p.m. on **May 15, 2020** will be disqualified.
6. **Electronic signatures will be accepted** on the grant application.
7. The VLT Local Community Grant Review Committee will forward grant recommendations to the County Executive for final review and grant award.
8. Applicants will be notified by email of the County Executive’s decision.

APPLICATION CHECKLIST - Read all instructions.

- Face Sheet/grant application
- Description of Population Served
- COVID-19 Alterations to Services
- COVID-19 Fiscal Impact on Operations
- Budget – use forms provided in application
- Certified Assurances – must be signed by authorized official responsible for grant
- A copy of Certificate of Status from the State of Maryland Department of Assessments and Taxation, **is NOT required.** Cecil County will verify that this information is current as of May 15, 2020. To check your status, please access the MD Department of Assessments and Taxations using the following link: <https://egov.maryland.gov/BusinessExpress/EntitySearch>. Enter your organization name or ID number, and you will be directed to a page showing your current status.
- A copy of your organization’s Exempt Determination letter from the Internal Revenue Service **is NOT required.**