FAQs for the General Community Core Application

Do you accept late applications?

No- you must have your application in on June 9 prior to 11:59 p.m. Central Daylight Time**. There are absolutely no exceptions.** If you have questions, please contact us well before the deadline so we can help.

How should we answer, "WHEN IS YOUR AGENCY FISCAL YEAR?"

This answer should be the month your fiscal year starts and the month your fiscal year ends. For example, your answer might be July 1 to June 30.

Why are there so many financial questions on the application and so many reports requested from our accounting software?

Last year we surveyed our applicants to improve our application process. We appreciate any feedback and have incorporated some of the feedback we received. We also surveyed our committee. We learned that one of the top areas of focus in their review of applications is the financial health of an agency. Although the financial information we request may seem excessive it is vital in the evaluation of applications. We appreciate your time and effort in providing the information we need.

Why is the space so limited? We have so much to say and it is difficult to fit it into the small narrative area.

We appreciate that you have so much to share about the great work you do and so little space to tell your story! Please know that our knowledge about your important work does not end on page two of this grant application. Menorah Heritage Foundation professionals are committed to providing the committee with a fuller picture of your agency than you can fit on this application. This cycle is highly competitive and our committee of lay persons reviews a plethora of applications. Based on your feedback from 2016, we expanded to two pages of narrative instead of just one. The application is a marriage between enough space to adequately convey your message and what our committee can effectively synthesize during the review process.

Can you give some guidance on describing our essential programs, the population we serve, and how our work impacts the community?

You have been invited to submit a full application because we know you are doing important work. Don't feel as though you need to tell the ENITRE story of your agency in this limited space. Our committee is composed of lay people that are accustomed to reading grants, **but not government grants.** You should present your information in an accessible, easy to digest narrative. If we were sitting

in a meeting with you, what would you most want to convey about your agency?   Meaningful statistics are helpful but stay away from quotes like, "This organization changed my life because…"

Think about how people get information these days: bullet points, tables, narrative. The only requirement is that your information is limited to the space provided.

On page 3 what is a Projected Core Expense? Core Expenses are typically the items that end up included in Management and General Expenses on Part IX, Statement of Functional Expenses of your IRS Form 990. For example, these might include rent, compensation and benefits for administrative/executive staff, payroll taxes, audit expenses, etc.   Specifically, these are not program or service related expenses. The one exception to this statement may be smaller-budget organizations where such expense separation is not feasible.