



Loudoun County

VIRGINIA

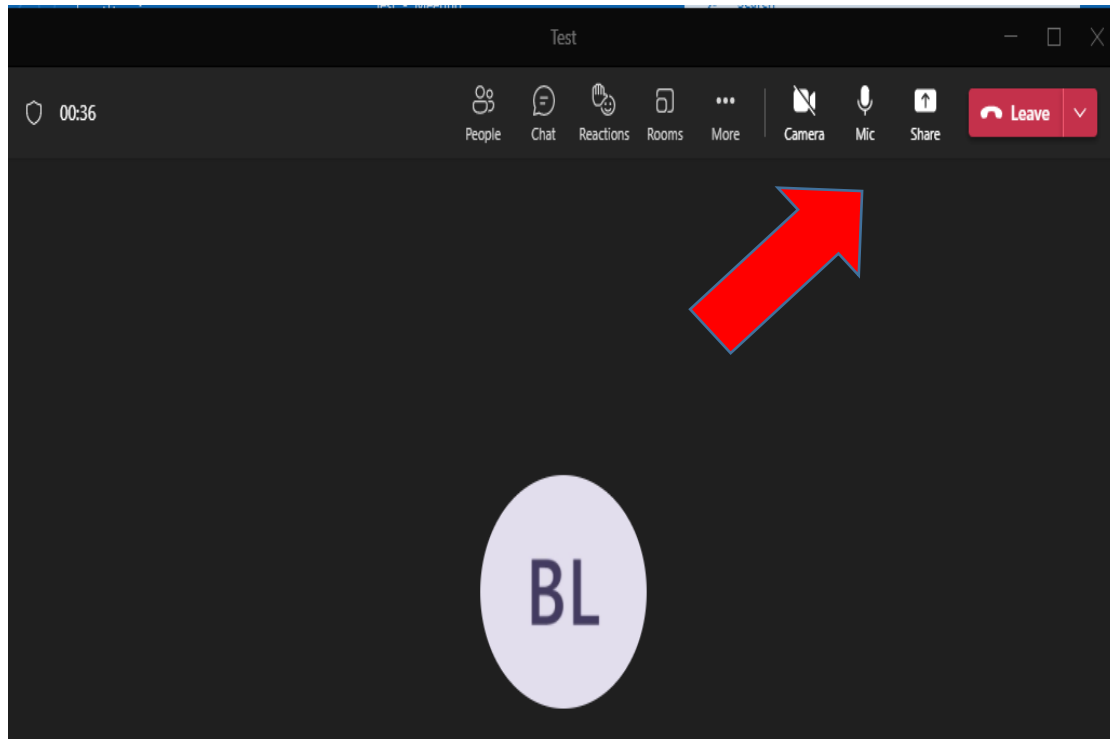
WHERE TRADITION MEETS INNOVATION

Loudoun County FY 2024 Nonprofit Human Service Grants Application Kickoff and Overview

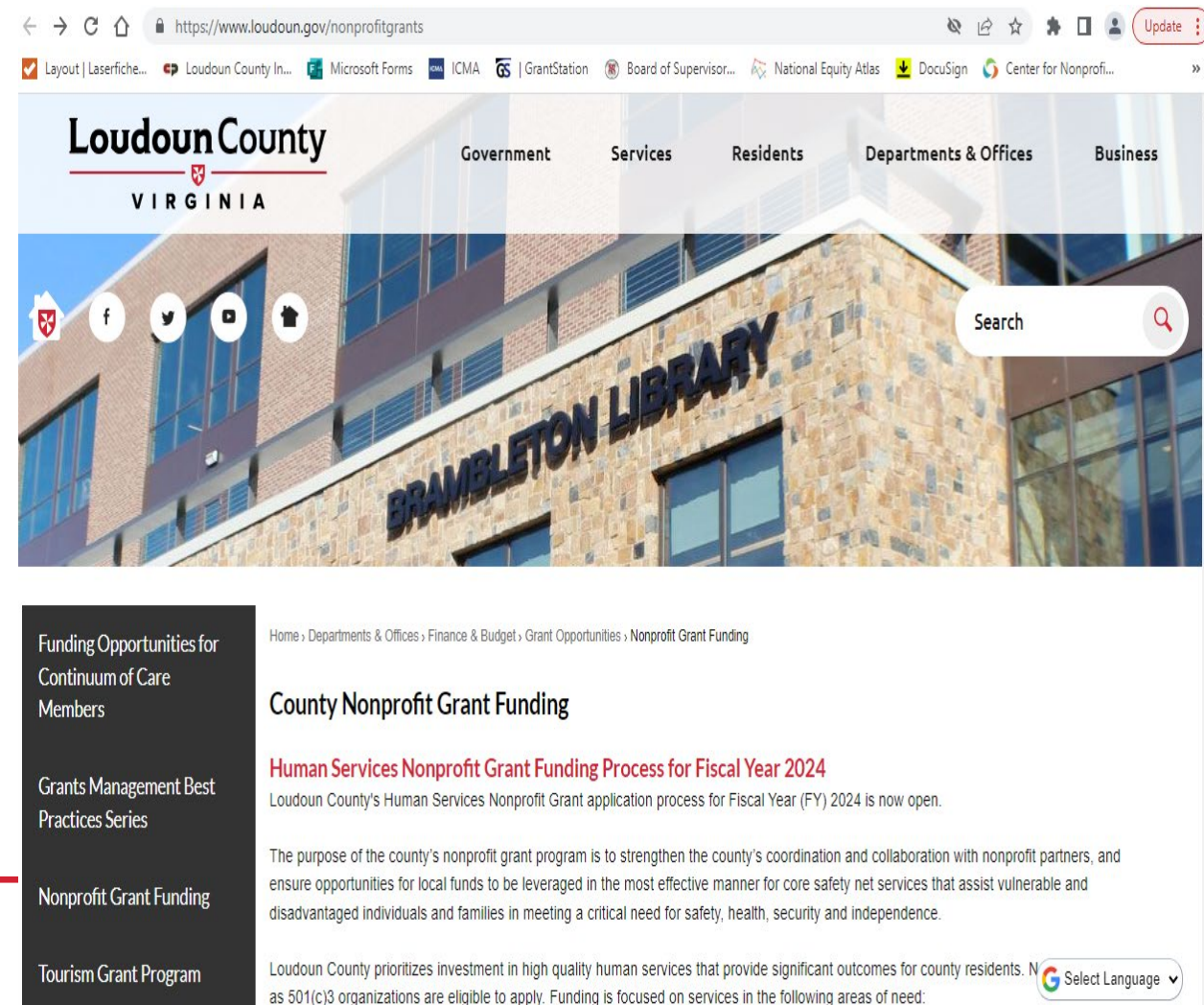
Pre-Application Informational Session
November 9, 2022

As we begin

- Mute your line



- Download the RFA
 - <https://www.loudoun.gov/nonprofitgrants>



Human Service Nonprofit Grant Purpose

- Strengthen the County's coordination with nonprofit partners
- Ensure local funds are leveraged in the most effective manner for services that assist vulnerable and disadvantaged individuals and families in meeting a critical need for safety, health, security and independence

Grant Application Request Priority Areas

- Prevention and Self-Sufficiency
- Crisis Intervention and Diversion
- Long-term Support
- Improved Quality of Human Services

FY 2024 Eligibility Criteria

Applicants must meet the following baseline criteria to be eligible for a FY 2024 Nonprofit grant:

- Be a nonprofit certified as a 501(c)3 by the Internal Revenue Service at the time of submission of the application;
- Have a mission that is consistent with serving the County's Areas of Need;
- Be in good standing with the Virginia State Corporation Commission *at the time of submission of the application*;
- Is not a locally tax funded contractor for any County Health and Human Services Department including Core Service Agreements.

FY 2024 Eligibility Criteria continued

- Subject to limited exceptions, Virginia law prohibits localities from appropriating public funds to organizations controlled in whole or in part by churches (to include other houses of worship such as temples, mosques, synagogues, etc.) or sectarian societies. Therefore, a faith-based organization may be eligible to receive grants from Loudoun County only if it can submit evidence satisfactory to County staff demonstrating that (i) it is not controlled in whole or in part by a church (or other house of worship) or sectarian society; and (ii) the programs of such organization do not discriminate based on and are not otherwise contingent upon the religious affiliation of participants or those eligible to receive assistance. *Furthermore, County grants may not be used for any religious purpose or activity including, but not limited to, religious worship, instruction, or proselytization.*

Funding Options

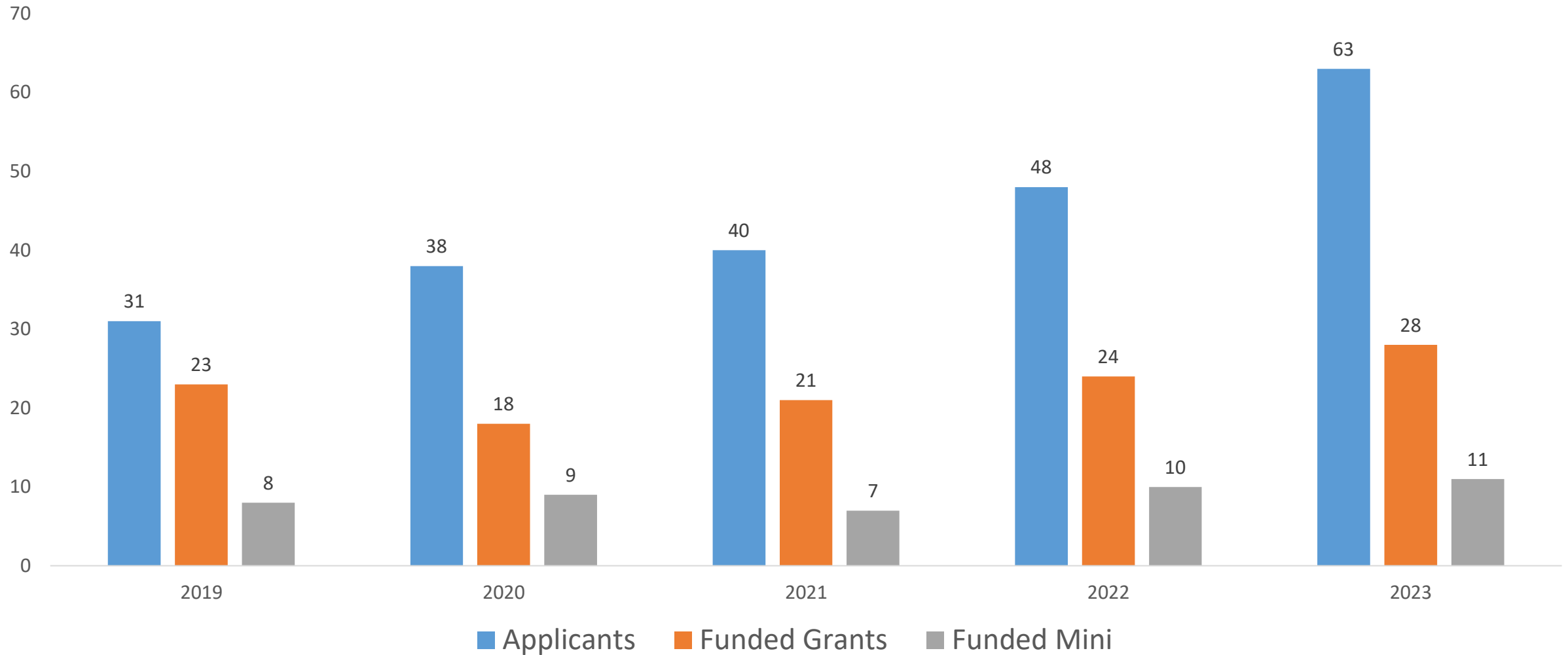
1 - The standard nonprofit application process for organizations wishing to apply for awards of \$5,001 - \$113,000; and,

2 - A mini-grants process with a simplified application for any organization applying for a small grant of \$5,000 or less.

Who Should Apply for Mini-Grants?

- Organizations with a small program or limited need;
- Organizations lacking capacity to complete full grant application;
- Organizations new to grants and wanting to gain experience.

Grant Application History



FY 2024 Nonprofit Grant Process Timeline

FY 2024 Nonprofit Grant Process Timeline	
November 4, 2022	Grant Application Release Date
November 9, 2022	Information Session
December 9, 2022	Deadline for Applicant Questions
December 22, 2022	Grant Application Due by 4:00 PM
January/ February 2023	Application Review
April 2023	Award Recommendations presented at the second Board meeting in April; Award Notifications distributed to grantees
June 15, 2023	Signed MOUs due
July 1, 2023	FY 2024 Award Funding Begins
October 16, 2023	FY 2024 1 st Quarter report due
January 15, 2024	FY 2024 Mid-Year report due
April 15, 2024	FY 2024 3 rd Quarter report due
July 30, 2024	FY 2024 Final report due

Funding Limits and Restrictions

- Each award will be limited to no more than \$113,000.
- Funds requested should align with the County imperative of investing in high quality human services that meet the needs of our residents.

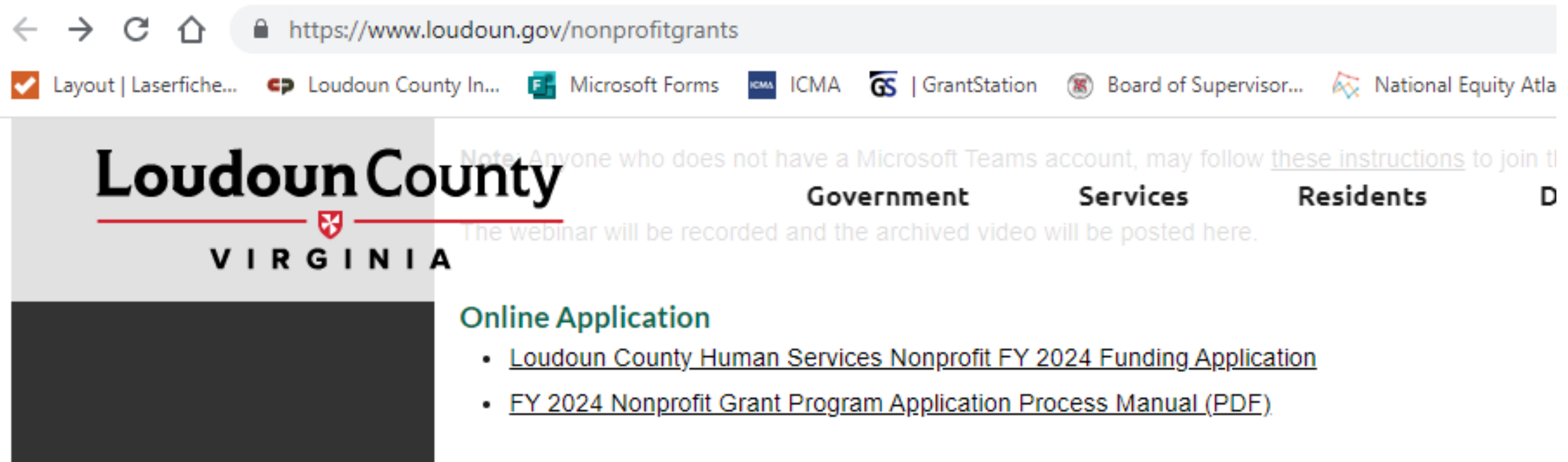
FY 2024 Changes

- Organizations who are a locally tax funded contractor for any County Health and Human Services Department including Core Service Agreements may not apply for any HSNP grant.
- As part of the required attachments, the County is requesting that organization's submit relevant licensures and intake forms and/or processes/procedures as it relates to your funding request.
- Anyone who requires a reasonable accommodation for any type of disability or who needs language assistance to participate in the application process should contact Grants Coordinator Barb Lawrence at barbara.lawrence@loudoun.gov.
- Staff have added a short survey upon submission of an application requesting feedback on the process.

Application Overview

Application materials and links can be found on the County's website:

<https://www.loudoun.gov/nonprofitgrants>



The screenshot shows a web browser window with the address bar displaying <https://www.loudoun.gov/nonprofitgrants>. The browser's tab bar includes several open tabs: "Layout | Laserfiche...", "Loudoun County In...", "Microsoft Forms", "ICMA", "GrantStation", "Board of Supervisor...", and "National Equity Atla". The website header features the Loudoun County Virginia logo on the left and a navigation menu with links for "Government", "Services", "Residents", and "D". A note in the background states: "Note: Anyone who does not have a Microsoft Teams account, may follow [these instructions](#) to join the webinar. The webinar will be recorded and the archived video will be posted here." The main content area is titled "Online Application" and contains two bullet points:

- [Loudoun County Human Services Nonprofit FY 2024 Funding Application](#)
- [FY 2024 Nonprofit Grant Program Application Process Manual \(PDF\)](#)

Application Overview, continued

- All questions are required.
- You must choose either full grant or mini-grant on page one.

Application Contact Person (if different)



First Name	Last Name	Title	Phone Number	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Organization 2020 Operating Budget* Total Cost of Service/Project* Amount of Grant Funding Request*

\$ \$ \$

Your Organization's Fiscal year

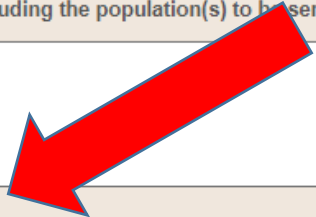
Current Fiscal Year Start Date* Current Fiscal Year End Date*

Provide a brief overview of your request, including the population(s) to be served. 100 word limit*

Applying for Mini-Grant of \$5,000 or less?* Yes No

IMPORTANT: Selecting "Yes" will hide any questions not needed for the mini-grant application.



Application Sections

1 – Cover Form

2 – Grant Application

a. Statement of Need – 25 points

b. Project Description and Timeline – 20 points

c. Organizational Background, Qualifications and Expertise – 15 points

d. Evaluation and Sustainability -15 points

e. Budget and Supporting Financial Documents – 25 points

*Remember, tell us your organization's service story

a. Statement of Need – 25 points

- Purpose – describe the scope of the need for your service
 - Present facts and anecdotes that support the needs for a project or program.
 - Needs statement questions should be answered based on the problem your services are seeking to solve.
 - Be specific about the problem and need.
- Required questions begin on page 9 of the RFA.
- Criteria per question are listed on page 12.
- *[Demographic table](#)

b. Project Description and Timeline – 20 points

Once you have identified the need for services in the previous section, describe the service or program for which your organization is applying for funds.

- Focus on the solution to the need you identified in the previous section.
- Required questions begin on page 9 of the RFA.
- Criteria per question are listed on the bottom of page 12.

c. Organizational Background, Qualifications and Expertise – 15 points

This section should tell reviewers how your organization has the capacity to carry out the project you listed in section B.

- This section should include how your organization has the knowledge and expertise within its staff and Board to carry out your proposed services.
- Required questions begin on page 10 of the RFA.
- Criteria per question are listed on page 13.

- [*Staff and Board Table](#)

d. Evaluation and Sustainability - 15 points

Use your responses from Section b as a basis to describe your evaluation plan.

- Required questions begin on page 10 of the RFA.
- Criteria per question are listed on page 13-14.
- Complete the:
 - [Outcome and Evaluation Plan table](#)
 - [Grants, Contracts and MOUs.](#)

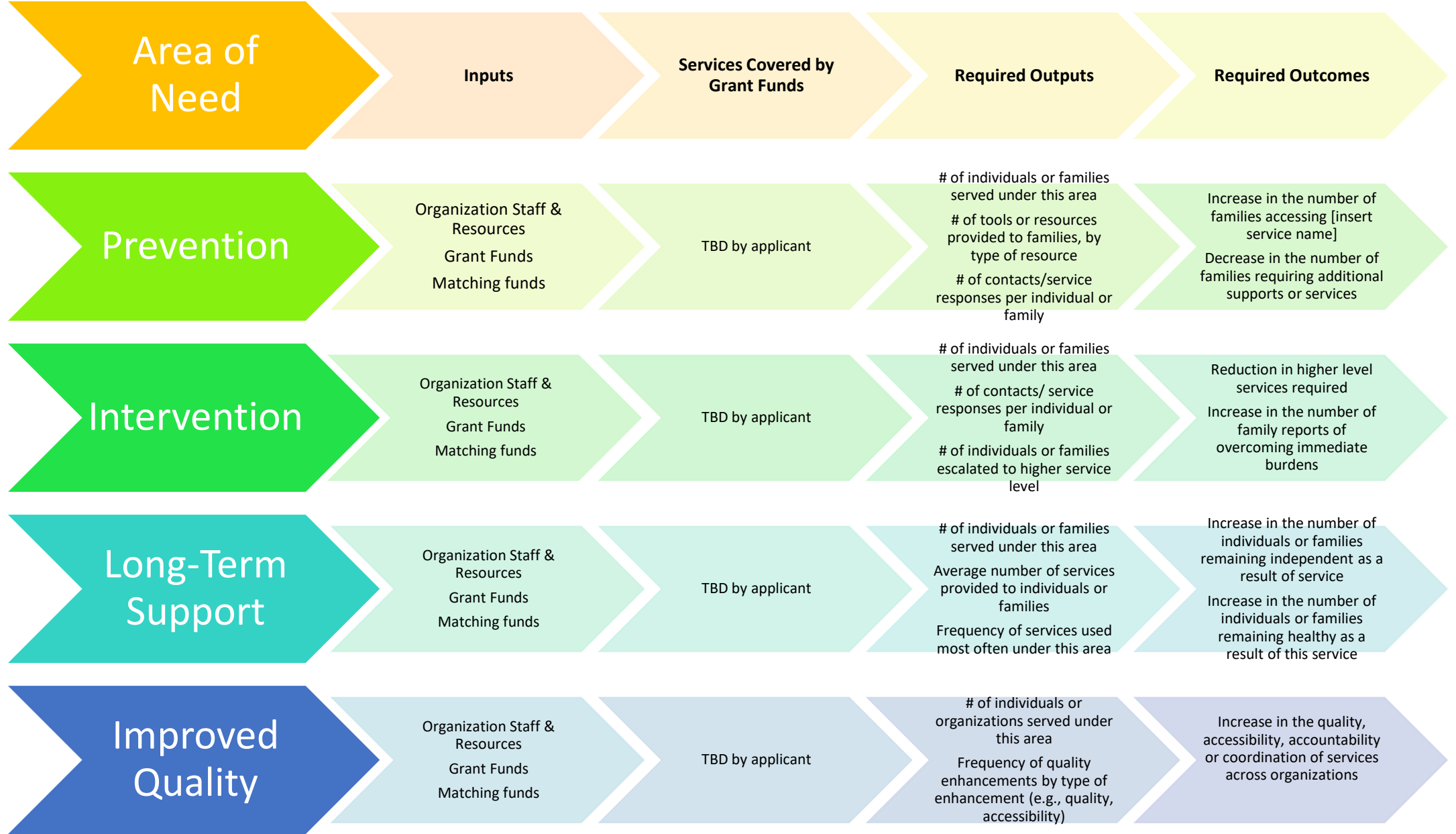


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Why Evaluate Programs?

- Supports program and strategic planning
- Helps communicate your story
- Tracks progress toward goals
- Serves as basis for ongoing learning to make work stronger and more effective

Outcomes and Evaluation Plan



Outcome Measures

What type of data will you collect to show that you are meeting your outcomes?

- Number
- Percentage
- Percent increase
- Percent decrease
- Cost savings

What type of instrument will you use to provide the data?

- Surveys (broader audience)
- Program evaluations
- Database
- Participation records
- Case files
- Interviews
- Focus groups

e. Budget and Supporting Financial Documents - 25 points

- Based on your organizations expected outputs and outcomes, complete a realistic budget.

[Budget and Budget Justification Table](#)

Complete the budget for the **Loudoun County dollars you are requesting**. For example, if your total project is \$350,000 and you're requesting \$100,000 from the County, your budget should be for \$100,000.

Budget and Supporting Financial Documents, continued

3. Submit all the following: (15 points)

- Most recent Audit and previous two years or
- 2020, 2021, 2022 financial statements
- Organization's Current Year Operating Budget
- 2019, 2020, 2021 990 form
- IRS Letter of Determination
- Certificate of Good Standing with Virginia SCC *at the time of application* <https://sccefile.scc.virginia.gov/Business/>

Submission

Thank you!

Your form has been submitted.

If you do not receive a confirmation email within the next 2 hours, please check your email spam folders, and then contact nonprofits@loudoun.gov

Would you consider filling out a survey to help us improve our form?

Click [HERE!](#)

Download

Print

Email



Loudoun County Human Services Nonprofit FY 2024 Funding Application

Save your work frequently using the SAVE button at the bottom of each page

Review Process

Applications will be reviewed by a team of County staff. Funding recommendations will be based on:

- Available funding
- Application score
- Volume of requests
- Reasonability of proposed budget items and cost for services

Process Overview

- **Online application is due Thursday, December 22nd by 4:00 pm.**
- Questions may be submitted to:
nonprofits@loudoun.gov.
- Awards will be recommended to the Board at the second meeting in April 2023



Loudoun County



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WHERE TRADITION MEETS INNOVATION

Questions?

nonprofits@Loudoun.gov