

Frequently Asked Questions

1. Which cycle do I apply to?

- a. There are two cycles: The Operations Cycle and the Capital Projects/Special Grants Cycle. The Operations Cycle is generally for smaller organizations and smaller dollar amounts. Organizations can apply each year to this cycle for general operating funds. Dollar amounts for this cycle range between \$1,000.00 to \$75,000.00. The Capital/Special Projects Cycle is for one time, specific undertakings. The dollar amounts for this cycle can range from \$1,000.00 to 1,000,000.00. Examples of grants in this cycle would include: renovations, new construction, capacity building, a special exhibit or a unique program offering.

2. What is the time limit to get my application in on the due dates?

- a. Deadline is 11:59pm for both cycles on the respective due dates, January 31 for Operations and June 30 for Capital/Special Projects. The application is now online and must be accessed through our website by creating a username and password. All new applicants must first submit a Letter of Intent and be approved to apply for a grant.

3. When do I need to submit a Letter of Intent (LOI)?

- a. LOI's for the Operations Cycle are necessary if the organization is new to the application process having never been funded before by the foundation. However, if the organization has been approved in the past, an LOI is not needed for the Operation's Cycle. Operations Cycle LOI's are due in the office by Nov. 30. If approved your organization will receive a letter indicating you are approved to apply and you may be contacted to set up a meeting as well. Organizations that are denied will be mailed a letter indicating the denial to submit a proposal.
- b. An LOI is now required for all Capital Grant proposals and will be part of the application process online. New organizations will register for a username and password and fill out an online LOI by April 30. Returning organizations will log in using their already created username and password to access the online LOI.
- c. An LOI should describe the organization and project, the scope of the project, the dollar amount being requested, other foundations and contributors to the organization or project and how the organization or project benefits the community it serves and at large.

4. Can applications be submitted online?

- a. Yes, now all applications are done online through the www.AWClowesCF.org website by clicking on the **APPLY** button located at the bottom of the page. Each applicant will be instructed to register a username and password. Once created and accepted the applicant will have access to the application. New applicants are required to send in a

Letter of Intent before applying for funding. The Operation Cycle deadline is January 31 and Capital/Special Project deadline is June 30.

5. How do I complete the budget section?
 - a. AWCCF has changed the budget section to better suit its needs. The budget template can be accessed on our website by downloading the budget template, filling it out, saving it to your computer, then uploading it into the application where requested. There are now three columns and a Projected Budget (if applicable) to be filled out. The first column is for the most recently completed board approved budget year figures. The second column is to record the actual amounts that occurred in the most recently completed budgeted year. The current year is either the calendar year or fiscal year the grantee is in. *Use the original budget as approved by the Board for the most recently completed year not an amended budget.
 - b. Fill out the Projected Budget in addition to the regular budget if the funding will spill over into the following year or if the organization is already half way through the current year, or if you are requesting funding for the next fiscal cycle.

6. What if our fiscal year ends June 30th and we do not have the actuals for the most recently completed year yet?
 - a. If your fiscal year ends the same day the Capital/Project Grant is due and actual numbers are not yet available, complete the budget pages with the figures you have available and submit with your application. In July update the budget pages with your FY actual figures and submit to the Foundation by July 31. The newly submitted budget pages will replace those submitted in in June.

7. Is the Budget Narrative Mandatory?
 - a. The Budget Narrative clarifies for the reviewer what the line items mean. The Budget Narrative contributes to the reader's understanding of the numbers. It is highly recommended that the Budget Narrative section is filled out.

8. Is it best to use the budget supplied in the application or can I submit an agency specific budget?
 - a. The organization/applicant is advised to use the budget form supplied in the application. This budget is consistent across applicants and allows reviewers to have consistency when reading. However, if the categories in the applicants normal budget do not align with the budget categories available in the foundation's form, then you may decide to submit a separate income and expense budget and attach it after the application's supplied budget form.

9. Can I submit extra materials such as a brochure, a yearend report or a flier in addition to the proposal?

- a. Yes you can submit visual material such as a brochure, a DVD or a flier to provide a visual, however, the foundation may not make use of these materials. Most of these materials can be uploaded into the application, however DVD's and bound materials will need to be mailed in separately. If mailing in materials please include 2 copies.**

10. What is the geographic area the Foundation will consider for funding?

- a. Central Indiana is the primary geographic area for funding. The Foundation has a few legacy grants that fall outside of this area, but it is rare to consider new funding outside of Central Indiana. The Board of Directors has the discretion to vote on all funding.**

11. When is the Grant Report due?

- a. All grant recipients must submit the grant Report Form found on our website. It is expected that at the end of one year from the time the grantee received funding, most if not all of the funding has been expended and a final report will be completed and mailed to the office.**
- b. Interim Report-An Interim Report is due for all applicants that are considering applying for another grant cycle while they are in the midst of the current cycle. For example, if your organization received funding for operations in July and is planning to apply again in January for the next operation's cycle, an interim report will be required before that application can be considered. The Interim Report should include a narrative that states how the funding is being utilized, is the spending on track and if not, provide an explanation and a brief financial report with year to date numbers showing how much of the funding has been spent.**