Q: Who is eligible to apply?

A: Tax exempt, publicly-supported charities under Section 501(c)(3) of the federal Internal Revenue Code are eligible to apply for grant funding. Priority is given to non-recurring needs within the local community.

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

A: Yes, grants are **<u>not</u>** available for operating purposes or additions to other endowment funds. No grant shall be made to or for the benefit of any individual person. Please see the TJF <u>Grants Policy and Guidelines</u> document for other key requirements.

Q: Is there a minimum or maximum request amount?

A: Yes, there is a **minimum request amount of $500**. There is no maximum request 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. How is an application submitted?

A: The application process is entirely **online through the Foundation's website**. This streamlines the application process for both the applicant and our staff. You may save and edit an application for up to thirty (30) days. However, if choosing this option any uploaded documents will not be saved and will need to be uploaded again before final submission, if you are unable to complete the application in one sitting. You will receive an automatic email upon submission.

Q: Are faxes and emails of applications acceptable?

A: We **<u>do not</u>** accept faxes or emailed applications.

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

A: Foundation staff will assist you in understanding the TJF Grants Policy and Guidelines and the application process and will meet with you to explore program ideas that are of interest to you. The Foundation staff does **<u>not</u>** write grant applications.

Q: What information/documentation is needed to submit an application?

1. Organization Name [Must be a 501(c)(3) & 509(a)(1) or (2)]
2. Organization Contact Information
3. Program/Project Narrative
4. Detailed Program Budget
5. Most recent organizational financial statements
6. Organizational Budget
7. Organization's Officers/Directors
8. Outcomes & Evaluations Method(s)
9. Any additional supplemental information (Optional)

Q: May multiple applications be submitted for one organization?
A: Yes, multiple applications may be submitted for one organization. Please number the relative priorities 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 funding.

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 <u>current</u>**.
- Make sure program/project budget lines **<u>add correctly</u> and <u>balance</u>**.
- 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: 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 measurable 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: 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. Award notices will be sent electronically to the contact information supplied with the grant application. Please check the grants schedule on our website for upcoming dates.

Q: If my grant is approved, when may I expect funding?
A: Upon official notification of a grant award, the Grantee will **request in writing** that the Grant award be paid at a time when the funding is most appropriately required by the Grantee.