



## Frequently Asked Questions (FAQs)

**1. Are faxes and e-mails of applications acceptable?**

In this age of technology, we wish we could say yes, but the answer is no. We need original copies to comply with our fiscal and legal practices. Also, "originals" copy much better for purposes of distribution to our committee members.

**2. Are faxes of signed grant agreements acceptable?**

Once again, the answer is no. We need the original copy to comply with our fiscal and legal practices.

**3. If my request is funded, why do I receive two copies of the grant agreement?**

One copy is for your file. The other is to be signed by the individual(s) whose name(s) appear in the salutation and returned to the Foundation.

**4. What is needed in order for payment of the grant to begin?**

The signed grant agreement and a requested grant distribution schedule in writing. Please read the grant agreement carefully (which is individually crafted) before you develop your requested distribution schedule. For example, if the grant is for a year-long program, we will not distribute all of the funds up front. Or, if the funding is for a one-time program, you could request a portion of the funds in advance of the program and the remainder of the funds after the program (which also gives you an opportunity to determine if you will need the full amount of the approved Foundation funding).

**5. What factors does the Grants Committee take into consideration?** The Grants Committee **first** deals with the application itself -- is it meritorious, doable, does it relate to the mission of the institution and the goals of the Foundation, does the program match the goals and objectives that have been defined, can the program be evaluated and how will this be done. **Second**, the committee will consider all of the applications it deems to be meritorious and consider them against the pool of funds that is available.

**6. Does one part of the application warrant more attention than another?**

No, all parts of the application are equally important. Nonetheless, it is helpful if:

- ❖ typographical errors, grammar and readability are checked,
- ❖ the goals are measurable, the program is designed to meet the goals, and the evaluation is one that can measure the goals,
- ❖ the goals can be defined qualitatively and quantitatively.....how will consumers be impacted & how many consumers will be impacted and how often (as an example),
- ❖ the budget lines add correctly and balance,
- ❖ there is real thought as to how the program will be funded after Foundation funding is no longer available (for long-term programs),
- ❖ there is a true partnership with the Foundation in the risk-taking nature of a new and innovative program,
- ❖ it is understood that the Foundation does not fully fund programs and that the sponsoring institution will seek out other funding sources (including its own).

**7. What kind of assistance can I expect from the Foundation professionals?**

Foundation professionals will assist you in understanding the grants process and will meet with you to explore program ideas that are of interest to you. *The Foundation staff does not write grant applications.*

**9. Once my application has been submitted and the liaison meeting has been held, when will I hear from the Foundation?**

In deference to the work of our sub-committees, the Grants Committee and the Board of Directors, funding decisions are not announced until the Board has taken final action. Therefore, please do not expect any "update calls" while your grant application is being processed.