

## Frequently Asked Questions

### SHOULD WE APPLY? CAN WE APPLY?

- **How do we know if our organization is a good fit?**

Due to the high interest in funding, the directors are currently unable to have one-on-one conversations with all interested parties. The foundation's administrator can help with technical questions about the application process but is unable to provide guidance on the fit of the grantee or the structure of the request. If, after reviewing the guidelines, you believe your organization is a good fit, then go ahead and submit an application. If you are unsure which project is the best one, the directors offer the suggestion: "Apply for the one with the greatest need."

- **Should I send a Letter of Intent or seek preliminary approval to apply?**

No. The online application is the appropriate first step in approaching the foundation. If, after reviewing the guidelines, you believe your organization is a good fit, then proceed with the application process.

- **Do you award grants to individuals or foreign charities/agencies/NGO's?**

No. Only organizations actively recognized by the IRS as 501(c)(3) non-profits can be considered.

- **My organization is not a 501(c)(3), however we do hold a similar tax-exempt status. Can we apply?**

Only schools, state governments and churches will be allowed to apply without a valid 501(c)(3) status.

### STRUCTURE OF APPLICATION

- **Can I speak to someone about how to best partner with an initiative?**

Due to the high interest in funding, we are currently unable to have one-on-one conversations with all interested parties. Please review the guidelines and use your best judgment.

- **When are the application deadlines?**

The foundation uses a rolling deadline, so applications can be submitted at any time. The board will meet 3 or 4 times per year and tries to review all applications pending at the time that the meeting agenda is closed. We try to give you our best guess about timing in your submission-confirmation email.

- **We have several programs that may be of interest. How do we decide which is the most appropriate?**

The foundation's administrator can help with technical questions about the application process but is unable to provide guidance on the fit of the grantee or the structure of the request. If you are

unsure which project is the best one to apply for, the directors offer the suggestion: “Apply for the one with the greatest need.”

- **What are the funding ranges?**

Grants may range from \$500 up to \$5,000. In unique circumstances, the foundation does consider a more significant grant for a program having a major impact in one or more of our areas of interest, however these would be grantees with whom we have already partnered. First-time requests of \$10,000 or more will be *automatically declined*, as this will show us that those applicants did not bother to review the specifics of our foundation.

- **How much should we request?**

We defer to the expertise of the applicants to educate us on the funding needed to run a successful program and how they expect to raise those required funds. Applications are reviewed on a case-by-case basis, with a focus on outcomes and impact. The request amount must reflect the effectiveness of the proposed program and consider the specific needs and challenges of the communities involved, as well as the foundation's goals, guidelines and limited resources. The Foundation does not, generally, fund 100% of a program or organization.

- **Is funding available for multi-year commitments or only single-year commitments?**

The foundation generally will not approve a grant for more than a three-year commitment. The vast majority of our funding is for one-year commitments.

- **If I receive a grant, does the foundation require a follow-up report?**

The board would appreciate hearing back on the uses of an approved grant at least once (or once per year). The board leaves the format and structure of any report up to the discretion of the grantee. You can mail, email or upload your report. [See this section on the FAQs page on the website.]

- **Do you have tips or recommendations for formatting our budgets?**

Yes! See the Budget Prep Guide link in this section of the FAQs list on the website.

## APPLICATION PROCESS

- **What is the difference between the Account and Application links?**

The [Application link](#) is only for starting a new application, regardless of whether you are a new or returning applicant. The [Account link](#) is where you will find saved/partially completed applications, as well as historical applications. Please note: *you cannot create a new application within your Account; you must go to the [Application link](#) itself.*

- **How do I submit a new application? /**

- **I have logged into my account, but cannot find a way to start a new application.**

Whether you are a new or returning applicant, use the application link on the website. This will allow you access to the application. Returning applicants would sign in with their existing account information. New applicants will have the chance to create an account by clicking on the "New Applicant?" link under the email box. Please note: this is a separate link from the sign-in page for access to your account, even though the login information is the same. [see “What is the difference between the Account and Application links?”]

- **I have forgotten my password. How do I reset it?**

There is a “Forgot Password?” link on the Account Login Page. The login information should have been sent to you from *info@fslc.net* when you created an account.

- **Why won't the system recognize my password even after I reset it?**

It is possible that your organization has another account recognized by our system. If you are unable to confirm this, email us at *pff@fslc.net* for more assistance.

- **Why am I not receiving any emails after clicking on Forgot Password or after submitting applications?**

If you do not receive an expected email, please be sure to check your spam or junk email folder in your inbox or ask your email administrator about spam filter settings. Any emails from *mail@grantapplication.com* and *info@fslc.net* must not be blocked.

- **How do I view previous applications? / How do I access a saved application to complete it?**

Log in to your account. The login information should have been sent to you from *info@fslc.net* when you created an account.

- **We don't have a clean copy of our Determination Letter from the IRS.**

If possible, please do not submit a photo of your Determination Letter; scans to PDF are much preferred. Depending on how recently your organization received its 501(c)(3) status, you may be able to find a copy from the IRS at <https://apps.irs.gov/app/eos/>. These will be TIF image files. If you can, please convert these to PDF files before uploading to the application form.

- **Can I spellcheck the narrative I include on my application?**

Yes. Use the red checkmark icon (where available) to spell check your narrative.

- **Can I copy and paste into an application that I have started?**

Yes. However, be aware that the word count feature may not be entirely accurate when you do this.

- **Do you have tips or recommendations for formatting our budgets?**

Yes! See the Budget Prep Guide link in this section of the FAQs list on the website.

- **How do I know my application was received?**

After you submit the application, an email notification is sent stating that the proposal was received. If you do not receive this email please be sure to check your spam or junk email folder in your inbox or ask your email administrator about spam filter settings that may be interfering. Any emails from *mail@grantapplication.com* and *info@fslc.net* must not be blocked.

- **I am stuck or have received an error message and am unable to resolve it.**

Consider trying an alternate web browser. Switching browsers has proven to be an effective solution on a number of occasions. If you still encounter issues, please send an email to [pff@fslc.net](mailto:pff@fslc.net) and we will help you resolve them.

- **How do I email receipts, updates and reports? /**
- **How do I notify you if information changes after I submit my online application?**

Please send an email to [pff@fslc.net](mailto:pff@fslc.net) with updated information, communications & documents.

- **How do I check on the status of my application?**

We kindly ask that applicants be judicious with requests for status updates. **The confirmation email you received when the request was submitted should contain an anticipated response time.** However, there are numerous reasons why an answer may take even longer: meetings & responses may be delayed due to extenuating circumstances, consideration of a particular request may need to be deferred until the next board meeting, vacations & illnesses can create lags in the process (just to name a few). If you have not received an answer by the time of the next anticipated board meeting (about 4 months or so after the date listed in the email), please contact us at that time for an update on the status of your application [use email address [pff@fslc.net](mailto:pff@fslc.net)].

- **Other Important Uploading Considerations:**

- We prefer that uploads be in PDF format. Most Microsoft Office documents are also acceptable. Either way, make sure your documents are well-formatted and will look how you want us to see them! **Print preview** is your friend! [Please see our [“Budget Prep Guide”](#) if you would like additional tips.]
- Formats that our system cannot import have extensions that include “-.pages“, “-.pub” and “-.sheet”. Please convert these to PDF format before uploading.
- Other restrictions: do **NOT** upload PDFs that have **JavaScript** or **macros** (e.g. auto-printing, preview, etc.)! Also, do **NOT** upload *oversized* documents [Letter size works best (8.5” x 11”); legal size should be the maximum]. These *will* create problems with the processing of your application.
- Please ensure you are approaching the correct foundation. [Somehow, another “Parkinson Family Foundation” has popped up in Connecticut: 36 Kings Lane, Essex, CT 06426-1064, 860-767-7119.]