

**Washington County Gaming Commission Grant
Application Instructions and Check List
2025 Funding Cycle
Office of Grant Management
100 W. Washington Street, Suite 1601
Hagerstown, MD 21740
240-313-2040**

Please refer to the following instructions and check list when completing your Gaming Commission grant application to ensure your application is complete and submitted in the required format.

If your organization received gaming funds FY 24 you are required to submit your gaming grant report prior to applying for the FY 25 funding cycle. The grant report can be obtained from, completed then returned to cahrens@washco-md.net. Please be sure the grant report is completed and signed with supporting evidence (receipts, pay stubs, canceled checks and invoices) **Please do not submit a hard copy of your grant report.**

The Gaming Commission may elect to not consider any application(s) which are incomplete or do not follow the required format.

To apply for the FY25 granting cycle, applicants are required to do the following:

- Submit an electronic .pdf of your Gaming Request application and all attachments, submitted via email to cahrens@washco-md.net and copying jmackereth@washco-md.net. This should be submitted in a single scanned .pdf file and **NOT** several individual files. The .pdf should include all required attachments and supporting documents.
- The Gaming Commission Grant requires a total of 6 copies of your submission each copy to include all items in the checklist below. One of these copies must have an original signature.
- The hard copies may be placed in soft cover binders or folders or secured by staples or binder clips. Please avoid the use of large hard cover binders. Hard copies may be dropped off in person or mailed to the address below. If mailing, please consider the use of overnight mail to ensure your application arrives by the due date. **Applications received after the due date will not be accepted, regardless of the postmarked date.**

Mail or drop off hard copies at the address below:

Office of Grant Management
Attn. Julie Mackereth
100 W. Washington Street, Suite 1601
Hagerstown, MD 21740

Submission Checklist

- 1) **APPLICATION FORM**
 - a) Include complete Request for Funding application form signed by authorized official.
 - b) If you have multiple requests, mark each request in the upper right corner, Request A, B, etc.
 - c) All fields should be completed. If a section does not apply to your organization, mark n/a.
- 2) **COPY OF IRS DETERMINATION LETTER**
 - a) Include a copy of your organization's 501c3 status determination letter issued by the Internal Revenue Service.
- 3) **FINANCIALS**
 - a) Provide the organization's most recent annual financial statements showing assets, revenue, and expenses. **Do not submit your entire audit.** Only provide the most current financial statement, and your 990 if applicable.
- 4) **DOC (if applicable)**
 - a) Provide additional documentation to support your request such as estimates and quotes related to the request. If your organization is partnering with another entity, please provide a letter from the other organization committing to their portion of the project.
 - b) If your organization submits more than one request, please label supporting documents consistent with the request.
- 5) **NORP (if applicable)**
 - a) If your organization is not incorporated, provide a completed and signed Notice of Responsible Person Form. This is only needed for unincorporated associations.
- 6) **W-9**
 - a) Completed Internal Revenue Service Form W-9 and Washington County vendor form. This is only required if your organization has not previously received Gaming funds or if your mailing address has changed since receiving funds.

Application Due Date: Wednesday, April 30th no later than 3:00 p.m.