

Citrus County Community Charitable Foundation, Inc.

Frequently Asked Questions

Below is a list of questions that are frequently asked about the Citrus County Community Charitable Foundation, Inc. (Charitable Foundation) funding guidelines. Should you have any further questions, or need assistance, please utilize our contact form on the **Contact Us** page.

1. Q: How do I apply for a grant?

A: Applicants must complete and submit a Letter of Inquiry as a first step once the grant cycle has been noticed. You will be notified if the Charitable Foundation is willing to consider a formal proposal, and if so, given detailed instructions on the application process.

2. Q: When I submit my Letter of Inquiry via regular mail, should I also e-mail it?

A: It is important that your Letter of Inquiry be e-mailed by or before the due date and time also, so that it may be used for archival purposes only.

3. Q: Who is eligible to apply for a grant?

A: Grants are made only for new or expanded projects, programs and initiatives by nonprofit organizations certified as tax exempt under Sections 501(c)(3) of the Internal Revenue Code and are classified as not a private foundation under Section 509(a). Hospitals, educational institutions, and governmental institutions meeting these requirements are eligible to apply. Organizations that do not have all their licenses or have completed and filed Form 1023 but not yet received a determination letter from the IRS, are not eligible to apply.

4. Q: Does the Charitable Foundation have an application deadline?

A: Yes, the Charitable Foundation accepts and reviews Letters of Inquiry only when a grant cycle has been noticed. The due dates and times are noticed in the local newspaper, other news outlets and on our website. Letters of Inquiry submitted before or after a grant cycle will not be reviewed or stored. Applicants cannot submit a grant application unless the Charitable Foundation has reviewed the Letter of Inquiry and requested that one be submitted.

5. Q: What size grant should we request?

A: Request what you require for your proposal, but evaluation of your grant application will help us determine the amount of funding we can grant you.

6. Q: Do you fund newly established nonprofits?

A: Any nonprofits that are certified as tax exempt under Section 501(c)(3) of the Internal Revenue Code will be evaluated upon receipt of their grant application.

7. Q: Do you have any geographic restrictions?

A: The Charitable Foundation funds only organizations through a granting process for new or expanded healthcare programs or initiatives designed to serve only the residents of Citrus County.

These organizations must have a physical or principle address within the legal boundaries of Citrus County, Florida.

8. Q: Do you provide general operating grants?

A: No. The Charitable Foundation awards grants in the areas of health education, community health, and health/medicine programs/projects/initiatives and health/medicine research.

9. Q: When will I get a response to my Letter of Inquiry?

A: The Charitable Foundation will review Letters of Inquiry up to twice a year, but we ask that you allow up to thirty days for a response. An e-mail and/or mail response will be sent inviting you to submit a formal grant application.

10. Q: If our request was declined, when may we reapply?

A: Organizations may submit only one Letter of Inquiry within a twelve-month period (1-year).

11: Q: If my Letter of Inquiry has been accepted, what happens next?

A: When you receive an e-mail message indicating that the Charitable Foundation is willing to consider a formal proposal on the basis of your Letter of Inquiry, you will be given detailed instructions on how to submit a grant application. Upon receipt of your grant application materials, please allow up to three months for the review process.

12. Q: Are other sources of funding required?

A: While a variety of funding sources is not essential, it is viewed by the Charitable Foundation as an indication of broad interest and support in the proposed program.

13. Q: What projects are not eligible?

A: In general, the Charitable Foundation does not fund:

- For-profit organizations
- Annual funds drives
- Galas, or other special-event fundraising activities
- Capital campaigns
- Construction/renovation projects
- Deficit financing and debt reduction
- Taxes and miscellaneous expenses
- Emergency or disaster relief efforts
- Dissertation or student research
- Indirect/administrative costs
- Organizations which limit services to any one religious group or members of a specific sectarian perspective
- Political lobbying, or legislative activities
- Institutions that discriminate against any protected class or on the basis of race, creed, gender, or sexual orientation in policy or in practice
- Other endowments, organizations or grant agencies/foundations for ultimate distribution to organizations or programs selected by such agencies or foundations

- Individuals or organizations seeking loans, scholarships, fellowships, travel assistance, conference or meeting fees for themselves or to distribute to others
- Requests made from organizations without a physical or principle address within the legal boundaries of Citrus County, Florida

14. Q: Will the Charitable Foundation make multi-year awards?

A: Grants are typically awarded for a one-year period with a 120-day site visit (if required), an initial six-months report and then two years of reporting the program results.

15. Q: How do you handle requests from universities or school districts?

A: The Charitable Foundation requires that all requests from universities/colleges/nursing or medical institutions submit a Letter of Inquiry with the understanding that the grant funding will be for a new or expanded project or program, health/medical based and utilized in Citrus County, Florida only. The Charitable Foundation does not entertain individual classroom requests from schools, and any request must be submitted through the Principal or Superintendent's office.

16. Q: Will the Charitable Foundation staff or board members conduct site visits?

A: Yes, if it is required under the scope of the grant request. When site visits are not feasible, the Grants Committee of the Charitable Foundation may set up a conference call or video chat to gain a better understanding of the project, program or initiative.

17. Q: Could I set up an appointment to discuss my project idea?

A: Due to limited staff resources and number of requests received, the Charitable Foundation does not conduct preproposal meetings.

18. Q: How can I check on the status of my request?

A: You will be notified via email and/or mail.

19. Q: If my Letter of Inquiry or Grant Proposal is declined, will you explain why it was rejected or critique the proposal?

A: Due to the number of requests and small staff, it is not feasible for the Charitable Foundation to discuss with applicants the reasons for declining a request or to provide individual critiques of proposals that are declined. Because the Charitable Foundation has limited financial resources, we are able to fund only a percentage of qualified applicants. This means that many excellent projects, even ones that fall within our areas of interest, may not be funded. Please understand that a rejection of your Letter of Inquiry or Grant Proposal does not mean that the project lacks merit.

20. Q: If my Letter of Inquiry is accepted, does that mean our organization is likely to be funded?

A: No, if you are invited to submit a Grant Proposal on the basis of your Letter of Inquiry, that doesn't mean the request, has been approved. It means the Charitable Foundation is willing to give the proposed program/project or research further consideration.

21. Q: Who reviews the Letters of Inquiry and then the Grant Proposals?

A: The Charitable Foundation's Grants Committee reviews the Letters of Inquiry and Grant Proposals for proper form according to our guidelines, limitations and criteria.

22. Q: What happens after the Letters of Inquiry have been reviewed?

A: The Charitable Foundation's Grants Committee reviews the Letters of Inquiry and then submits them with recommendations to the Charitable Foundation Board for their review and invitation to submit a Grant Proposal. The organizations with the approved Letters of Inquiry are then e-mailed with instructions on submitting the formal Grant Proposal.