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 that do not have either status but are 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 also may 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 application can only be completed online. Do not send your application by email or postal service.

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 IRS Decision Letter (or Audited Financial Statements) to info@ffao.org by 11:59 p.m. March 12, 2024.

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."

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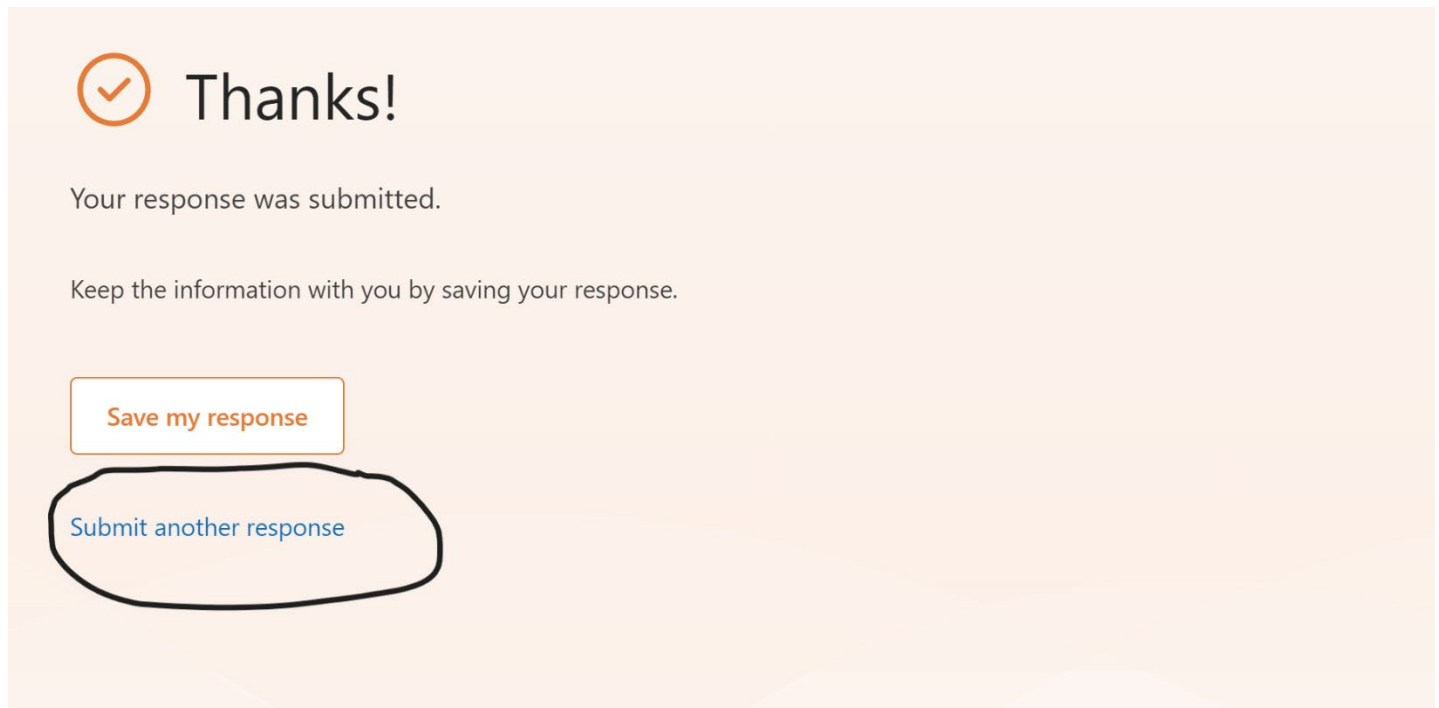
If you did not find the answer to your quesion in this document, please call 740-753-1111 for assistance.