



FOUNDATION FOR
APPALACHIAN OHIO
Give. Grow. Create.

Frequently Asked Questions

This Frequently Asked Questions document was created to answer application specific questions prospective applicants may have, as well as best practices for using the Foundation for Appalachian Ohio's online application system.

About Eligibility

Q: *Is my organization eligible for a grant award?*

A: Nonprofit and public organizations are eligible for this grant opportunity. Nonprofit organizations include 501 (c) organizations under the Internal Revenue Code. Organizations other than 501 (c)(3) may be asked to confirm the charitable purpose of the proposed activity. Public organizations include public school districts, government subdivisions like municipalities, and other entities that are audited through the Auditor of State.

Groups without either status but working in fiscal agent partnership with either a nonprofit or public entity are eligible to apply but will be asked to identify the specific fiscal agent partnership.

Q: *Where can I confirm my tax status?*

A: Nonprofit organizations can submit a copy of their IRS Decision Letters from the Internal Revenue Service or can visit [IRS Select Check](#) to confirm their tax status. Public organizations can access a copy of their audited financial statements at <https://ohioauditor.gov>. Public organizations may also have a governmental information letter from the Internal Revenue Service which confirms public organization status.

Q: *What is an IRS Decision Letter?*

A: Your organization would have received this letter when the IRS approved your 501 (c) 3 status. It contains the EIN number assigned to your organization. Click [here](#) for an example of an IRS Decision Letter.

About Applying Through our Online System

Q: *Is this the same application as last year?*

A: No. If you applied in the past, you will notice many similar questions, but this is new software. It does not use an account or login.

Q: *How do I access the application?*

A: Simply click the link to the application. It will take you to the first page. You do not need to create an account or password.

Q: Can I save my progress and come back to the application later?

A: No. The software does not allow you to save an application in progress. If you need to leave your application and come back to it, be sure to keep the application open. Do not close the window.

Q: Can I go back to previous questions in the application?

A: Yes. **TIP:** To move to the next page, you will need to put text in any box with an asterisk (*). If you are unsure of an answer and want to move to the next page, then return to the question, you can enter filler text in the answer box, such as "answer later". This will allow you to move forward. Then you can come back to the question by clicking the "Back" button that appears at the bottom of each page. **Caution:** don't forget to return to any question where you entered filler text. Once the application is submitted you cannot change your answers.

Q: Can I return to previous pages on the application?

A. Yes. To return to a previous page, click the "Back" button at the bottom of the page you are on. Click until you see the page you want. **TIP:** To move to the next page, you will need to put text in any box with an asterisk (*). If you are unsure of an answer and want to move to the next page, then return to the question, you can enter filler text in the answer box, such as "answer later". This will allow you to move forward. Then you can come back to the question by clicking the "Back" button that appears at the bottom of each page. **Caution:** don't forget to return to any question where you entered filler text. Once the application is submitted you cannot change your answers.

Q: Can I return to or make changes to a submitted application?

A. No. Once an application is submitted it is final.

Q: How do I upload attachments?

A: You cannot upload attachments. Please email your budget and your IRS Decision Letter (or Audited Financial Statements) to info@ffao.org by 11:59 p.m. September 12, 2023.

Q: How do I know my application has been submitted?

A: After you click "Submit", a message will appear that says, "Thanks! Your response was submitted."



Your response was submitted.

Keep the information with you by saving your response.

[Save my response](#)

[Submit another response](#)

Q: Can I save my submitted application?

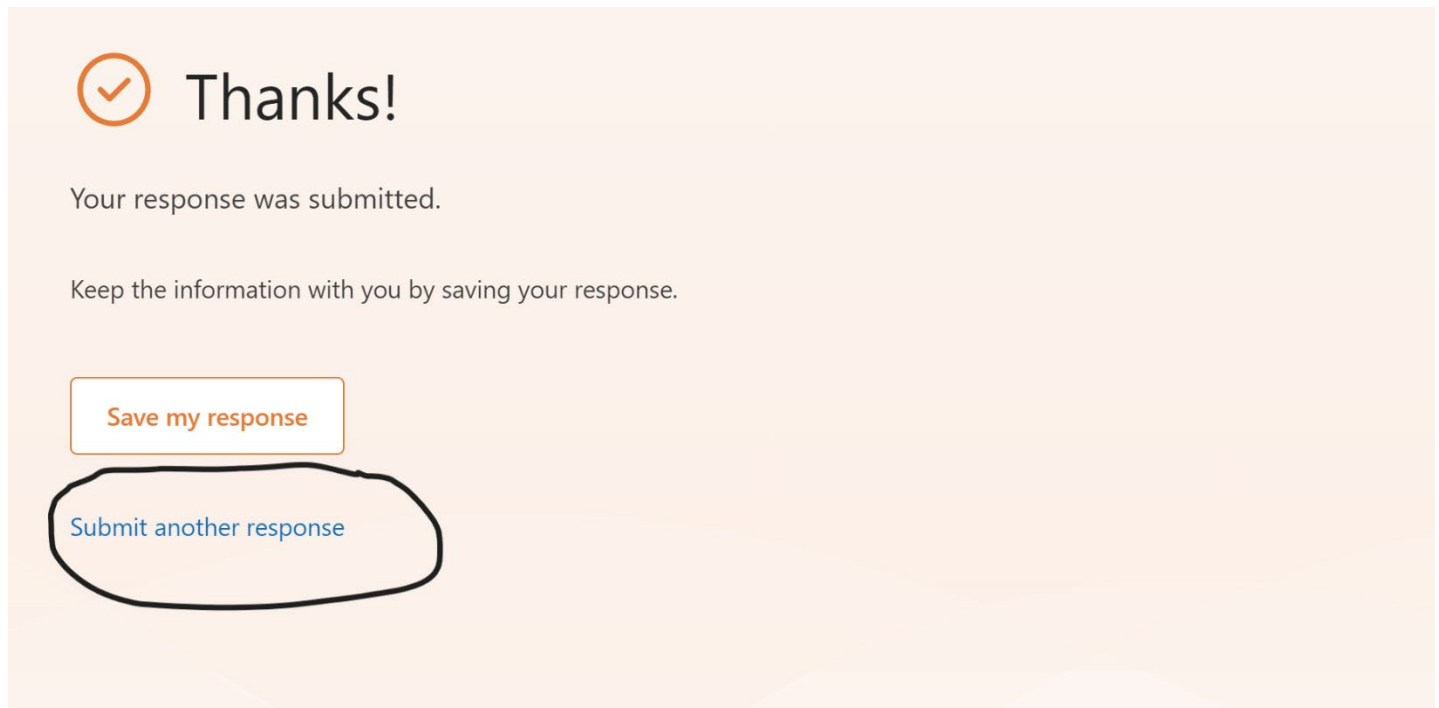
A: If you have a Microsoft 365 account, you can save a link to your submitted application. When you see the message that says, "Thanks! Your response was submitted," below that you will see a box that says, "Save my response". Click the box. This will prompt you to sign into your Microsoft 365 account. Follow the steps provided. If you do not have a Microsoft 365 account, the only way to save your application is to take a screenshot of each complete application page as you go along.

About Multiple Applications

Q: Can I submit more than one application to the same fund?

A: Yes. If your organization has more than one separate request, you can submit multiple applications to the same fund. Also, if you are affiliated with more than one organization, you can submit an application from each organization to the fund.

If applying to the same fund, you can start a new application by clicking the link on the final page after you submit the first application. When you see the message that says, "Thanks! Your response was submitted," below that you will see the words "Submit another response". Click these words to go to a fresh application.



Q: Can an organization apply to more than one fund?

A: Yes. An organization can submit an application to more than one affiliate fund during the fall grant round. To qualify, the project must serve the residents of the corresponding community affiliate county.

If applying to a different fund, please visit the Grant Opportunities page at <https://appalachianohio.org/grant-opportunities/> and click on the community fund affiliate name to access that fund and its application.

About Youth-Led Projects

Q: What does it mean for a project to be youth-led?

A: Youth-led refers to projects where young people, in this case youth under age 18, spearhead the development and implementation of a project in their community. While young people might look to adults for collaboration and guidance, young people themselves lead the project.

Q: Does a youth-led project need an organizational partner?

A: Yes. A youth-led project will need to work with a nonprofit or public organization partner to submit their grant application. This might be an individual young person working with a nonprofit or public organization through a fiscal sponsor arrangement. It might also include young people leading a project for a nonprofit organization. Public organizations, like schools or local municipalities, might also serve as an organizational partner for youth-led projects.

Young people leading a youth-led project will identify the organization and adult they are working with to submit their application on the application form.

If you have questions regarding potential arrangements, please contact FAO at 740.753.1111.

Q: Why youth-led projects?

A: Young people are the next generation of community leaders but they also have a unique perspective that informs potential community projects. By supporting youth-led projects, communities and local affiliates can invest in young people's ideas today that contribute positively to the community while providing leadership experience and building leadership skills that will serve them and their communities as future leaders.

Q: Will youth-led projects receive priority funding? What if I do not have a youth-led project?

A: A specific pool of funding, \$5,000, has been set aside to support youth-led projects in local communities for each local community foundation affiliate. Youth-led projects will be reviewed separately from all other community projects.

For more details on other eligible projects, please see the Eligibility section.

About the African American Community Fund and Capacity Building

Q: Who is eligible to apply for the African American Community Fund?

A: The African American Community Fund supports projects across all [32 Appalachian Ohio](#) counties. Funding priority will be given to organizations that are Black-led and/or Black-serving and applicants will be asked if:

- The organization's executive director identifies as Black
- 50% or more of the board identifies as Black
- The organization serves the Black community.

When applying, applicants will be asked which criteria apply to their organizations and will be able to select all counties served by a project from a list of options.

Q: Do I have to include a capacity building request as part of an AACF application?

A: No. AACF applicants do not have to include a capacity building request as part of their application. Applicants to AACF may submit both a capacity building and programming request; only a programming request; or only a capacity building request depending on applicant's specific needs.

Q: What if my organization doesn't have a specific capacity building need identified right now?

A: We understand that the nature of direct service work means that organizations may not have had the time, bandwidth, or opportunity to identify specific capacity building needs. However, this section of the application is intended to be a value-add to your organization and an opportunity to further strengthen its mission and service delivery. We encourage organizations to include desired and dreamed of capacity building opportunities in this section to strengthen their service delivery and better achieve their mission. Organizations are not required to include capacity building requests, though it is highly encouraged.

Applicants are welcome to reach out to the Foundation for Appalachian Ohio 740.753.1111 to discuss capacity building opportunities and ideas.

Q: What are acceptable capacity building requests?

A: Acceptable capacity building requests include request that help organizations best meet the needs of those they serve by expanding services, enhancing program quality and/or improving operational efficiencies. This may include but is not limited to:

- Professional development and training opportunities for staff, volunteers, and others who work with the organization;
- Activities and programs that increase staff engagement and retention; and
- Technology and equipment upgrades.

If you did not find an answer to your question in this document, please call 740-753-1111 for assistance.