



**March of Dimes New York State Chapter
2010 Community Grants Program
Frequently Asked Questions and Answers**

- Q:** We don't know whether to apply for one, two or three years of funding. Can you help us clarify when it is appropriate to apply for more than one year of funding?
- A:** For larger projects, applicants may apply for funding for a 2 or 3 year project period. To be considered, multi-year project proposals must include a budget request and objectives for the 2 or 3 year time period under consideration, as well as a copy of the applicant's most recently audited financial statement. While the project content for these grants is approved for a multi-year period, annual funding will be based upon review of progress and expenditure reports, and the availability of funding
- Q:** Our project addresses all/a number of the March of Dimes priorities. How do we choose which priority to apply under, or can we list all of them?
- A:** You only need to choose one priority (one letter). Addressing several priorities does not increase your chances of selection. We are looking for focused projects that will make the greatest impact. If you are unsure about your project's priority area or if you need more information on highlighted March of Dimes programs, contact your local division.
- Q:** If I am a PCAP provider, am I eligible for funding and if so, for what services?
- A:** Enhancements to PCAP programs are always welcome. The applicant must clearly explain what is being done above and beyond regular PCAP services. PCAP Services that should be covered, but are not due to resource constraints may be covered if the applicant clearly explains why they are applying for something that is supposed to be covered by PCAP.
- Q:** Do I need to be a 501(c)(3) get funding?
- A:** No. For-profit and government agencies are also eligible. The March of Dimes does not award grants to individuals.
- Q:** Can I use this money to expand/enhance an existing project?
- A:** Yes, grant funds maybe used to expand or enhance an existing project. However, salary costs for staff who are already employed full-time are a non-allowable cost. Exceptions may be made in circumstances where a specified position is supported primarily by grant funds and the applicant can demonstrate that the requested funds would replace existing grant funds.
- Q:** If we change any part of the grant's goals or objectives, do they have to be submitted to you in writing?
- A:** Yes. Any changes to the original grant goals, objectives or budget must be submitted to your local Director of Program Services in writing. While changes to a program may be discussed at the six month site visit, these changes must still be documented in writing.
- Q:** We employ a full time staff person whose salary is covered under a grant. We are losing that grant funding. Can we request funds to cover this employee's salary?
- A:** Yes, if the individuals time will now be spent full time on the new grant, due to the loss of the old grant funding.
- Q:** Can we apply for funding for a computer/laptop?
- A:** Permanent equipment (e.g. computers, video monitors, software printers, furniture) are non-allowable costs, unless essential to project implementation and not available from other sources.
- Q:** We are going to buy a large amount of materials from the March of Dimes Fulfillment Center, can I purchase a storage cabinet for these materials?
- A:** Permanent equipment (e.g. computers, video monitors, software printers, furniture) are non-allowable costs unless essential to project implementation and not available from other sources.
- Q:** Will a new telephone and line be covered if the position calls for it?
- A:** A new telephone and line may be considered if it is considered essential to project implementation. An explanation as to why existing phones and phone lines can not be used would need to be included.

Q: Is food covered?

A: Yes, food is an allowable cost.

Q: Are incentives covered?

A: Yes, incentives are an allowable cost.

Q: Can child care expenses be part of our budget?

A: Listed below are two options for the provision of child care services for participants at trainings and/or workshops funded by chapter community grants and external program grants.

Stipend - A cash stipend, in the range of \$15 – 25 per person per day, intended as reimbursement for “personal expenses” (i.e. transportation, meals, and also child care services of his/her own selection) can be given to participants. Participants will sign a receipt for the stipend (produced and cleared by the Chapter Program Support, Finance and Legal departments) accepting the stipend and verifying that the cash is to be used by the participant for reimbursement for personal expenses in connection with the recipients participation in the session. Appropriate “release” language could be included in the receipt to reflect the participants’ independent determination of child care services to be used. The chapter and/or grantee would be responsible for the careful handling of the cash and collecting signed forms.

Contract with Duly Licensed and Insured Child Care Agency - The grantee should contract with a local child care agency to care for participants’ children that satisfies the following criteria: 1) the agency is duly licensed/credentialed for the provision of child care services, 2) the agency is in compliance with all state and local laws for the conduct of appropriate background checks and screening of its staff of caregivers 3) the agency is duly insured for its provision of child care services, and 4) the agency signs an “indemnification and hold harmless agreement” (a) certifying as to points 1 thru 3 above and (b) indemnifying MOD against all liability (i.e., claims or actions) that may arise in connection with the agency’s provision of child care services.

Q: Do you really need 20 copies that is a lot of paper?

A: Yes. An original application and 20 copies stapled or paper clipped (no binders, folders, plastic covers) must be received by the deadline date.

Q: I have a lot of information and I would like to single space my grant proposal, does my grant have to be double spaced?

A: Yes. Applications must be no longer than 12 double-spaced pages (excluding forms and attachments). Font size **must be at least 12 point and margins must be at least 1 inch.**

Q: What if I go over the pages allowed in the proposal?

A: You should not go beyond the number of pages allowed. You must find a way to contain all the information you wish to include in this amount of space.

Q: Can I use double sided copies?

A: No. Pages should be single sided in the original document and all copies.

Q: Can I put my grant application in binders; it really looks nice that way?

A: No. Your application should be stapled or paper clipped. We will not accept proposals that are in binders, folders or plastic covers.

Q: Can we submit our application online?

A: No. The application, copies and all related documents must be submitted as hard copy to your local division by the application deadline.

Q: If my organization’s scope of services reaches several of the divisions, which one should I send my application to?

A: The full application should be sent to the division in which the main office of the organization is located. The office that provides the organization’s administrative services should be considered the main office.

Q: If I receive three year funding, can I reapply after the term is completed?

A: Grants may be renewed only twice for a total project time span of three years. However, organizations may apply for a different project once they have completed their first project.