

Citrus County Community Charitable Foundation, Inc.

QUESTIONS AND ANSWERS

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 online contact form at, www.ccccf.us.

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

A: Grant cycles will be noticed on the website, www.ccccf.us, and in the local newspaper. There are two noticed grant cycles per year which include submission of a Letter of Inquiry (summary of your project/program) as a first step. Eligible not-for-profit organizations, may apply once within a 12-month period (once a year) for grant funding. If your Letter of Inquiry has been submitted by the noticed due date and time, it will be reviewed. You will be notified if the Charitable Foundation is willing to consider a formal proposal. If your project/program summary has been approved, detailed instructions on the grant application process will be emailed to you.

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

A: Yes. It is necessary to also email your Letter of Inquiry to, cccf2015@aol.com, for archival purposes and will not be reviewed. Only the hard copies (mailed) of the Letter of Inquiry will be used for committee review. Be aware that four copies of your Letter of Inquiry must be mailed to the Charitable Foundation to be received by the noticed due date and time. Letters of Inquiry received after the due date and time (late) will not be considered or stored for the next cycle.

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

A: Grants are made only for new projects/programs or expanded (providing more services, expanding number of clients, etc.) projects/programs by not-for-profit organizations certified as tax exempt under Sections 501(c)(3) or 170(c) 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 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, www.ccccf.us. Applicants cannot submit a grant application unless the Charitable Foundation has reviewed the Letter of Inquiry and requested that you submit one.

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 not-for-profits?

Any not-for-profits 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 not-for-profits organizations through a granting process for new or expanded health or medically-related projects/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 for new or expanded programs/projects/initiatives that are health or medically-related and in the areas of health education, community health, and health/medicine research.

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

A: The Grants Committee of the Charitable Foundation reviews Letters of Inquiry up to twice a year, in April and October, but we ask that you allow up to **30-days** for a response.

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 (once a 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 by the community in the proposed project/program.

13. Q: What projects are not eligible?

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

- For-profit organizations
- Annual fund drives
- Taxes and miscellaneous expenses
- Galas, or other special-event fundraising activities
- Capital campaigns/renovation projects
- Deficit financing and debt reduction
- Emergency or disaster relief efforts
- Dissertations or student research projects
- Indirect/administrative costs
- Organizations which limit services to any one religious group or members of a specific sectarian perspective
- 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 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
- Requests made from organizations without a physical or principle address within the legal boundaries of Citrus County, Florida

14. Q: Are multi-year awards available and what are the reporting requirements?

A: Grants awarded are for a one-year period. There is an initial 120-day site review, a six-months report and a first-year report. There are two more years of reporting the program results after the first year for a total of three years.

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 during the grant cycle with the understanding that the grant funding will be for a new or expanded project/program, health or medically-related and utilized in Citrus County, Florida only. The Charitable Foundation does not entertain individual classroom requests from schools. Any request for funding 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 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: No. The Charitable Foundation requires that you submit a Letter of Inquiry when it is noticed as the first step to possible grant funding. Due to limited resources and number of requests received, the Charitable Foundation does not conduct pre-proposal 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 or critique the proposal?

A: No. Due to the number of requests and limited 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 Grants Committee of the Charitable Foundation reviews Letters of Inquiry and grant proposals for proper form according to our guidelines and criteria.

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

A: The Grants Committee of the Charitable Foundation submits their reviews with recommendations to the Charitable Foundation board for their review and approval. The organizations with the approved Letters of Inquiry are then emailed with instructions, due dates and times on submitting their grant proposal.