

Public Welfare Foundation

The Foundation compiled a list of answers to commonly asked questions to help equip and prepare applicants who have been invited to apply for a grant. If your question is not answered below, please contact the Grants Manager at amadrien@publicwelfare.org.

Grants Portal

How do I access the grants portal?

The link to the grants portal is - <https://www.grantinterface.com/Home/Logon?urlkey=publicwelfare>.

I am a first-time user. How do I log-in?

Please select 'Forgot Your Password?' on the Logon Page to reset your password using your email address. An organizational record as well as key contacts from your organization has been created by the Grants Manager.

A contact in our organization is no longer with the organization, but the contact is assigned follow-up items (interim, progress, final reports). How can I gain access to the assigned reports on the portal?

To gain access and be assigned the reports, please contact the Grants Manager.

Application and Requirements

My organization's budget is small, and we have not had an independent audit of our financial statements.

In lieu of audited financial statements, please submit your organization's most recent Form 990 filed with the IRS.

What if my organization's budget does not meet the minimal threshold to file a 990 or we just received our c3 status? We plan to audit our financials in the future. What should be submitted instead?

Provide a brief explanation (2-3 sentences) of your organization's status and incorporated date, and any future plans to file a 990 or audit.

*Please note that audited financial statements are only required for grant requests greater than \$25,000.

Where can I find a link to budget templates and the lobbying statement?

<https://www.publicwelfare.org/grants/grantee-resources/>

Do you provide overhead or indirect costs?

Yes, up to 15% in indirect or overhead costs can be included in your program/project budget. For universities, the Foundation caps all indirect or overhead cost rates at 9%.

If the grant invitation is for 24 months, do I have to include year 2's budget even if it is not finalized or board approved?

Yes, please include a draft budget for year 2 for both the organizational and program/project budgets. Once finalized, you may submit a final version to the Grants Manager or Program Director.

Do I have to submit a lobbying statement?

Lobbying statements are only required for applications requesting program/project support. Use the

Foundation's lobbying statement (<https://www.publicwelfare.org/grants/grantee-resources/>) to indicate the amount and percent of the program/project budget that will be spent attempting to influence legislation. An officer of the organization must sign and date the lobbying statement. Applicants must use the Foundation's template; no other format will be accepted. If applying for more than one year of funding, please include the relevant information for each year of the proposed grant period.

I am applying with a fiscal sponsor. What are the special guidelines and requirements I should know about?

Fiscally sponsored groups should apply with the fiscal sponsor as the designated grantee. Please be sure to submit --

- A copy of a fiscal sponsorship agreement with information related to the terms of the relationship, costs of services, and other fiscal sponsor responsibilities. It should be signed and dated by the two organizations.
- Fiscal sponsor's financials: organizational budget, audited financial statements, and year-to-date (P&L) statement

Decision-Making Process and Grant Payment

What happens after I submit a grant application?

Once your application is complete, the Grants Manager and Program Director will review and follow-up with any missing documents or additional information. If there is anything new that may affect the scope of proposed work during the review process, please submit updated materials to the Grants Manager.

How long does the review process take?

Grants are reviewed monthly. Depending on when your application is submitted, review and approvals may take 1-3 months before receiving notification. Applicants will receive an award notification email with next steps.

What happens after I receive an award notification email?

The award notification email will include an award letter as well as instructions to sign off on grant terms and conditions in our grants portal. The Foundation will process your grant payment, on average, within 45 days pending completion of the online grant agreement terms and conditions, as well as connecting and providing payment information via Bill.com.

I included the contact name and email address for payment in the online grant agreement. What now?

The contact will receive an email notification from Bill.com to connect with the Foundation. Once connected, the contact will be prompted to set up banking information for electronic payments. Please note the Foundation encourages electronic payments, especially for larger grants (\$25,000+) for security reasons.

The Foundation has already paid our organization in the past via Bill.com. Do I have to do anything?

The Bill.com contact information provided in the online grant agreement will be reviewed by the Grants Manager. If a new contact is provided, the contact will be updated in Bill.com and sent an email address with this change. If the contact remains the same, no immediate action is needed, but the organizational contact is expected to update and ensure the continued correctness of your organization's banking information in Bill.com.