

## **Project Empower**

### **Frequently Asked Questions**

1. If my agency receives money through a grant that uses federal funds that come to the state and then to us does that mean we receive federal funds?  
**Yes, pass through funds are considered federal funds.**
  
2. Should we include information about contract consultants on the information about staffing in the proposal?  
**List all positions whether volunteer or paid staff and identify whether they are full-time, part-time or contract workers.**
  
3. Can I review a rough draft of our proposal with you? How much help can you provide?  
**Yes, we can review a rough draft prior to the due date. We can point out areas that need strengthening and make other suggestions about improving the response. We cannot re-write responses in the narrative. We can review budgets as well as the narrative and point out areas that need strengthening. We cannot write or re-write budgets.**
  
4. Can you provide information to me about the time commitments for consultant projects if we get grants? Where will the meetings occur? When will these meetings/gatherings occur?  
**Each organization will have to commit to at least 16 – 20 hours of combined technical assistance and trainings per month. This commitment can be shared by more than one person from an organization depending on the topic, for example: Your treasurer, bookkeeper or accountant may want to participate in our fiscal management training.**  
  
**1:1 technical assistance meetings will be held on site and scheduled at a mutually convenient time for the organization and the on-site consultant. They will be held at least once a month and more frequently depending on the need.**
  
5. Do the same staff people need to attend all the meetings?  
**No. Please see question 4.**
  
6. What if we don't have a professional grant writer? We are worried our English is not good enough.  
**The reviewers are concerned with the best response to the questions not the correctness of the grammar or English. Responses must be understandable.**
  
7. If we got technical assistance, can we provide it in other languages? Can we get technical assistance in other languages?  
**For assistance with the response package, technical assistance will be provided only in English.**
  
8. How many and which people from our agency need to be involved in the work?  
**Please see question 4.**

9. We have a fiscal sponsor but are not a 501(c) (3) or incorporated – are we eligible to apply?  
**Yes, fiscal sponsorship gives you the benefits of being a 501(c) (3).**
10. We are located outside of the target area but serve people from the target area. Should we apply?  
**Yes, if you have a presence and provide services in the targeted areas. Please use questions 2 and 5 to document the extent of your geographic presence and service in the areas targeted by Project Empower.**
11. The community we serve is located all over the place but we meet in a location in the target area. Should we apply?  
**Please see question 10.**
12. What kind of benchmark success metrics will you use? How will you evaluate our work?  
**There is no benchmark success metrics required for the RFI response. We do ask for you to identify how your organization will have a change in its capacity as a result of participating in the grant in question 12.**
13. Can organizations apply together for this grant?  
**No.**
14. What can we do to be more competitive to get this grant?  
**Review RFI carefully. Answer each question completely to obtain maximum points for each question. Tell a compelling story of how Project Empower will improve your organization.**
15. Can we pay staff to come to the training?  
**No.**
16. Will the grant pay for consultants?  
**Funds may be used to pay for consultants to provide on-site 1:1 consultation projects in any of the four areas.**
17. When will we hear whether we got the grant?  
**Successful applicants will be notified by March 15, 2010.**
18. How much time will we have to implement the grant work?  
**The project currently has an end date of September 29, 2010. There is a high possibility that we will be able to complete project after September with a federally approved no-cost extension.**

19. What if during the grant our staff changes?  
**There are no consequences unless the change impacts your organization's ability to participate in Project Empower. There is an expectation that participating groups will keep Project Empower staff informed of any major staffing changes. We strongly recommend that more than one person from your organization participates in Project Empower.**
20. How will the proposals be rated? Who will be reviewing the grants?  
**There is a RFI review team that will read and rate the responses. Available points are noted next to each question in the RFI.**
21. Can we use the grant for direct services?  
**No.**
22. Is there a limit on how many people an organization serves?  
**No.**
23. Can we use the grant for train the trainer purposes?  
**Yes, with limitations.**
24. Do the consultants we use need to be licensed?  
**No license is required. NAC will facilitate the selection of consultants used for Project Empower.**
25. What if we have a tiny budget? Can we apply?  
**Yes. This project gives priority to organizations that have an organizational operating budget less than \$500,000.**
26. What if we are volunteer driven? Can we apply?  
**Yes. Provide a list of positions and note that they are volunteers.**
27. You are picking 15 organizations. Will you be selecting some from different geographic locations?  
**This is a competitive process. The 15 organizations will be selected based on rank order by total points. Bonus points will be given to groups in the RFI target areas.**
28. Can we choose our consultants? Or will NAC?  
**Refer to question 24. Consultants will be mutually agreed upon.**
29. You said we should talk to agencies who have worked on this model? Who are they? How do we reach them?  
**Please contact Kissy Gaston at [kgaston@nacseattle.org](mailto:kgaston@nacseattle.org) for referrals to organizations that have participated in our previous capacity building cohorts.**

30. What if we need to change our work plan along the way once the grant has started?  
**Flexibility is a core NAC value. Any changes in the work plan will be decided jointly with the on-site consultant and the organization.**
31. If my organization is not in the CCF targeted area, would I be eligible to apply?  
**Yes, if you can document a presence and serve clients that reside in the targeted area. See question 10 above. .**
32. Can we use the sub awards to hire staff?  
**No. The sub award funds may not be used to hire new or support existing staff.**
33. Can we purchase capital assets with our sub awards?  
**No. Funds may not be used to buy real property or cover construction costs.**
34. How do we receive our sub awards funds?  
**Sub awardees will be required to submit a sub award spending plan within 30 days of sub award notification. Payment will be made based on the spending plan at designated points when specific expenses are incurred.**
35. What is the grant period?  
**The CCF grant is a 12-month period.**
36. Can the grant be extended?  
**Yes. NAC can apply for a no cost extension to CCF for approval.**
37. Is the project term different from the grant term?  
**Yes. The grant is approved for 12 months and the project term is a planned 9 month period. Due to the late start both the grant and the project terms may be extended.**
38. Do we have to submit reports?  
**Yes, there will be reporting. More details will be provided once the sub awards are made.**
39. How do you know how much you will be awarded? \$10,000 – 15,000?  
**Many factors will influence the amount awarded. For example, organizations must identify requested amount, the identified need, the capacity to manage funds and the amount will be determined at the time award is made.**
40. Will NAC assist selected organizations to seek additional funding to support this project?  
**No. Through this grant, NAC and selected organizations may not use CCF resources to do specific fundraising.**
41. Who do I contact for more information?  
**For more information please email Barbara Fane at [bfane@nacseattle.org](mailto:bfane@nacseattle.org) or Kissy Gaston at [kgaston@nacseattle.org](mailto:kgaston@nacseattle.org)**

42. What if I don't have a 501(c) (3) or a fiscal sponsor, can I still apply?  
**Yes, if you are a nonprofit organization incorporated in Washington State**
43. Will NAC be our fiscal sponsor if needed?  
**To apply for this grant you don't need fiscal sponsorship or 501(c) (3) status. NAC will consider fiscal sponsorship for organizations on a case-by-case basis.**
44. Can I use the money to purchase computers?  
**Yes, but with limitations.**
45. Are we obligated to come to the orientation?  
**It is not required but strongly encouraged. You can set up a one-on-one meeting by appointment with one of the partners. The cut-off date has been extended to February 11, 2010. Please email one of the designated people to set up a time.**
46. What if my organization's eligibility is questionable?  
**If you think your organization might qualify, provide enough information so we can decide. Tell us how you meet the criteria.**
47. When is the response package due?  
**Response packages are due on or before Friday, February 12, 2009 by 5:00 p.m.**