

Responsive New Grantmaking Full Application Process FAQ's

1. Who should I ask to be a reference?

Individuals listed as a reference should have a working knowledge of your organization and/or your project. They should be aware that you are listing them as a reference and should be familiar with your application. When asked broad questions by the reviewer, they should be able to provide answers that improve the reviewer's understanding of your organization or project request. References can be individuals from collaborating organizations, constituents, volunteers with your organization, etc. References can not be staff members, board members or any individuals who benefit monetarily from your organization.

2. If I am applying for project support, does my project need to be socially innovative in order to be considered favorably?

No. We are committed to funding existing projects and/or expanded projects that enhance the quality of life in the Greater New Haven region. However, we are also interested in funding a few projects that are innovative and/or represent new ideas, solutions etc.

3. How do I access my application once I have saved it?

Your saved application will always be accessible through your Your Account link. This link was emailed to you in the body of your encouragement letter. It was also sent to you along with your password when you first created your account during the preapplication phase.

4. How do I upload attachments?

We recommend uploading attachments as the last thing you do before submitting your application. All attachments should be saved on your hard drive or in a network drive while you are working on them. In the case of the logic model and the budget form guide, you will upload them from our website by clicking on the weblink and then you will immediately save these documents to your hard drive or network drive and work on them there. Once you are ready to upload your attachments, use the drop down menu to identify the document you wish to upload, click the browse button, find your attachment on your drive, double click your document and then press the upload button. You should see a list at the top of the page of each attachment you have uploaded.

5. What if I have more than one document to upload in one of the drop down menu items?

You need to save multiple documents like audits in one PDF file before uploading. This also would be true for the three years of 990's or for the multiple years of operating budgets.

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6. Do I fill out the Budget Form Guide based on my requested amount or the cost of the project?

The second column should total the entire cost of implementing your project. If you are asking for multi year funding, a budget form for each year needs to be completed.

7. What is the difference between indirect costs and direct cost on the Budget Form Guide?

Direct costs are the expenses that can be directly related to implementing your project. Indirect costs are expenses that are not readily identified with implementing your project but are charged by your organization to your project's budget. One example of an indirect cost could be a portion of the Executive Director's salary even though they are not directly involved with the project.

8. How do I answer the questions on the application if I have a fiscal agent?

Answers to all questions should reflect your organization or your project.

9. How long should the site visit last and who from my organization should attend?

The site visit is an opportunity for the reviewers to ask you questions that may not be answered in your full application, provide clarity for items that may be unclear and see an organization or project in action. The site visit should last approximately an hour or sometimes a little longer depending on the complexity of the project and whether there is a program in action to be viewed. We recommend that the Executive Director be present at the site visit as well as the person who wrote the application. Others may include one or two board members, collaborators and/or project participants.

10. Are there sample logic models that I can refer to?

Yes, please see sample logic models for both general operating and project support on the follow page(s).

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Sample Logic Model – General Operating Support

Goals	Assumptions	Target Population	Inputs	Activities	Outputs	Outcomes	Outcome Measures
Our goal is to maintain the services we are currently providing without any further reduction of services to clients.	<p>We are the major provider of free civil legal services to the low-income community.</p> <p>Without our services, poor people will not have representation for their legal issues and will not have their rights advocated and protected.</p> <p>There is a demand for fee legal services</p> <p>Funding will be temporarily diminished due to the reduction in IOLTA</p>	Low-income individuals and families in the Greater New Haven area who have civil legal problems. The priorities for our services are those who are victims of domestic violence, those who are facing homelessness and those who have little or no income.	<p>16 Lawyers</p> <p>4 Paralegals</p> <p>Funding</p> <p>Office space</p>	<p>Provide legal representation, advice & brief service to low-income individuals and families.</p> <p>Provide community education to the low-income community and service providers.</p> <p>Provide legislative and administrative advocacy on behalf of the low-income community.</p>	<p># of cases worked on</p> <p># of individuals and families represented</p>	Individuals who have cases opened will have access to the administrative or judicial system or will have received the tools necessary to advocate for themselves in the administrative or judicial system.	<p># of new cases opened</p> <p>Outcomes of the cases</p> <p>The outcome measures depend upon the type of legal issue in each case.</p>

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Sample Logic Model – Project Support

Goals	Assumptions	Target Population	Inputs	Activities	Outputs	Outcomes	Outcome Measures
<p>Improve college access for low-income minority students.</p> <p>Provide alumni and current students the resources and academic/socio-emotional support needed to ensure college attendance and graduation.</p> <p>Increase opportunities to engage in structured peer groups that serve to buffer adolescent risk behavior.</p>	<p>Students do not have sufficient support to ensure successful matriculation into high school and college.</p> <p>One-on-one support is paramount to ensuring students receive needed resources.</p> <p>Guided peer activities promote social behavior and increase academic outcomes.</p> <p>Exposure to college counseling will motivate students to go to college.</p>	<p>Six cohorts of Amistad Middle alumni.</p> <p>Students in grades 9-12.</p>	<p>Director of High School Placement and Alumni Programs.</p> <p>Alumni Advisor</p> <p>College Transition Coordinator.</p> <p>High School College Counselor.</p> <p>Social Workers</p> <p>College Dean</p> <p>Relationships with community members for internship placement.</p> <p>Transportation and housing for college tours.</p>	<p>After-school study halls, tutoring and SAT test preparation</p> <p>Merit-based tuition and supply scholarships</p> <p>Onsite advising with alumni at their respective school sites</p> <p>Peer group activities that foster positive relationships</p> <p>Intensive mentoring and regular check-ins</p> <p>College application and financial aid guidance</p>	<p>Number of students contacted</p> <p>Number of students whom remain contacted with</p> <p>Frequency and intensity of contact and support</p> <p>Number of high quality retreats and college tours</p> <p>Number of extracurricular activities</p> <p>Number of peer group meetings</p> <p>Attendance level at all events</p>	<p>Participants will effectively navigate their way toward college acceptance and graduation.</p> <p>Participants will go on to attend and graduate college.</p> <p>Positive peer relationships serve as a defense against adolescent risk behaviors that negatively impact participants' futures</p>	<p>% alumni participants who complete high school (One alumni cohort is eligible for HS graduation)</p> <p>% of alumni participants accepted to college</p> <p>% of alumni participants accepted to top-tier colleges</p> <p>% of alumni participants that maintain a college GPA of 2.75 or higher</p>



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Goals	Assumptions	Target Population	Inputs	Activities	Outputs	Outcomes	Outcome Measures
	Alumni want to have and can benefit from continued interaction with staff.		SAT and other tutoring curricular materials Financial support for scholarships and applications Financial support for staff from The Community Foundation for Greater New Haven.	College tours Summer internship placement			Current 10th Graders % of students demonstrating proficiency on state CAPT assessments in reading, writing, science, and mathematics