Maryland
DEPARTMENT OF GENERAL SERVICES

FAQs

Capital Grants and Loans Program Frequently Asked Questions

How can the grantee organization best prepare for the grant intake submission?

The Grant Intake Readiness Checklist is a tool for grantees to proactively prepare for and complete the grant intake process requirements.

How can I create a Submittable account?

Click this link to create a Submittable account. The Submitter is the only person required to have a Submittable account to submit all grant-related requests.

Who should have a Submittable account within the grantee organization?

The grantee organization must identify one representative as the Submitter for all grant-related requests. The Submitter will be responsible for submitting information, documents, and requests on behalf of the grantee organization through the Submittable grant management system.

What is a Submitter?

The Submitter serves as the grant manager for the grantee organization. The Submitter is responsible for submitting information, documents, and requests on behalf of the grantee organization through the grant management system.

Is the submitter required to activate their grant?

Yes. The submitter must activate their grant to obtain ownership of the submission in Submittable successfully. Grant requests cannot be submitted if the grant is not activated.

Can there be more than one Submitter for a grant submission?

No. Each grant submission can only be assigned to one Submitter.

What if the grantee organization needs to change the Submitter for a grant submission?

Ownership for a grant submission may be transferred upon request from the grantee organization by submitting the name and email of the new Submitter. The new submitter must accept the transfer of the grant submission.

Is the grantee organization required to update grant-related information or documents?

The Submitter may be required to update or submit grant-related information in the grant management system, including missing items. The DGS Grant Administrator will provide instructions as needed.

Can information, documents, or inquiries be submitted via email?

No. The Submitter must submit all grant-related information, documents, and requests in the grant management system, including general inquiries. The Submitter may send messages to the DGS Capital Grants and Loans team in the grant management system.

What if the grantee organization already has a fully executed grant agreement?

The Submitter can submit contract eligibility requests, payment requests, close-out requests, etc., through the grant management system. If the grantee organization has existing contract and payment requests, all new requests must be submitted through the grant management system.

If the organization has a fully executed grant agreement, the status of the grant submission will be “Accepted.”.

Will information from the existing grant records be transferred to the grant management system?

Yes. DGS will update the grant submission in Submittable with available files and information. The grantee is responsible for submitting missing information or documentation for the grant intake process.

The FAQs for the Capital Grant and Loans Program may be updated periodically. If you have additional questions, please submit a general inquiry in Submittable.