

## 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 5:00pm for both cycles on the due date. Two complete copies of the application must be in the Foundation's office by 5:00pm on the due date.
  
3. When do I need to submit a Preliminary Proposal Letter?
  - a. Preliminary Proposal letters 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, a Preliminary Proposal Letter is not needed. Operations Cycle Preliminary Proposal Letters are due by Nov. 30.
  - b. A Preliminary Proposal Letter is recommend for all Capital Grant proposals but it is mandatory if the organization has not previously applied to the Foundation. Capital Grant Preliminary Proposal Letters are due on April 30<sup>th</sup>.
  
4. Can applications be submitted on line?
  - a. No, all applications must be submitted by US Mail or hand delivered by Close Of Business on the due date by 5:00pm. Of course we accept applications prior to the last day. Operation Cycle deadline is January 31 and Capital/Special Project deadline is June 30. Two complete copies of the application, including all attachments must be in turned in by 5:00pm on the due dates.
  
5. Can I submit one copy of the materials and have the foundation print a second copy?
  - a. The Foundation will not print a second copy. If a second copy is not provided the applicant will not likely be considered for funding.

6. **Where do I find the full application for the Capital/Special Projects Cycle?**
  - a. **The full Capital/Special Projects application is now included in the Capital Projects Cycle tab on the website. The organization no longer has to go to the Operations tab and retrieve the first part of the grant application.**
  
7. **How do I complete the budget section?**
  - a. **AWCCF has changed the budget section to better suit its needs. There are now three columns. 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. We no longer have a projected year budget column. \*Use the original budget as approved by the Board for the most recently completed year not an amended budget.**
  
8. **What if our fiscal year ends June 30<sup>th</sup> 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 you FY actual figures and submit to the Foundation by July 31. The newly submitted budget pages will replace those submitted in in June.**
  
9. **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.**
  
10. **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.**

11. What if I go over the allotted number of 5 pages for Operations Grants and 3 pages for Capital Grants in the narrative section?
- a. Try to stay within the allotted number of pages to explain the prescribed questions. If you feel that the focus of the grant request is not justly described in the provided space, you can include an attachment to further explain or illustrate the proposal.
12. 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. Please submit two copies of any additional materials the applicant is including by the due dates. The Foundation requires one original and one complete copy of all submitted items.
13. 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.
14. 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 into 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.