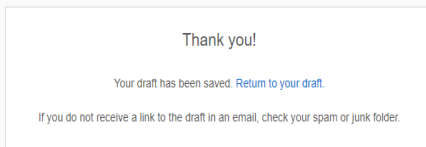




FY 2024 Human Service Nonprofit Grants Frequently Asked Questions

1. What is the last date that Loudoun County will post responses to applicant questions? **12/9/22 was the last day to submit questions. All questions will be posted the following week.**
2. Do organizations list the top three grants/contracts and three most significant MOUs for the overall organization or for the program for which its seeking funding? **Providing MOUs, grants/contracts for the program in which you are seeking funding would have more impact – it would also be beneficial to the reviewer to point that out.**
3. For the Organization's FY20, FY21 and FY22 Year to Date Financial Statements, can organizations submit balance sheets and statement of activities? If yes, can the balance sheets and statement of activities be pulled directly from the organization's audited financial statements from FY20 (7/1/19 - 6/30/20) - FY22 (7/1/21 - 6/30/22)? **If you have audits, provide your most recent audit and previous two years for organizations with a budget of \$750,000 or more or 2020, 2021, 2022 Financial Statements.**
4. May we ask for overhead funding to be able to pay a salary with this grant? Or pay our food pantry expenses with it? **Please refer to the process manual found here: <https://www.loudoun.gov/5182/Nonprofit-Grant-Funding>. County funds can be used for operating costs, however funds requested should align with the imperative that the services being rendered are high quality, and positive outcomes are reported.**
5. The application asks for Operating Budget for 2022. Our fiscal year for 2022 is 1/1/2022 to 12/31/2022 - assume you would like the operating budget for that timeframe. Not our planned 2023 operating budget. **Please provide your most current operating budget.**
6. I am unable to download the Demographics Information Table from the application link. Is there another location I can get this document or can someone email it to me? **All attachments have been added to the website for applicants to be able to download them from there.**
7. On the "c.2 Staff and Board List Table," the "Drop Down" under the column "Management Expertise" does not work -- at least on my computer. Should it? **Yes, it should work. The drop down contains the following: Financial management, Legal matters; Personnel management, Operations, Public relations, Strategic thinking/planning, Other.**
8. Please confirm or correct: Organization's FY 2020, FY 2021 and FY 2022 Year to Date Financial Statements are not needed if 3 years of audits are available. **That is correct.**
9. Our treasurer is out of town and may not be able to sign our YTD2022 Financial. Can our Chair of Audit and Finance sign them in her place?? **Yes, the chair of your audit and finance committee may sign the YTD2022 financial report – just state the reason.**
10. Since we have recently formed our 501(c)3, in 2021 we do not have a lot of the forms or Budget numbers. Should I just submit what we have for the 990's, and financial statements from last year and such? **Please provide as much information/documentation as possible and provide an explanation as to why you are not able to provide all required documents.**

11. As we prepare our Human Service Nonprofit Grant submission here at Capital Caring Health, will you please confirm that support for a portion of a resource salary is an appropriate part of the request? **Please refer to the process manual found [here](#) for eligibility criteria as well as funding limits and restrictions.** In addition, without knowing details of your program or the resource position and how it fits into the program you're seeking funds for, it's difficult to specifically address your question. In addition, given the request for applications is open, County staff cannot answer questions specific to an organization.
12. I started our application for the county grant two weeks ago. Where do I login to continue the application? I have my username and password. I can't find the login on the website. **When you saved your draft, you should have received the following message:**



After which, you should have received an email with a link to complete your application. Click that link to access your application in progress.

13. Page 6 of the instructions state: "As part of the required attachments, the County is requesting that organization's submit relevant licensures and intake forms and/or processes/procedures as it relates to your funding request." I have been unable to find this mentioned anywhere in the online application. Where are we supposed to upload these documents? **Please clearly name the forms and upload them under Additional Attachments on the Budget page.**
14. There was a lot of data pushed out and I wanted to get clarification on eligibility regarding the Human Services grants. The handout indicates this:

- Nonprofit certified as a 501(c)3 by the Internal Revenue Service at the time of submission of the application.
- Have a mission that is consistent with serving the County's Areas of Need* for human services.
- Be in good standing with the Virginia State Corporation Commission at the time of submission of the application.

Was there more to the eligibility requirements than this? I thought I heard that nonprofits that had a contract with the county were not eligible but want to make sure since it's not on the handout. **Yes, there is another eligibility criteria for the human service nonprofit - Organizations who are a locally tax funded contractor for any County Health and Human Services Department including Core Service Agreements may not apply.**