Please read this document thoroughly before applying for a grant.

# Q: Are there deadlines for applying?

A: Yes. Applications for the Grants and Sponsorships will be accepted starting the first week of August anticipated application period for the board meetings review:

Applicants should expect a period of up to 12 weeks from application deadline to final decision-making. Grants are awarded on a competitive basis and, if approved, the grant amount may be lower than your original request. Current grantees must wait 12 months after final payment before submitting another grant application. Application questions are provided in pdf for your preview. Due to the volume of applications received, we may not be able to respond to all questions during the last three days of the grant cycle, so you are encouraged to submit well before the deadline to ensure receipt of your application.

# Q: Does my organization have to be in an area served E-FF Aid Inc. to receive a grant?

A: Foundation Grants are limited to organizations that have their office located in California which **E-FF Aid Inc. headquarter** [is located and serve the communities where we provide financial assistance. To find our locations, please visit our website at https:// e-ff.org. **E-FF Aid Inc. 5424 Sunol Blvd Ste 10 Ste 10 PMB 1071 Pleasanton, CA 94566-7**](https://e-ff.org/)

# Q: Are nonprofits required to have a 501(c)(3) designation to apply?

A: Nonprofits applying for a Foundation grant must be tax exempt under Section 501(c)(3) and recognized as public charity under Code Section 509(a) and in good standing. (If an organization is exempt under Section 509(a)(3) must be Type I or Type II.)

# Q: Our organization has a bank account, trust account, etc. with Citibank. Does this guarantee or help ensure that we will grant funding

# While we appreciate our business relationships and take tremendous pride in serving our clients, the Internal Revenue Service stipulates that we may not factor business relationships into the equation when making Foundation grant award

decisions to avoid self-dealing practices. All organizations and requests are evaluated using the same criteria, which include an assessment of the organizations and the initiative’s objectives, community-wide impact, and measurable outcomes.

Sponsorship decisions, however, do factor in business account relationships, along with partnership, community impact and volunteer opportunities. These decisions are made at a regional level.

# Q: My organization is a current grantee. Are we eligible to apply for additional funding?

A: If your organization has been awarded a grant or received a grant payment within the last 12 months, additional requests for funding will not be considered until after the grant period has ended, 12 months after the final payment, and a final report has been submitted. While applicants are eligible to apply 12 months after these requirements, priority consideration is given to applicants who have not received funding in the previous two years.

# Q: Why is there a one year waiting period to be eligible to apply for additional funding?

A: Throughout our multi-state footprint, there are many valuable nonprofit partners that are addressing critical community needs. The one-year waiting period allows us to partner with more organizations toward fulfilling their mission and allows our current grantees the opportunity to diversify their funding streams which bolsters their overall sustainability.

# Q: Can I apply for both a grant and a sponsorship within the same calendar year.

A: Yes, however, please note that due to the volume of requests received, we will take into consideration all commitments made per organization into our overall decision. Due to the significant financial support provided through E-FF Aid Inc. led

fundraising events, we suggest that applicants wait to apply for funding until two years after the event.

# Q: Does the Non-profit provide funding to daycare or childcare centers to subsidize the cost of tuition, or fees?

A: Unfortunately, families across our footprint are facing rising childcare costs, but because of limited resources and a desire to remain fair and equitable, we are unable to fund tuition assistance or fees.

# Q: What is the difference between a grant and a market sponsorship?

A: Foundation grants are provided to IRS designated 501 (c)(3) non-profit organizations. Grants are charitable donations used to fund initiatives that are large in scope and impact. Sponsorships are monetary contributions given in support of events or activities in exchange for advertising and/or publicity. Sponsorships provide a direct benefit to parent company E-Funding

Foundation. These decisions are made at a regional level.

# Q: May we submit more than one application at a time?

A: No. Organizations may only submit one initial application per grant cycle. If approved, additional applications will not be reviewed until the grant period is ended, 12 months after the final payment, and a final report.

# Q: How many times per year can an organization apply for a Foundation grant?

A: Only one contribution per grantee will be funded each year. If an applicant is declined in a funding cycle, they may apply again in a later cycle.

# Q: How do I apply?

A: Applications must be submitted online through the E-FF Aid Inc. website. Proposals are not accepted via email, postal mail, or fax.

# Q: When will the Foundation Board meet?

A: Aside from the annual meeting in August, the Foundation Board anticipates meeting mid-March, mid-June and mid-September.

# Q: What is an appropriate request amount for an E-FF Aid Inc. grant?

A: The amount requested from the Foundation should be proportionate to your organizational budget, funding opportunity budget and expected income from other sources. Funding is ultimately contingent upon the initiative’s alignment with the Foundation’s

priorities and funding availability from the Foundation’s annual budget. The average annual grant amount is $300- up to $1,000.

# Q: What e-mail address should be used for the account?

A: When setting up the account username and password for the application, please be sure to use an email address that is

accessible to more than one person at the organization. If you are a contracted grant writer, please set up different accounts for each organization that you represent using a valid email address accessible by that organization. Note: The same email address cannot be used for multiple organizations.

# Q: Can I copy and paste information from a Word document into one of the application’s text boxes?

A: Yes. You can copy information from an existing Word document and paste into the appropriate text box in the application.

# Q: I do not have all the required documents in an electronic format. How do I submit them?

A: All documentation is required to be submitted in an electronic format with the application. Please convert the documents to PDF attach and upload them to your application.

# Q: What is required of my organization if approved for funding?

A: All grant applications that are approved for funding will require the following: • Signed Grant Agreement – this includes an original signature as well as ACH deposit information since no paper checks are issued and is due within 2 weeks of notification. • Grant

Reporting – an annual report will be required to be submitted electronically through your online account and is due within 30 days after the grant period is over. Overdue requirements can affect scheduled payments as well as future funding.

# Q: In what form of communication will you notify my organization about our application?

A: Communications during the application process will be made primarily by email from the following: [grantsandsponsorships@e-](mailto:grantsandsponsorships@e-ff.org) [ff.org](mailto:grantsandsponsorships@e-ff.org)

Please add these email addresses to your contacts to receive all communications during the application process.

# Q: What are some additional resources that I should consider if my organization/program may not be a good fit for the E-FF Aid Inc.

A: Foundation Center – Find Funding – [www.foundationcenter.org,](http://www.foundationcenter.org/) Grants Alert – [www.grantsalert.com,](http://www.grantsalert.com/) or Chronicle of Philanthropy – [www.philanthropy.com/grants](http://www.philanthropy.com/grants) \*For additional questions, please e-mail [grantsandsponsorships@e-ff.org or](mailto:grantsandsponsorships@e-ff.org) [support@e-ff.org](https://support@e-ff.org/)