

Q: How is an application submitted?

A: There is an electronic submission process through the Foundation's website. We encourage all applicants to use this online process, which also allows for upload of attachments for the required accompanying documentation. This process is the best way to make sure your application and all additional material has been received. You will receive an automatic email upon submission.

Q: Are faxes and emails of applications acceptable?

A: We do not accept faxes of applications. However, if the online application is not an option for you, please contact [Ann Swindell](#) to discuss emailing of your application or hard copy submission. Electronic submission remains the preferred method.

Q: May multiple applications be submitted for one organization?

A: Yes, multiple applications may be submitted for one organization. Please number the importance of multiple applications with the most important one being #1, etc. When reviewing these applications the Committee gives careful consideration to the proposed use of grant funds and other possible sources of funding. The Committee is responsible for assuring that any Grantee does not receive an unwarranted percentage of the annual Grant's budget.

Q: Is there a minimum or maximum request amount?

A: Yes, there is a minimum request amount of \$500. There is not a maximum amount, but please keep in mind other sources of additional funding for your request. It is expected that organizations requesting grant funds will share in financing projects/initiatives.

Q: Are there any restrictions for use of grant funding?

A: Yes, grants are not generally available for operating purposes or additions to other endowment funds. No grant shall be made to or for the benefit of any individual person.

Q: Is my past performance on grants considered by the committee?

A: Past performance is considered by the Grants Committee. The Committee reviews outcome reports at each meeting. Please keep in mind the timeliness of this report. Outstanding outcome reports may impact approval of future requests. Grantees should ensure that the Methods of Evaluation section, or outcome information, accurately reflects the effect the grant had on the group served, the success and challenges of the program and any additional information that the Grantee believes would be of interest to the Committee when evaluating the program. Pictures are always beneficial and a great way to show the Committee the use of grant funds.

Q: Does one part of the application warrant more attention than another?

A: No, all parts of the application are equally important. Please remember to:

- Avoid typographical errors, check grammar, legibility and make sure all contact information is current.
- Make sure budget lines add correctly and balance.
- Ensure that goals are measurable, the program is designed to meet the goals, and the evaluation is one that can measure the goals.
- Define goals qualitatively and quantitatively (for example: how will consumers be impacted & how many consumers will be impacted and how often).
- Give thought to how the program will be funded after Foundation funding is no longer available (for long-term programs).
- View this as a true partnership with the Foundation in the risk-taking nature of a new and innovative program.
- Understand that the Foundation does not fully fund programs and that the sponsoring institution will seek out other funding sources (including its own).

Q: What kind of assistance can I expect from the Foundation professionals?

A: Foundation staff 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.

Q: Once my application has been submitted, when will I hear from the Foundation?

A: Funding decisions are not announced until the Board has taken final action. The final approval for grants can only be given by the Board of Directors at their next meeting. Please check the [grants schedule](#) for upcoming dates.