

## FAQs for Traditional Grant Process

Updated 04/07/2021

Q. You ask for audits, 990s and other documentation to be emailed. What if the files are too big?

A. We changed submission to upload only for ALL parts. You will receive private link after you complete the Notice of Intent to Apply.

Q. How will I know if all of my documentation is received?

A. We will respond to let you know that we received your upload within 1 business day after due date. We will not be using auto-replies in case there are issues with documents, etc. Additionally, we will reach out if we find that any documentation is missing.

Q. Do I have to complete my app in one sitting?

A. No. It is a fillable PDF so you can save it and come back to it. We have heard that some are having to rename the file every time it is saved, however.

Q. I am asking for funding for general operating expenses rather than a program. How do I complete the programing portion of the budget worksheet?

A. We understand that some agencies do not break down their work by program, so we need to meet with you individually to discuss how best to complete the questions and budget. Please email [grants@unitedwaycrossroads.org](mailto:grants@unitedwaycrossroads.org)

Q. How will our success stories be used?

A. Success stories are incredibly impactful for grant application reviewers. If you are awarded a United Way grant, we may use your success stories in our marketing. Please be as specific as possible while still maintaining your clients' privacy.

Q. My fiscal year does not coincide with a calendar year. How do you want historical financials to be represented?

A. Use your last two completed fiscal years for 19/20 and 20/21. Use your upcoming fiscal year, or current, depending on how yours falls and where the majority of the UW funds for 21/22 will be used for the 21/22 column.

Q. Do I have to wait until the deadline to submit my app?

A. Absolutely not! The app is open now and will remain open until the deadline.

Q. Will site visits and grant hearings be two separate meetings?

A. No. Grant hearings will be held 5/25-5/27 and will include a virtual site visit that you will present.

Q. Is the signature page the only thing that needs to be printed and scanned to be uploaded?

A. Yes-whether it is signed electronically or by hand and scanned, it does need to be uploaded separately.

Q. If we are a current grantee for 20/21 and we submitted our demographic data already, do we need to complete the full P5 stats tab?

A. No-we only need you to complete 21/22 Projected Column.

Q. What is the ideal amount to apply for?

A. While our total available to allocate will be lower due to COVID's impact on 21/22 workplace campaigns, we do not yet know our final amount. If you are selected for funding and we cannot fund the full amount you request, we will discuss with you the amount we can offer to see if it will work for your program.