Questions and Answers asked by Attendees at March 6, 2013

Grants Workshop:

1) When will the decision be made as to which organizations are awarded grants?

Answer: The Arts & Culture Advisory Committee is holding a public meeting on Monday, April 22, 2013 at 9 a.m. at 1195 Third Street, Suite 305, Napa, CA. At this meeting the committee will make its recommendations for grant awards. County Staff will then present those recommendations at a subsequent Board of Supervisor's meeting in May or June of 2013. A date for this meeting has not yet been scheduled.

2) Is a non-discrimination document (a required attachment to the application packet) the same as a whistleblower statement?

Answer: Yes.

3) Is there a letter of intent required before completing a full application?

Answer: No. Only a full application with required attachments is necessary to apply for funding.

4) What do you mean by the "Project completes within the grant period"?

Answer: The project must be completed and the grant funds expended by the end of the County's fiscal year June 30, 2014.

5) What if an organization that wants to apply for funding has a fiscal year that runs from January to December?

Answer: Checks for grants awarded will likely be issued in July or August 2013. Provided the project is completed and the grant funds are expended by the end of the County's fiscal year June 30, 2014 you will be in compliance with the grant program.

6) How will payments be made to grant recipients?

Answer: In one lump sum, the check to be issued in July 2013.

7) If an organization applies for a certain amount of a grant, for example, $5,000, could the Board of Supervisors (BOS) award less than $ 5,000?

Answer: Yes. The funding for the Arts and Culture grants comes from the revenues generated by the Transient Occupancy Tax (TOT) funds. This is completely discretionary funding and the BOS can chose to follow or reject the recommendations of the Arts & Culture Advisory Committee.

8) How should required attachments be e-mailed?

Answer: It is preferred that all attachments be combined and sent as a single PDF document.

9) Our organization has many volunteers but our grant proposal only deals narrowly with another part of our organization that does not use volunteers. When filling out the application form, should we include the total number of volunteers for our organization or put zero?

Answer: Include the total number of volunteers for your organization. The Committee would like to know how much of an impact your organization has on the community.

10) Is attendance at this workshop a mandatory requirement for applying for grant funds?

Answer: No.

11) If an organization has a project for which it has received partial funding from another source, can we apply for the rest of the funding needed through this grant program?

Answer: Yes, as long as the Capacity Building Grant funds do not supplant the other funding source. It would be better to focus on a particular part of the project that needs more specific funding and apply for funding for that need.

12) If two organizations together want to apply for one project, should two separate applications be filled out, one for each organization?

Answer: Yes. The program is designed for one grant per organization. The organization should not submit identical grant proposals. As in question 11 above, it is best to narrow the focus for a specific need for that organization. The current program does not support joint projects or group projects.

13) If we are sending our application materials by mail, does the April 1, 2013 deadline mean it must be received by that date or postmarked by that date?

Answer: All application materials must be <u>received</u> by April 1, 2013 at 5 p.m.

14) Can we drop off our application materials at 1195 Third Street, Suite 310, Napa, CA 94559 or must they be mailed or e-mailed?

Answer: Yes, applications and supporting documents may be dropped off at the above address.

15) When is the post-grant reporting form due?

Answer: No later than August 15, 2014.

16) If an organization applies for more than one project, how many will be funded?

Answer: Only one project—the highest scoring—will be funded.