

## Office of Gun Violence Prevention (OGVP)

### Winter Mini-Grant Application

#### Frequently Asked Questions

- 1. Can a nonprofit 501c3 apply for both the mini-grant and larger organizational grant?**
  - a. No, we are asking for one applicant for either of the two categories. Applicants can apply for and receive the mini grants as many times as they are available IF they have submitted proof of their expenditures.
- 2. How many rounds of mini grants will there be in FY25?**
  - a. There will be 3 rounds of mini grants in FY25. The current one is for the Winter round and there will be a Spring and Summer round
- 3. What kind of information will grantees have to submit at the end of the grant cycle?**
  - a. ALL mini grant grantees MUST submit proof of expenditures at the end of the grant cycle. The proof of expenditures will include receipts, cancelled checks, etc. that confirm payments were made. Grantees that do not provide documentation matching the amount of their award will NOT be eligible to participate in future competitions
- 4. Do all awards have to be \$5,000 or \$15,000?**
  - a. No, applicants can request less than \$5,000 or \$15,000, however, \$5,000 or \$15,000 is the maximum award. \$15,000 awards are only eligible to applicants who've won a previous grant cycle.
- 5. When do projects have to start and end?**
  - a. Projects can begin as early as the week of November 25<sup>th</sup> and must conclude by December 30<sup>th</sup>.
- 6. Can an organization apply for two grants to serve two different neighborhoods?**
  - a. No, applicants should apply for one grant that includes all intended neighborhoods.
- 7. Can we submit supporting material in the form of a short video?**
  - a. All that is needed to apply is the application. Please do not send anything that is not asked for as it will not be reviewed or considered.
- 8. Are there any consultation hours available for applicants who wish to have a draft reviewed?**
  - a. No, PLC will not be providing consultation hours. Every applicant can have other entities review if needed.
- 9. Will grant writing fees be considered a valid expense?**
  - a. No, these grant funds should be used expressly for the completion of projects.
- 10. Is it possible to partner with more than 2 small organizations as a fiduciary?**
  - a. Organizations can have a fiduciary agent and there is not a restriction on the number of organizations that can be applied for.
- 11. Can mini-grant programming be virtual, or does it need to include in-person?**

- a. The work can be done virtually, and the proposal would need to outline why this is done virtually instead of in person.

**12. Can proposals include pictures of relevant events?**

- a. No, please submit applications using the template provided ONLY.

**13. What are allowable and non-allowable expenses for this project?**

Applicants that have any questions regarding a particular purchase or expenditure should send questions to [applications@plcntu.org](mailto:applications@plcntu.org) before submitting an application. Please note, even if an applicant is selected as a grantee, the budget will be reviewed for accuracy and appropriateness before grants are awarded.

- a. The following costs are unallowable (including but not limited to):
  - 1. Line of Credit / Letter of Credit / Personal Loans / Loan Agreements with other parties.
  - 2. Goods or Services for personal use / Entertainment / Alcoholic beverages.
  - 3. Gifts, Donations, and Contributions.
  - 4. Legal Fees - costs incurred in defending or prosecuting claims are unallowable cost to the grant.
  - 5. Honoraria - unallowable when the primary intent is to confer distinction on, or to symbolize respect, esteem, or admiration for, the recipient of the honorarium.
  - 6. Building Acquisition - unallowable unless building acquisition or construction is specifically authorized by DYRS.
  - 7. Bad debt - (debts which have been determined to be uncollectable), including losses (whether actual or estimated) arising from uncollectable accounts and other claims, are unallowable. Related collection costs, and related legal costs, arising from such debts after they have been determined to be uncollectable are also unallowable.
  - 8. Fines/Penalties/Damages and other settlements - costs resulting from non-Federal entity violations of, alleged violations of, or failure to comply with, Federal, state, tribal, local or foreign laws and regulations are unallowable.
  - 9. Losses on other grants or contracts – any excess costs over income on any grant are not allowable as a cost of any other grant or contract.
  - 10. Lobbying Costs – the cost of certain influencing activities associated with obtaining grants, contracts, cooperative agreements, or loans is an unallowable cost.
  - 11. Interest on Borrowed Capital – costs incurred for interest on borrowed capital or the use of a governmental unit’s own funds, however represented, are unallowable.
  - 12. Merit awards and bonuses.

**14. Our facility best facilitates a blended face to face and virtual the wrap around services; would that be allowed?**

- a. Yes, that would need to be outlined in the proposals.

- 15. We are considering applying as individual and then as a partner with a nonprofit. can we be on both application?**
- Yes, if both grants are not being applied for the same project, plan, or time.
- 16. Is the approval/denial flat or will some projects be awarded proportional funding based on evaluation?**
- No, there will only 30 applicants awarded. There will not be additional awards given if applications received do not exhaust the total grant funding available.
- 17. Can staff be paid to perform work on projects for both small and large grant? Are honorariums allowable?**
- Yes, staff can be paid. Grants will ask that the applicant to outline expenditures (to include staff pay). Honorariums are not allowed.
- 18. Can consultants/staff be paid through peer-to-peer money transfer service applications (Cash App, Venmo, etc.)**
- No, for every payment that is made to an individual, there must be clear documentation for payment (ACH/Direct Deposit generated).
- 19. Is a person, who is living in Silver Spring, MD but works in DC, eligible to apply to the mini grant? Also, can a nonprofit organization which is registered in Maryland apply to the grant?**
- Applicants for the mini-grants and for the larger grants must be DC based. This means the individual or organization must physically reside and provide services in DC.
- 20. If you are applying as an individual, can you mention the organizations that you may work with in an individual capacity? If so, to what extent can the money be used to support your individual work with other organizations, even organizations that may be applying for the larger grant?**
- In the mini-grant application, please enter the name(s) of any other individuals or organizations you will be working with to complete your project. Also, in the mini-grant application, please outline how the funds will be spent including any payments to individuals working on the completion of the project.
- 21. I am having trouble locating the PLC's online grants management portal. Can you please send the link?**
- There is not a grant portal. Mini-grant applications must be submitted using the application provided on the web page.
- 22. How are the mini-grant applications submitted?**
- The mini-grant applications can be submitted by email to [applications@plcntu.org](mailto:applications@plcntu.org). The application deadline is Thursday, October 31<sup>st</sup> at 4pm
- 23. Is there a word count limit in the response box on the mini grant application?**
- No. If you are having any issues please submit an email to [applications@plcntu.org](mailto:applications@plcntu.org)
- 24. Is there a focus area we are leaning more towards?**
- There is no focus area we are leaning more toward. Please apply designating the area that speaks most to the work you plan to do.

- 25. Does PLC recommend applying to all three areas or just one focus area?**
- While you can apply and select all three areas as well as apply and choose one focus area, it is more reasonable to focus on one target group and focus area with the amount of funding allotted.
- 26. I can't type in the boxes.**
- You may want to change the device or internet browser you are using. The application is functional and operating. If your answer doesn't fit in the text box, you can place your response on a word document and submit it along with your application.
- 27. Will preferential treatment be given to OGVP Mini Grant Technical Assistance session attendees?**
- No. Attending the TA sessions is not a requirement of applying for or receiving the grant.
- 28. If the project exceeds the amount of funding allotted, must a budget be submitted showing the entire costs?**
- The maximum amount of funding available for these grants is \$5,000 and \$15,000. The selected grantee(s) will be asked to reconcile up the amount of their award ONLY.
29. Can we apply for two separate grants across focus areas?
- No, send one application with all areas.
- 30. How does this solicitation differ from the mini grant that came out in the summer?**
- The application has remained the same.
- 31. Can we expect that this grant will again be available in the late spring and summer?**
- We anticipate having another mini grant competition for the spring and summer.
- 32. Are there any other violence reduction grants available right now?**
- Please see PLC's website for other grant opportunities.
- 33. If we did receive the grant from the last session, can we apply again for this round?**
- Yes, you can.
- 34. Does the opportunity for feedback exist before I submit my application?**
- No, feedback is provided after grantees are selected
- 35. I noticed on the application it states no hardware over \$250 could be purchased. Would a inkjet printer be considered hardware?**
- Yes, a printer is hardware. Please note, any hardware purchased under this grant can be collected at the end of the grant upon request.
- 36. Are the grants geared towards those who have applied and received in the past?**
- The mini-grant opportunity is for all. It's for individuals who are new to this space and for those who've been doing the work.
- 37. Can use a portion of the grant funds to include gifting our program participants with toys for Christmas if we write that into our grant?**
- No. A major point of emphasis for this program is addressing gun violence in the community.
- 38. Will my organization's overall budget, impact your application?**
- No, your overall budget doesn't impact your application. Just make sure that your budget aligns to the award amount requested.

**39. I'm a past applicant, where can I go to look at past applications and see what the score was?**

- a. No. When grant award notifications go out, applicants that weren't selected have 10 days to request their score and comments. After that deadline has passed, that information cannot be requested.

**40. Are the reviewers local and able to relate to the culture of processing gun violence prevention applications?**

- a. Yes, our reviewers come from a variety of backgrounds, and they are also local.

**41. What else would be qualified as measurables to be able to see the effect of this work?**

- a. Being able to demonstrate evidence of success is very closely tied to an applicant's ability to articulate how success is determined and ultimately, measured. Applicants are encouraged to provide as comprehensive as possible a rationale for the impact their program will have as well as indicators of success and how these indicators will be captured and reported by request