



Frequently Asked Questions Pre-Grant

Where do I begin?

We use a software system called Foundant and you will begin by creating an account using this link: <https://www.grantinterface.com/Home/Logon?urlkey=southcentralny>. Click create new account and enter the requested information. You will need contact information and your EIN/Tax ID number to register. You only need to complete the fields that have a *star* next to them.

How do I know if I am eligible to apply?

We accept applications from any 501(c)(3) where a grant will benefit significantly in the Foundation's service area: Broome, Chenango, Delaware, Otsego and/or Tioga counties, and certain local government agencies, municipalities and public-school systems within the Foundation's service area. Organizations requiring a 501(c)(3) as a fiscal sponsor may also be eligible to apply. You will find the specific guidelines for each grant cycle on our website. Please refer to these guidelines to insure you are applying to the cycle that best fits your request.

What are the goals of CFSCNY grant program?

In general, the Community Foundation hopes to accomplish several different goals through its granting program. As an organization that supports local communities, the Community Foundation seeks to: increase access to community resources, maintain community spaces, increase innovation, increase organizational capacity and improve the lives of community members. We invest in organizations that share our grant-making goals.

Does the CFSCNY have funding priorities?

The CFSCNY conducts extensive need assessment in our 5-county region. The most recent reports can be found on our website: <http://www.donorswhocare.org/>. We use this information to guide the allocation of our resources. Some of the funds that we administer have very specific funding priorities. Please ask our Program Assistant or Program Officer about your particular area of interest.

What if it's an emergency?

You may call the Executive Director or Program Officer at any time to discuss an emergency request.

How much can I apply for?

We offer multiple grant cycles per year of varying amounts. Amounts are listed in the guidelines for each opportunity. You will find all grant guidelines using this link: <https://donorswhocare.org/grant-seekers/grant-seeker-forms/>

Where do I find the grant guidelines?

The guidelines for all our grant cycles can be found on our website using the following link: <https://donorswhocare.org/grant-seekers/grant-seeker-forms/>. On that page you will be able to see all the grant cycles available for the entire year and see what all of the guidelines are.

How do I log in?

Simply click on this link: <https://www.grantinterface.com/Home/Logon?urlkey=southcentralny>
Enter your email address and password and click Log On. You will then be taken directly to your dashboard.

What if I forgot my password?

If you need your password reset simply email our Program Assistant Stacy Mastrogiacomo at Stacym@donorswhocare.org or 607-752-2317 and she will reset it for you.

I am not sure if my organization already has an account, how can I check?

If you are unsure if your organization already has an account you can email our Program Assistant Stacy Mastrogiacomo at Stacym@donorswhocare.org or 607-752-2317 and she will verify if you have an account and reset your password if necessary.

Do I need to submit an LOI?

Many of our grant cycles require your first step to be the submission of an LOI. On your dashboard you will see action buttons listed next to each available opportunity. If it says "Complete and Submit LOI" next to the grant cycle you wish to apply to then you will need to complete that step first. If you are invited to submit a full application after your LOI has been reviewed you will be notified and then will be able to access the application from your dashboard.

Can I save my application and finish it later?

Yes, your application will save automatically when you exit your dashboard and you will be able to pick up where you left off when you login again.

Can I copy the information from a prior application to a new application?

Yes, we have recently added the capability for you to copy information between applications. To see how to use the copy feature click this link: <https://support.foundant.com/hc/en-us/articles/4523861991575>. If you are having trouble using the copy feature, please email Program Assistant, Stacy Mastrogiacomo at stacym@donorswhocare.org for assistance.

Can I see an example of a successful Project and/or Organizational Budget?

You can see an example of a successful Project Budget by clicking this link:

<https://www.dropbox.com/s/kknhtb26145h3fs/Project%20Budget%20Example.pdf?dl=0>

You can see an example of a successful Organizational Budget by clicking this link:

<https://www.dropbox.com/s/wl3dewt0rhhy0k9/Organizational%20Budget%20Example.pdf?dl=0>

Can someone review my application and offer assistance prior to me submitting it?

Our grants team is happy to review your application and offer assistance prior to you submitting it. Please contact Program Assistant, Stacy Mastrogiacomo at Stacym@donorwhocare.org or 607-752-2317 to arrange this option. Please note that your application will need to be ready for review at least 7 days prior to the application deadline if you would like feedback before submission.

I've submitted my application, now what?

Our grants panels thoroughly review every application that is submitted. Once their final decisions are made you will be notified, usually via email.

Can I make changes to my application once it is submitted?

Once you have submitted your application you will no longer be able to make changes to it on your end. If you discover an error or something that was incomplete on your application after you submit it, please contact Program Assistant, Stacy Mastrogiacomo at Stacym@donorswhocare.org or 607-752-2317 for assistance.

I am not a 501c3, can I use a fiscal sponsor?

If you are not a 501c3, you can apply for a grant using a fiscal sponsor. Please refer to the following document for more information. [FAQ's for Organizations Looking for a Fiscal Sponsor.docx](#)

If my application isn't accepted, will I be told why?

Absolutely! Your organization will receive a decline letter shortly after the review process. If you would like to have an in-depth discussion regarding your proposal, please contact Program Assistant, Stacy Mastrogiacomo at Stacym@donorswhocare.org or 607-752-2317

Can I apply for more than one grant at a time?

Yes, you can apply to each available cycle one time per year.

Does the Community Foundation offer any training?

Yes! The Community Foundation offers regional trainings to organizations focused on putting forward a strong application. Click here to watch a video recording of our most recent workshop:

<https://us02web.zoom.us/rec/share/88OvyMs5Eirlztkemy7U6Tg8jQI9aiSe27JzXsZovKanMJbyFq2j36oDvJPRgYiJ.3GIXiLAqCP3aQyLx> (Passcode: ux%7t2c8)

Who do I contact if I have a question?

Our grants team is happy to assist you throughout any stage of this process. Please feel free to contact our Program Assistant, Stacy Mastrogiacomo at Stacym@donorswhocare.org or 607-752-2317 or our Program Officer, Tina Barber at Tbarber@donorswhocare.org or 607-206-5180.