Community Foundation
FOR SOUTH CENTRAL NEW YORK

Frequently Asked Questions
Grant Award Follow-Ups

How will I know that my application has been selected for funding?
-Once your application has been reviewed and approved by the panel it's been assigned to, the funding recommendation goes to our Board of Directors for final approval. Directly after that meeting, you will receive an e-mail from our grants team letting you know your application has been approved for funding and outlining the next steps you will need to take to request those funds.

What documents will I need to complete in order to accept my award?
-Once you've been notified of your award, you will log back into your account to view the follow-ups. You will see several attached to your grant. To accept your award, you will need to review and complete the contract.

How do I complete the contract?
-The terms of the contract will need to be reviewed with, and signed by **a board officer from your organization**. It cannot be signed by an Executive Director of other staff of an organization. Once the terms have been reviewed and you have a board officer's approval, simply type their name into the first field and the office they hold in the second field. Hit the "submit" button on the bottom right and that is all there is to it. Click on the highlighted link for more in-depth information on how to complete your contract. Grant Contract With Highlighted Comments.pdf

How do I complete the contract if I'm working with a fiscal sponsor?
-The process remains the same. The difference is that **the contract must be reviewed with and signed by a board officer from the fiscal sponsor's organization** as they are accepting fiduciary responsibility for the award.

How long do I have to spend the money?
-All of our grant periods are for 2 years from the date that your award was approved by our board of directors. You will have 2 years to expend your funds.

How do I request my award?
-A Request for Payment form is attached to every grant in our on-line system and will be found on your dashboard. Once your grant contract has been signed and accepted, you will be able to request payment. Alternatively, the form is also located on our website www.donorswhocare.org . Click on the "Grant-Seekers" tab and choose "Grantee Forms".

When can I request payment?
-You will be able to request payment any time after your grant contract has been signed and accepted. You can make one request or multiple requests during the course of the 2 -year timeframe of your contract. We will payout an award that is $5,000 or less in its entirety once we've received the executed contract. For awards exceeding $5,000, see "Can I request the entire award up-front?"

Can I request the entire award up-front?
-Generally, we will allow an organization awarded in excess of $5,000 to request up to half of the award up-front. We understand that some projects might require the full amount up-front and will consider those requests. Once we receive an accounting of the first allocation, we will release the second half at the organization's request. An organization is also encouraged to expend their own funds up-front and be reimbursed once receipts/invoices have been submitted to the foundation. **We turn around requests for payment very quickly, usually within a week.**

Do I need to account for how the award is spent?
-An organization must provide invoices/receipts for any individual expenditure exceeding $1,000. Otherwise, we do not require any documentation. For example, if an organization is requesting a laptop at $900, and a printer at $150, we would not require any documentation as each individual purchase is under $1,000.

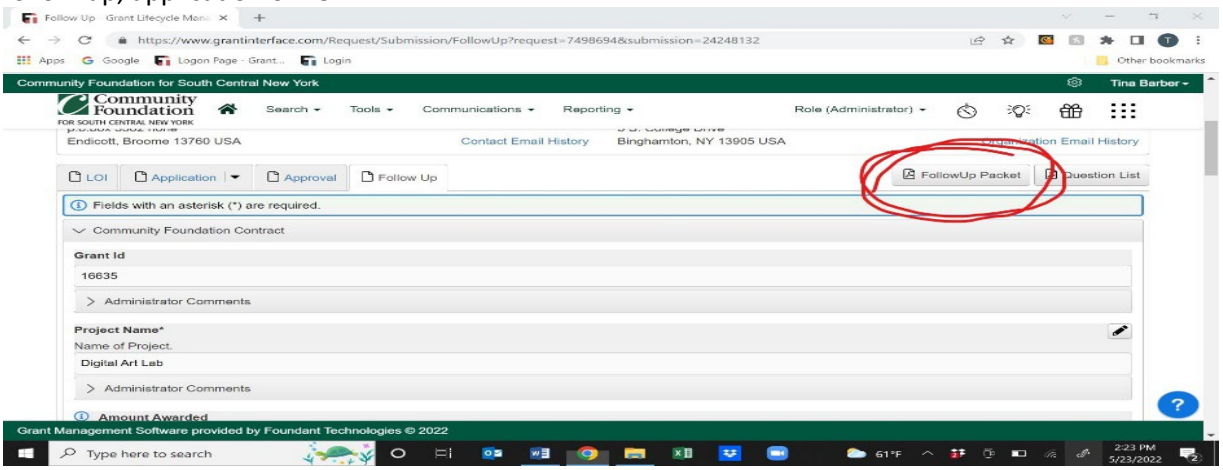
How do I request payment if I'm working with a fiscal sponsor?
-The process remains the same. The difference is that **the request for payment must be made by the fiscal sponsor and must go to the fiscal sponsor** as they are accepting fiduciary responsibility for the award.

Do I need to report on the progress of my project?
-Yes, all grants made by the Community Foundation will require a report. The report will be located on your dashboard in the system and should be completed and submitted within the system. The due date is generally scheduled for a year out from the original grant-date but that is just a placeholder and if you need an extension, simply contact the Program Associate to change the date.

How do I complete the report?
-Reports are attached to all grants and can be found on your dashboard when you log into Foundant. The report will be in the same place as your contract and the request for payment form. Simply click on the little blue link that says "edit" to the right and it will take you to the report. There are only four questions that you will be required to respond to. You will be asked to report on your project's successes, challenges, as well as if anything unexpected happened while implementing your project. The final question is about any advice you'd give to someone else that might want to implement a similar project/what you would do differently next time. There is also an opportunity to upload pictures that highlight your project. Click on the highlighted link for more information: Grant Report With Highlighted Comments.pdf

What if I run into complications when I try to implement my project?
-We understand that sometimes, things don't go according to plan. If you are having trouble implementing your project or want to make some adjustments to your budget simply contact the Program Officer.

Can I get a copy of the contract, request for payment and report?
-Yes! At any time, you have access to pull pdf's of any and all documents that you submit through our on-line system. If you look to the upper right hand corner on any form that you have completed you will see the following button in the image below. Simply click on it and you can download a pdf of your follow-up, application or LOI.



What if I need an extension?
-If your organization cannot complete the project/expend the funds within the 2-year time frame, you can request a 3-month extension. Simply contact the Program Officer for more details.

What happens if I need to change something about my project that I didn't anticipate?
-If you find that you need to make changes to the project that you didn't anticipate, simply contact the Program Officer to discuss the issue.

Can I still apply for other grants from the Community Foundation?
-Yes. Even if you have an open grant with us, every organization is eligible to submit one application per year per opportunity in a calendar year. For example, that could translate into one small grant application, one community grant application, one women's fund grant application, etc.

Who do I contact if I have a question?
-Please contact either Program Officer, Stacy Mastrogiacomo at: stacym@donorswhocare.org