

Frequently Asked Questions: TFEC Grants

Applying for a Grant from TFEC

FAQ1: What is the first step in submitting a Grant Application to TFEC?

Answer: All applicants should review and identify the TFEC funding opportunity that best meets their current need and service area at <http://www.tfec.org/nonprofits/grants-overview/>. Applicants may begin an application at any time by clicking on the desired funding opportunity; a password is no longer needed and applicants are no longer required to contact TFEC's Program Officer for Community Investment prior to beginning an application. Of course, should you have any questions, the Program Officer may be reached via email at jstrechay@tfec.org or phone at 717-236-5040, ext. 21 to discuss your project. Additional information on the process for applying for funding can be accessed by visiting our website www.tfec.org.

FAQ2: Is technical assistance available from TFEC?

Answer: Applicants are invited to request a review of their draft program narratives, budget worksheets, and logic model by Program Department staff. These requests should be limited to one review before a final proposal is submitted. Applicants are encouraged to contact staff no less than one week prior to the grant submission deadline. Please review the Step by Step Instructions available for our new online application process which will provide a brief overview of the new system.

FAQ3: Can an applicant apply to more than one of the two grant categories (program, capacity building) in a single funding year?

Answer:

- Yes, you may apply for funding in more than one category within the same year but NOT for the same program or project.
- You may only submit one application per round for consideration.

FAQ4: What are the criteria used to evaluate grant proposals?

Answer: General criteria include: Collaboration, Capacity, Creativity, Diversity, Relevance, Sustainability and Results; however, we encourage applicants to review the specific grant guidelines for each funding opportunity available with TFEC.

FAQ5: What is considered an ineligible activity for grant funding?

Answer: We do not fund individuals, capital campaigns, religious organizations for the propagation of religious doctrine, advertising, direct lobbying to influence legislation, and retroactive projects. Please refer to the grant guidelines for more detail on what we fund and what we do not fund.

FAQ6: What is the grant term for a project?

Answer: Most grant terms run for 12 months; however, we encourage applicants to review the specific grant guidelines for each funding opportunity available with TFEC.

FAQ7: How much funding may an organization request?

Answer: Generally, the maximum request is \$12,000; however, we encourage applicants to review the specific grant guidelines for each funding opportunity available with TFEC. Additionally, grants are frequently awarded at lower levels of funding; refer to the grant guidelines for the average grant amount. TFEC is unable to fund 100% of any project. In addition, funding for retroactive projects (reimbursement of program activities that have occurred prior to the grant application) is not permitted. Please note: There is no maximum request per organization for the final round of the Whitaker Fund for Math and Science; this funding opportunity will close following its May 2016 deadline.

FAQ8: Does TFEC require a matching funds or award challenge grants?

Answer: While we do not generally require matching funds for a proposed project, the grantmaking committee may choose to conditionally award an application upon the organization's ability to leverage additional funding from outside sources.

In addition, in 2015 the Greater Harrisburg Foundation (GHF) implemented "Our Challenge for Giving". The grant does require a match determined by the organization's total operating budget. See below for more answers to frequently asked questions regarding GHF.

FAQ9: How important is the sustainability of my project?

Answer: Sustainability is very important. TFEC believes that funding through our grantmaking process should be used as a piece of the puzzle to develop a comprehensive strategy to sustain vital programs and services. We are most interested in organizations that demonstrate the ability to leverage additional community resources and partnerships to ensure continuation of the project after TFEC funding has ended.

FAQ10: What could cause my application to be eliminated from consideration?

Answer: Applicants are encouraged to follow the grant guidelines for each funding opportunity. An application that is submitted after the application deadline, does not include all required information and forms, or neglects to supply original signatures where required will not be forwarded to the grant committee for review.

FAQ11: What are the deadlines for applying for a grant?

Answer: Each funding opportunity has a unique deadline; please visit our website for more details.

Receiving a Grant from TFEC

FAQ12: How long does it take to review a proposal?

Answer: Please allow up to eight weeks for the initial review of your request. Notification letters will be issued as soon as the review process has been completed.

FAQ13: Are grant recipients required to submit a final evaluation?

Answer: Yes, all grant recipients are required to submit both 6 month and final evaluation reports; however, beginning with 2014 grantees, a written 6 Month evaluation will not be required. Instead the Program Officer will check-in with each grantee at the 6 Month mark

informally via e-mail. A copy of the required evaluation form(s) will be included in your grant award packet. You may also download a copy of the evaluation form(s) on the TFEC website. In addition, grantees are asked to keep foundation staff updated on any changes to the funded projects by contacting the Program Officer.

FAQ14: How does TFEC measure a project's success?

Answer: TFEC recognizes and embraces the shift of accountability to challenge organizations to document the outcomes of grant projects. We use a Program Logic Model which is one of the forms that must be completed and included in your grant application. In addition, we provide resources for how to measure outcomes in the grantmaking section of our Web site. TFEC frequently conducts scheduled site visits to supplement the information outlined in grant evaluations relative to the attainment of outcomes.

General Information Concerning TFEC's Grant Categories and Structure

FAQ15: What are TFEC's funding priorities?

Answer: The traditional focus of TFEC's grantmaking is arts & culture, community development, education, environment, and health & human services; however, we encourage applicants to review the specific grant guidelines for each funding opportunity available with TFEC.

FAQ16: Must an organization be physically located in the geographic service area that is specified in the grant guidelines?

Answer: An applicant organization may be physically located outside TFEC's service area; however, the proposed program or service must serve a quantifiable number of residents in the targeted service area. Also, the applicant must demonstrate a presence in the local community either through collaboration or partnership with area organizations providing the same or complementary services.

FAQ17: How does TFEC define collaboration?

Answer: Collaboration is a partnership between or among two or more organizations with specific roles and responsibilities for each partner agency. Each partner will have a specific function relating to program design, goals, objectives and outcomes.

FAQ18: What is TFEC's regional foundation structure?

Answer: There are six regional foundations that fall under TFEC. Each of these regional foundations serves a particular geographic area, have their own grant guidelines, grant deadlines, and grant review committees. Each regional foundation's grant information is posted on TFEC's website. The regional foundations are:

- Camp Hill Community Foundation
- Dillsburg Area Foundation
- Franklin County Foundation
- Greater Harrisburg Foundation
- Mechanicsburg Area Foundation
- Perry County Community Foundation

Grants from the Greater Harrisburg Foundation

FAQ19: Can an organization apply for all three opportunities (Arts for All Partnership, Challenge Grant, Strategic Initiative)?

Answer: Yes! As long as the organization meets the funding criteria for each opportunity, it is welcome to apply for all three.

FAQ20: What is the total amount to be granted through each opportunity?

Answer: There is not a set amount for each grant opportunity. GHF did not want to lock ourselves into spending a specific amount before applications are received. In this way, we can spend a little more or less depending on the quality of the applications.

All that being said, GHF has approximately \$200,000 available to spend annually. Approximately \$25,000 of GHF money is granted for the Arts for All Partnership (and another approximately \$25,000 is granted from the Cultural Enrichment Fund) and GHF will be making approximately 2-3 grants in both Phase 1 and Phase 2 of the Strategic Initiative.

FAQ21: What is the maximum grant amount?

Answer: The maximum grant amount varies for each opportunity:

- Arts for All Partnership: \$5,000
- Our Challenge for Giving: \$7,500
- Early Childhood Education Strategic Initiative, Phase 1: \$10,000; Phase 2: \$20,000

FAQ22: Will exceptions be made regarding the total operating budget limitation for Our Challenge for Giving?

Answer: Exceptions may be made; however, in the first year, the exceptions will be few. Until GHF has a firm grasp on how popular the grant type is, we won't make too many exceptions or stray too far from the maximum operating budget qualification. Exceptions will be made on a limited, individual basis and will be determined through analysis of an organization's donor pool.

FAQ23: Our Challenge for Giving matches individual donations. Will you also match contributions made by local businesses?

Answer: Yes, small contributions by local businesses or companies will qualify for a match. They must still be a new donor for the grantee organization, and the contribution must not be considered a grant to qualify.