

THE MONTGOMERY COUNTY COMMUNITY FOUNDATION

Sharing Montgomery Fund Frequently Asked Questions

How can I submit a letter of inquiry (LOI) and when is the deadline?

All LOI documents must be submitted to mccfstaff@cfncr.org by 6pm on Tuesday, August 4, 2009. No hard copies are required. Faxes will not be accepted.

Please do not send your LOI documents in a zipped file, as our server will not be able to accept it. If necessary, you may submit each LOI attachment in separate emails.

What format should we use for the e-documents?

Word, Excel, or PDFs formats are acceptable. Please do not include page numbers on any of your documents. Also, it is most helpful to include your organization's name and the type of document in the e-title of each document. For example, "ABC Organization_LOI narrative.doc" "ABC Organization _FY10 Budget.xls"

What are the geographic restrictions for funding from the Sharing Montgomery Fund?

To be eligible to submit an LOI, your organization must be a 501(c)(3) organization with programs that directly serve low-income Montgomery County residents. Organizations headquartered outside the county must demonstrate the impact of services in the County.

When will we be notified if we will receive a Sharing Montgomery Fund grant?

By early October 2009, MCCF will notify you in writing if your organization will be invited to submit a proposal, which will be due by December 1, 2009. If selected for the proposal stage, MCCF staff will also arrange a site visit in either the fall (October – December) or winter (January – February).

Funding decisions will be announced in April 2010.

What's the funding timeline for an FY10 Sharing Montgomery Fund grant? How soon must the grant funds be utilized?

Grant funds should be used within one year of the date received. (I.e. from April 1, 2010 through April 1, 2011.)

Is the required organizational budget to be based on our current fiscal year or a projection of a future year?

This will depend on your fiscal year:

- For a July 1 – June 30 fiscal year, submit your organization's FY09 budget-to-actuals AND your current FY10 budget.
- For an October 1 – September 30 fiscal year, submit your FY09 budget-to-actuals AND projected FY10 budget.
- For a January 1 – December 31 fiscal year, submit your current budget.

What are the page limitations and are they spelled out in the LOI guidelines?

Yes, page limitations are spelled out in the guidelines. The letter of inquiry should be no longer than 3 pages in a font style/size that is easy to read (i.e. Times New Roman, Arial).

Sharing Montgomery Fund - Frequently Asked Questions (Continued)

My organization recently received a grant from one of other discretionary funds of The Montgomery County Community Foundation / The Community Foundation for the National Capital Region. Is my organization eligible to submit a letter of inquiry for the FY10 Sharing Montgomery Fund grant cycle?

Yes. Receiving a grant from another fund at the Community Foundation does not preclude your organization from submitting a letter of inquiry.

Are there any organizational eligibility requirements that would prevent an organization from being considered for a grant? (i.e., organizations that have been incorporated for less than a year, have a large/small budget, etc.)

The Sharing Montgomery Fund only supports 501(c)(3) organizations with programs that directly serve Montgomery County residents. There are no specific eligibility requirements/restrictions related to budget size, or years of operation.

May we request a general operating support grant?

Yes, organizations can request general operating support or requests for specific programs.

May an organization submit a proposal for a multiple-year grant?

No, the Sharing Montgomery Fund does not make multi-year grants. However, you can reapply for the same program each year.

May we submit multiple LOIs to the Sharing Montgomery Fund?

No. We encourage everyone to either apply for general operating support or select one program that best fits the Sharing Montgomery Fund guidelines.

My organization intends to submit a proposal to a different Community Foundation fund in 2009 (E.g. The Community Foundation for the National Capital Region's regional Neighbors in Need Fund.) If we are awarded a grant from the Sharing Montgomery Fund, will we be eligible to receive funding from other funds of the Community Foundation?

Yes, you may be eligible to receive a grant from another fund even if you have been awarded a grant from the Sharing Montgomery Fund.

May we include supplemental attachments with our LOI, such as letters of recommendation from community partners, copies of media coverage of our programs, etc.?

If you are requesting funding for a partnership, then a letter of agreement or recommendation from your partner organization(s) is permissible. Otherwise, please do not submit letters or any other supplemental materials (brochures, flyers, newspaper articles) with your LOI.

How competitive is the Sharing Montgomery grant process?

It changes from year to year. Although we anticipate that there will be considerable interest, we have no way of knowing how many organizations will submit proposals for the Sharing Montgomery Fund this year. Last year, 128 organizations applied and 39 were chosen to receive a grant.

Even if your LOI is not selected to receive a grant, we still appreciate receiving your application as it provides the Community Foundation staff with details about your programs which we may be able to share with our colleagues and donor families. Also, having your updated contact information will allow us to contact you about other funding opportunities available through the Community Foundation and our foundation colleagues.

Sharing Montgomery Fund - Frequently Asked Questions (Continued)

What type of programs has the Sharing Montgomery Fund supported in the past?

The Sharing Montgomery Fund has supported a wide variety of organizations addressing the needs of low-income children, families, and seniors. A brief list of past grantee programs includes civic engagement and leadership building, services for people with disabilities, early childhood education, emergency food & shelter, job-skill training, health clinics, affordable housing, ESOL classes and legal services for immigrants, mental health counseling, and after-school enrichment programs for youth.

You may view a list of the Sharing Montgomery Fund's most recent grantees online at www.MCCommunityFoundation.org.

If my organization submits an LOI, is it possible that the organization may be awarded less money than requested?

Yes, it is possible that your organization will be awarded a smaller grant than what was requested.

If our proposal does not receive funding, can we request feedback from the reviewers or a debriefing of some other kind from the Community Foundation?

If you have questions, you may contact Anna Hargrave at ahargrave@cfncr.org or (301) 588-2544 X 14. We will endeavor to be as responsive to questions from applicants as the volume of requests allows.

Is there a way for an organization to apply for donor advised funding?

Organizations may not apply directly to donor advised funds established by individuals or families. However, the Community Foundation staff does offer funding suggestions as requested by the donors. Most of the ideas we share with donors have come to our attention through the competitive grant applications submitted to the Sharing Montgomery Fund.

What if I still have questions? Can I talk to staff about our proposals?

You may contact Anna Hargrave at ahargrave@cfncr.org or (301) 588-2544 X 14 if you have specific questions about your program's eligibility or the review process.