



## **FAQ: Frequently Asked Questions Regarding The FY2010 Women's Giving Circle of Frederick County Grant Application**

### **Who is eligible to apply?**

An already existing Frederick County, Maryland nonprofit, 501(c)(3) organization, an existing government agency applying for an extraordinary project that is not funded by tax revenue, a religious organization requesting funding for non-sectarian activities.

### **Why can't I save my completed PDF application to my computer?**

The application was created so that applicants could fill in the form and then print out the final copy. You should save the blank PDF application to your computer before attempting to fill in the form. You must rename the application when saving. It is recommended that applicants have Adobe® Reader® version 8.0 or higher for best results. Adobe® Reader® may be downloaded free at [www.adobe.com](http://www.adobe.com).

### **Why won't my computer open the PDF? Can you help me?**

The Women's Giving Circle of Frederick County has verified that this PDF is user friendly for both PC's and Mac's. It has been tested and the form opens, allowing for filling and for printing on all computers. If you are having trouble with the PDF form, it is most likely due to your computer not having the most current Adobe Reader version or your internal computer security controls may be set too high. The Women's Giving Circle of Frederick does not maintain an IT department and unfortunately cannot provide technical computer support to your organization.

### **Can I handwrite my application?**

No, handwritten applications will not be accepted nor will copies of the form in WORD be considered.

### **Can I submit an annual report in lieu of our most recent 990 as our annual report contains our previous year's financial statement?**

No. The Grants Committee is requiring your organization's most recent 990 or your organization's most recently reviewed financial statement.

### **What if we do not have a 990, as we are a new start up organization?**

If you have not filed a 990, your organization should submit your most recently reviewed financial statement. Failure to submit this requirement will render your application incomplete.

### **Can we fax our entire grants packet to you?**

No. You may mail or drop off the 9 copies of your application packet to The Community Foundation of Frederick County, 312 E. Church Street Frederick, MD 21701.

### **What are The Community Foundation of Frederick County office hours?**

Monday through Friday from 8:00 a.m. until 5:00 p.m.

**When will our organization know if we are awarded a FY10 grant?**

All applicants will be notified, by letter, of the status of their application by May 31, 2010.

**Do you notify us when you receive our grant application packet? What if it's not complete?**

No. We are unable to notify you when we receive your application packet or if your application packet is complete or incomplete.

**Any other suggestions?**

- ◆ Review the entire grant application packet for typos, spelling mistakes and grammatical errors.
- ◆ Follow instructions.
- ◆ Submit the information required and nothing else.
- ◆ Provide the required information succinctly and accurately.
- ◆ Be sure that you request what your organization really needs.
- ◆ Obtain approval from your governing board as necessary for purchases or new programs prior to submitting the grant application packet.
- ◆ Attend the grant training on February 10, 2010 at 4:00 p.m. at the C. Burr Artz Library.
- ◆ Submit 9 copies of the grant application packet earlier than the deadline of March 29, 2010 at 5:00 p.m. *No staples, please.*