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CITY OF GAITHERSBURG

# Community Service Grant Program Application

The City of Gaithersburg issues this Notice of Funding Opportunity (NOFO) to solicit applications for FY27 Community Service Grants from eligible not-for-profit 501(c)(3) or 509(a)(1) organizations to serve families who reside in Gaithersburg's incorporated city limits, in the service areas of medical, mental health, vocational, food, housing preservation, and services for older adults and people with disabilities. The City of Gaithersburg is accepting Community Service grant applications from September 5, 2025, until October 31, 2025.

***The minimum allowable award for this program is $5,000.***
***The deadline for submission is 5:00 PM, Friday, October 31, 2025.***



**Organization Name:** *

**Program Start Date:** *

mm/dd/yyyy

**Street Address** *

**City** *

**State** *

**Zip Code** *

**Phone Number** *

( ___ ) ___ - ____

**Total amount request for this proposal** *

## Save & Return

Use an account to return to saved work.

Log in

## Contact information

**Executive Director / CEO**

**First Name** *

**Last Name** *

**Title** *

**Phone Number** *

( ___ ) ___ - ____

**Email Address** *

**Contact for this proposal**

**First Name** *

**Last Name** *

**Title** *

**Phone Number** *

( ___ ) ___ - ____

**Email Address** *



## Program Overview

**Total program budget** *

**What is the unit cost per client? Unit cost: the total cost of providing services to one client in the program. This figure is calculated by dividing the total program costs by the total number of clients proposed to serve within the year.** *

## 1. Narrative Statement (5 pts)

**1. Grant Program Narrative Statement (10 pts): Provide a summary of the program, not to exceed 500 words. This section should give an overview of the proposal, including the identified unmet need(s), the strategy for implementation (partners, timeline, and staffing), activities, outputs, and outcomes to be accomplished, and the approach for achieving the stated goals and outcomes.** *

0/500 words

## 2. Need Statement (5 pts)

**2. Grant Program Need Statement (5 pts): Provide a summary, not to exceed 500 words, that clearly explains the unmet community problem, gap in service, or need, that your program seeks to address. Provide credible and verifiable evidence of this unmet need.** *

0/500 words



## 3. Proposed Service Plan (15 pts)

### 3.a. Goals (5 pts)

**3.a Goals (5 pts): Provide an overview explaining community need(s) the applicant proposes to address and the proposed service plan to meet these needs. Include the populations to be served, the outcomes to be realized, and the implementation strategy that will be used to accomplish these goals, and any other important information.** *

5 / 6

## 3. Proposed Service Plan Cont. (15 pts)

### 3.b. Outreach Requirement (5 pts)

**3.b. Outreach Requirement (5 pts): Outline how outreach has been conducted in the past in similar programs and how it will be conducted through this grant award.** *

### 3.c. Partnerships (5 pts)

**3.c. Partnerships (5 pts): Provide an overview of current partnerships, including residents, schools, City departments or divisions, neighborhood communities, businesses, faith-based entities, etc. that will help the applicant realize contract goals.** *

## 4. Logic Model - Outputs and Outcomes (20 pts)



**4. Logic Model (20 pts):** Applicants must develop performance and outcome measurements that are focused on goal areas selected in their application. The NOFO provides a template logic model and instructions. Refer to the Logic Model Instructions sheet for guidance.

If your organization is applying for more than one program, a separate application and logic model must be submitted for each program. Each logic model should clearly outline the specific goals, activities, and outcomes of the respective program, ensuring alignment with the NOFO and demonstrating how the program will achieve its intended impact.

Logic Model Template with Instructions

## 5. Workplan Timeline

**5. Workplan Timeline (0 points -- required response): Provide a work plan timeline that describes the phases and/or steps required to implement this program.** *



## 6. Past Program Experience (10 pts)

**6. Past Program Experience (10 pts):** Applicants must demonstrate their experience in similar program implementation within the last five years.

**6.a (5 pts): Describe experience providing relevant services for community needs and achievements that have been accomplished.** *

**6.b. (5 pts) Describe how your agency recruited and retained clients to participate in relevant program services.** *



## 7. Experience and Capabilities (10 pts)

a. Describe your firm's experience providing similar services as they relate to the solicitation.
b. Describe prior and/ongoing local relevant experience in Montgomery County, and any other local jurisdiction.
c. Provide a list of local governments and other local institutions which your firm has previously worked with to provide equivalent services within the past five years.

**7.a. (4 pts) Describe your firm's experience providing similar services as they relate to the solicitation.** *

**7.b. (3 pts) Describe prior and/ongoing local relevant experience in Montgomery County, and any other local jurisdiction.** *

**7.c. (3 pts) Provide a list of local governments and other local institutions which your firm has previously worked with to provide equivalent services within the past five years.** *



## 8. Executive Staffing Overview

**6. Executive staffing overview (0 points -- required) Provide an executive summary including a summary of the organizational structure and business size of the firm making application. Include the business' date of organization, current and primary place of business, additional locations, and services offered.** *



## Staffing Plan (5 pts)

**9. Staffing Plan (5 pts):** Applicants must provide a staffing plan that clearly identifies the program manager, key personnel, and their required qualifications. The plan should include position titles, responsibilities, percentage of time allocated to the program, and reporting structure. If positions are vacant, the application should describe the recruitment process and anticipated start date. Applicants must also describe how they will ensure adequate staffing levels, quality of service, and program continuity.

**Upload Staffing Plan here** *

Choose File No file chosen

12 / 13

## 10. Pricing and Budget (20 pts)

**10.a. Budget Spreadsheet (10 pts):** Provide a budget including all expenses requested to support the proposed scope of work. Include at a minimum all proposed staff salaries, supplies, communication, and related expenses.

Download budget spreadsheet -- here.

**10.b. Budget Narrative (10pts):** The budget narrative should provide a detailed explanation of each proposed expense in the program budget, describing what the cost is, how the amount was calculated, and why it is necessary to achieve the program's objectives. Applicants must clearly link all expenses to specific program activities and deliverables, demonstrating that costs are reasonable, necessary, and directly related to serving City of Gaithersburg residents. The narrative should also identify any other funding sources supporting the program and explain how City funds will be used in conjunction with those resources.

**Upload a completed budget sheet and budget narrative here.** *

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13 / 14

## References

**Submit three letters of support from clients, service providers, and/or partners who can validate the performance of the programming you are applying.** *

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14 / 15

## Required Forms

- **Recent audit, financial statement, or compilation for most recent completed operating**
- **IRS Form 990 for most recent completed operating year.**

- **IRS 501(c)(3) determination letter.**
- **Proof of Good Standing with the state where organized.**

*

Choose Files No file chosen

15 / 16

## Required Forms Cont.

- **Board roster identifying officers, titles, and term limits.**
- **Copies of company's professional registrations, and affiliations and memberships.**
- **Volunteer organizations only: Affidavit certifying compliance with Maryland workers compensation. Click here to access the form.**

*

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16 / 17

## Questions

Any questions regarding the FY27 Notice of Funding Opportunity for the Community Service Grant Program application must be submitted in writing by using the following form link: https://arcg.is/1P0aee. Questions are due by the date and time specified in the NOFO schedule. Any questions received not in compliance with NOFO schedule will not be answered unless the City, in its sole discretion, deems that a response to a question is necessary to clarify anything in the NOFO documents.