



**The Greater New Orleans Foundation
IMPACT 2013 – FAQs (FREQUENTLY ASKED QUESTIONS)**

FAQs' Purpose

The purpose of these FAQs is to provide information about IMPACT 2013. The FAQs do not impose any requirements beyond those included in the IMPACT 2013 Guidelines for Letters of Intent.

These FAQs are organized in eight main categories: General Questions; Eligible Applicants and Partners; Applications and Formatting Instructions; Target Population and Service Area; Data Collection and Reporting; Allowable Activities; Funding; and Future Opportunities.

The Greater New Orleans Foundation will provide additional or updated information as necessary on its website: www.gnof.org. If you have further questions that are not answered here, please call Roy Williams at 504-598-4663, or e-mail your question to grants@gnof.org (please include the word **“Question”** in the subject line).

1) GENERAL QUESTIONS

Q: What is the purpose of IMPACT 2013?

A: The ultimate goal of IMPACT 2013 is to create a resilient, sustainable, vibrant, and equitable region in which individuals and families flourish and in which the special character of the New Orleans region and its people is preserved, celebrated, and given the means to develop.

Q: What kind of grant proposals will IMPACT 2013 consider?

A: The Foundation will welcome requests for:

1. General operating support
2. Programmatic support
3. Capacity building support (e.g., board development, strengthening financial tracking systems, planning, evaluation, etc.)
4. Legislative, judicial, or executive advocacy; community organizing; community leadership development; and research that supports specific advocacy initiatives
5. Advocacy efforts that seek to establish new sources of public support for nonprofit work

Q: What are the four funding categories for IMPACT 2013?

A: (1) Arts & Culture; (2) Youth Development; (3) Education; (4) Health and Human Services. (Please note, the Health and Human Services category includes special funding opportunities from the **Gulf States Eye Surgery Fund**, the **Harold W. Newman, Jr. Charitable Trust**, and the **Kahn-Oppenheim Trust**. These special funding opportunities are not additional IMPACT categories; rather they represent separate, restricted funding within the Health and Human Services categories.

Q: What happened to the Civic Engagement category?

A: For IMPACT 2013, Civic Engagement will be woven throughout the four funding categories. Support will be given to organizations that increase community involvement, leadership, and voice in efforts to rebuild and improve our region in each of the categories.

Priority will be given to work that aims to:

1. Build trust, relationships, and strong networks within communities and across diverse communities.
2. Reach across barriers of race, class, and neighborhood; across fields such as education, health, the arts, housing, youth development, and others; and across sectors (nonprofit, business, and government), to identify key community issues and advocate for long-term solutions.
3. Give marginalized communities and the organizations that serve them greater access to technical assistance and best practices in civic engagement and advocacy.
4. Provide residents of marginalized communities access to, and training in, new communications and social networking technologies.
5. Help residents of marginalized communities learn about and deliberate on issues of civic importance and move from deliberation to active civic engagement.

Q: Can an organization submit more than one application?

A: No. We will accept only one application per organization.

Q: Our proposed program fits under more than one of the four categories. Can we apply under more than one funding category?

A: No. Your organization should choose one of the four categories under which to apply, and your letter of intent (LOI) should reflect only that one category.

Q: Will we have a better chance of receiving an award if our program covers more than one funding area?

A: Special consideration will not be given to those programs that cover more than one funding area.

Q: What is the average size of an IMPACT 2013 grant?

A: The average grant size will likely be in the \$20,000 range. Individual grants may be larger or smaller.

Q: Is there a requirement for matching funds?

A: There is no requirement for matching funds for IMPACT 2013. However, providing evidence of a secured match may strengthen your application.

Q: Does the Foundation fund new programs under its IMPACT 2013 program?

A: Yes. The Foundation will consider supporting new programs at existing organizations.

Q: Does the Foundation fund start-up organizations under its IMPACT 2013 program?

A: Yes, the Foundation will consider funding young organizations with a track record of success. If the applicant does not have a 501(c)(3) determination letter from the IRS, it will need to find a fiscal agent (see section 2 below).

Q: Does the Foundation award grants to individuals?

A: No. The Foundation does not provide grants to individuals.

2) ELIGIBLE APPLICANTS AND PARTNERS

Q: Who is eligible to apply for an IMPACT 2013 grant?

A: Nonprofit, 501(c)(3) public charities that serve the Greater New Orleans region are eligible to apply for funding.

Q: My organization has applied for 501(c)(3) public charity status with the IRS but has not received its letter of determination yet. Can I still apply?

A: We require that all organizations have a valid letter of determination from the IRS. We suggest you seek a fiscal agent until you receive your letter of determination. Please provide a memorandum of understanding (MOU) that describes the relationship between your organization and your fiscal agent.

Q: How do I find a fiscal agent for my organization?

A: We recommend you contact the Louisiana Association of Nonprofits (LANO) or the Foundation Center, as both are excellent resources for organizations seeking more information about fiscal agents.

Q: My organization is using a fiscal agent. What sort of documentation do I need to submit to verify our fiscal relationship?

A: We require all organizations that are utilizing a fiscal agent to submit with their application a memorandum of understanding (MOU) between the fiscal agent and the sponsored organization describing the relationship between the two.

Q: My organization is using a fiscal agent. Whose financial information should I submit?

A: If your organization is using a fiscal agent, please submit financial documents for your fiscal agent organization. If you are applying for project support, be sure to include a project budget.

Q: My organization plans to submit a letter of intent (LOI). If we act as the fiscal agent for another organization, may that organization also submit an LOI?

A: Yes.

Q: My organization was awarded an IMPACT grant in 2012. Are we eligible to apply in 2013?

A: Organizations awarded an IMPACT grant in any year are eligible to apply for IMPACT 2013 grants.

Q: Are schools eligible to apply for an IMPACT 2013 grant?

A: Because of our limited resources, we are unable to support individual schools. We will, however, consider support for school-sponsored initiatives to reform public school systems in ways that improve teaching and learning.

3) APPLICATIONS AND FORMATTING INSTRUCTIONS

Q: What documents are required for submission with the letter of intent (LOI)?

A: Along with the LOI, each applicant must submit:

1. IMPACT 2013 Application Cover Sheet
2. Proposal Narrative
3. Program budget, if applicable
4. Latest annual organizational budget, including both revenues and expenses, approved by your board of directors
5. List of your organization's board of directors
6. A copy of your most recent audited financial statements (or, if unavailable, an internally prepared statement of financial of position/balance sheet and statement of activities/income statement)
7. Your organization's most recent tax return (i.e., your Form 990)

Q: Can I use the Southern Grantmakers Common Grant Application?

A: No, please use the IMPACT 2013 Application Cover Sheet.

Q: In what font style and size must the letter of intent (LOI) be written?

A: LOIs should be typed in 12-point Garamond, single-spaced with page numbers. Your pages should have a one-inch margin on all four sides of each page.

Q: What is the maximum number of pages for the letter of intent (LOI)?

A: The LOI should be no more than 3 pages, not including attachments.

Q: How long should the responses to each question be?

A: How much space you devote to each answer is up to you and will depend upon the nature of your program. Some questions may require longer or shorter answers.

Q: How detailed should the responses be?

A: Include as many concrete details as you can about your program. Keep the proposal specific to your local data and community. Describe how you will measure/quantify your success, (e.g., the number of people to be served, how the impact will be evident, etc.).

Q: Can applications be submitted through the mail?

A: No. We will only accept applications submitted electronically to grants@gnof.org. Please submit all application components in ONE email. The subject line of your email should read: “**[Category of Funding]-Impact 2013-[Your Organization’s Name]**”. (For example, “Education-Impact 2013-ABC Inc.” Or, if you are applying for special funding, please include the fund name as well as the category name: “Health-Kahn-Oppenheim Trust-Impact 2013-ABC Inc.”)

Q: Will I receive a confirmation email once we submit our proposal?

A: Yes. You will receive a reply from grants@gnof.org.

Q: What if I missed the deadline for the letter of intent?

A: Because we are on a very tight timeline, application deadlines cannot be waived or extended.

Q: How can I increase my organization’s chances of being funded?

A: You should ensure that your organization meets the Foundation’s goals, follows the application guidelines, and is responsive throughout the review process. Even if your organization is eligible and responsive, the Foundation cannot guarantee that a grant will be made.

Q: Should my organization request a smaller grant amount in light of current economic conditions?

A: Organizations should understand that the Foundation may make fewer grants due to current economic conditions, and there will be considerable competition for available funds. An organization will not be declined on the basis of the amount requested. The Foundation may decide to award a grant of a lower amount than requested.

Q: May I call a program staff member to discuss the content of my letter of intent (LOI)?

A: No. The Foundation does not permit program staff members to evaluate or comment on the content of LOI drafts prepared by applicants. We encourage you to study the IMPACT 2013 Guidelines for Letters of Intent carefully and to review this list of frequently asked questions if you still have questions.

4) TARGET POPULATION AND SERVICE AREA

Q: What is the service area of the Greater New Orleans Foundation?

A: The Greater New Orleans Foundation serves the 13-parish region of metropolitan New Orleans.

This includes Orleans, Jefferson, St. Bernard, St. Charles, St. John the Baptist, St. Tammany, Plaquemines, Assumption, St. James, Lafourche, Tangipahoa, Terrebonne, and Washington parishes.

Q: My organization does work in the Greater New Orleans 13-parish area, but we are based elsewhere. Can we still apply for a grant?

A: Yes. As long as you can verify that the work you do serves those living in the 13-parish region, you are eligible to apply.

5) DATA COLLECTION AND REPORTING

Q: How does the Foundation monitor its grants, and what are the reporting requirements?

A: Our program staff monitors grants and will request periodic reporting.

Q: Are written performance reports required?

A: For all IMPACT 2013 grants, a final report will be required. Depending on the scope of the program, periodic progress reports may also be requested.

Q: Do you conduct site visits?

A: Site visits are conducted for organizations that have been invited to submit a full proposal for funding. Site visits may also be conducted periodically throughout the grant period.

Q: Who should be present for the site visit when the proposal is under review?

A: Typically, the executive director and one or two key staff members should be present at the site visit. Your program officer might request that additional representatives attend.

Q: How much time should we reserve for site visits?

A: Site visits typically range from 60-90 minutes.

6) ALLOWABLE ACTIVITIES

Q: Can grant money be used to pay for equipment?

A: Although IMPACT 2013 will not accept requests for capital support, general operating support grants may be used for whatever purpose or purposes the organization deems appropriate. Project support may also be used to purchase equipment if this is essential for meeting project goals.

Q: Are the funds restricted in any other way?

A: Yes. Funds may not be used for:

1. Individuals, either through scholarships or other forms of financial assistance
2. Special events or conferences
3. Programs that promote religious doctrine
4. Capital support/endowments
5. Scientific or medical research

Q: Does the Foundation award multi-year grants through the IMPACT program?

A: No. The Foundation does not currently award multi-year grants through IMPACT.

7) FUNDING

Q: How will I know if I received a grant?

A: Your organization will receive notification via email first, which will be followed by an award letter and a grant agreement.

Q: How soon must I start my program after the grant has been awarded?

A: Generally, we expect grantees to begin their programs within 30 days of signing the grant agreement.

Q: Will money be awarded in a one-time payment or in multiple payments?

A: It is our intention to make awards in one-time payments. However, depending on the program, the Foundation reserves the right to make payments over the term of the grant period.

Q: What is the duration of the grant period?

A: The maximum length for the grant period is one year.

Q: From where does the Foundation's grant money come?

A: The Foundation's investments generate income for annual operations and grantmaking. The Foundation assembled funds for IMPACT 2013 from various sources within the Foundation including its field of interest funds and unrestricted donor advised funds. The Foundation was established to operate in perpetuity, which is why managing our assets is so important. The Greater New Orleans Foundation annually distributes about four percent of the market value of its investment assets to nonprofit organizations.

Q: Who within the Foundation approves grants?

A: The program staff evaluates grant applications and makes recommendations to the Foundation's president and board of trustees. All proposals are closely reviewed by at least two members of the program staff, and are generally reviewed by all program staff before recommendations are forwarded to the president and the board of trustees for a final decision. By these actions, we seek to be fair and objective in evaluating all proposals.

Q: If an agency does not receive a grant, will the Foundation explain the reasons for its decision?

A: The Foundation is committed to responding to all applicants about any decisions affecting a grant proposal. Organizations will be notified if they are not invited to submit a full proposal or not awarded a grant. In the overwhelming majority of cases, organizations do not receive funding because there simply isn't enough funding available to support all worthy proposals. Should your organization desire more information about why your proposal was not funded, we will do our best to provide an explanation of our decision-making process. Debriefings will be conducted upon completion of the IMPACT grantmaking process.

8) FUTURE OPPORTUNITIES

Q: How can I learn about other funding opportunities through the Greater New Orleans Foundation?

A: The best way is to sign up for the Greater New Orleans Foundation email newsletter, which will provide information about all of our upcoming grant cycles and deadlines.