



FY 2025 Human Service Nonprofit Grants Frequently Asked Questions

Just want to confirm that the years that the application is requesting data for is correct: What results are you committed to achieving during the grant period? These results will be part of your evaluation plan. What evidence will you provide to show you achieved your results? Provide evaluation results showing the impact of the program in 2020 and 2021. If planning to collect new measures, please include a copy of the plan. 450-word suggestion (4 points). **Yes, that is a misprint in the application and was pointed out during the training. The county is indeed looking for results from 2022 and 2023.**

I am starting to enter my project budget into the AmpliFund system and I am a little confused between the instructions on page 12 of the Request for Grant Application and the AmpliFund data entry options. I'm wondering if there is a budget template spreadsheet that I am not seeing? For example, when entering the salary budget for a staff person – the RGA & AmpliFund say – “this schedule provides calculation for percent full-time equivalent”, but in Amplifund, I don't see fields to enter the FTE amount. Similarly, for fringe, the RGA says to provide our agency's fringe rate – put the percent in the formula – cell F – but I don't see any spreadsheet or cell. The other line items ask to “fill in” certain information which sounds like the total cost will be automatically calculated, but I am not seeing this. **Complete the budget form that is in the system and explain in the narrative section the percent FTE as well as the percent fringe – explain how you calculated the total cost for each line item. There is no separate budget form. The overall total budget will be calculated but not within each line item.**

I noticed in Amplified that on question 34, I can only select one of the areas of need. However, the Information prior indicates that we can apply for one or more of the areas of need. **Thanks for letting us know about the glitch in the system. Please select the primary area of need and then comment on other areas in the Statement of Need section. Be sure to complete the evaluation plan to include all areas of need.**

Our organization has applied for and been awarded mini-grants. We would like to apply for a full grant for a different initiative in Loudoun County. Can we apply for both or is it advisable to either pick one program or incorporate both in our full grant proposal? **Organizations may only apply for one grant – either the mini grant or standard/full application. It's up to you and your organization as to what to apply for.**

I have looked for a downloadable demographic table for the HSNP application. Where is this located, or can you send it to me? I see there is what appears to be a link in the manual, but I cannot access it. **The demographic table can be downloaded from within the application. Once you set up your account in AmpliFund and begin your application, you will be able to access it there.**

Earlier this year, you sent an email regarding the score of our grant application and the willingness of County staff to meet with us to discuss our application. Can we set up a time to do that? Unfortunately, because the FY25 application is currently open, County staff cannot meet with organizations about their previous application or what they might be applying for in FY25. Organizations can ask general questions that would be part of a FAQ that will be made available for all after December 7th which is the deadline to ask questions.

I have a question regarding the budget template that is to be completed in AmpliFund. Is it possible for an 'Indirect Costs' category be added to the template? No. The template cannot be modified/changed.

The reporting table in the Outcomes and Evaluation Table indicates a Mid-Year Target, Quarter 3 Target, and Final Report Target. Do applicants submit targets for one quarter reporting period, or cumulative targets that include past quarter targets? Organizations should report for each quarter. If you have a goal of 100, your goal might be 25 each quarter or depending on the time of year it may vary. The county wants to see what the organization has achieved each quarter towards your goal. In your final report, indicate your quarter actuals along with the total.

Our organization will apply for funding to support a new program in Loudoun. Since we are new to administering this program in Loudoun County, what does Loudoun County recommend we provide as examples of Grants/Contracts and MOUs? As a regional agency, you should choose grants/contracts and MOUs that are specific to services provided to Loudoun County residents. It is up to the organization to determine which to include – it certainly needs to be related to the request.

I've tried to open the Amplifund portal to start the application process for the mini grant and I'm not granted access. I'll click the Apply button and an icon appears to just spin. I've tried opening in Edge and Chrome. Same thing. I just visited the IT help department for them to look to see if something on our end was blocking access and that doesn't seem to be the case. The County has not heard of this problem from any potential applicant but, County staff has had the issue. Here's what staff did to resolve it:

- In Chrome click on the three vertical dots on the top right of the screen.
- Navigate to "Settings"
- Click on "Privacy and Security"
- Click on "Site Settings"
- Scroll to "Content" under "Additional Permissions"
- Click on "Third Party Cookies"
- Scroll to "Customize Behaviors" and click "Add" next to "Allow to use third-party cookies"
- Type in <https://www.gotomygrants.com>

You will need to restart the browser after you change these settings.

I have gotten to the budget section of the application and the form does not like my zero # entries. We have many zeros because we are all volunteer and have no administrative or office costs except for the annual SCC fee. Is there another way I can provide this data? Your detailed budget must match your grant request. You must detail what your funding request will be supporting. If it's not administrative or office costs, what will the grant funds be used for? You must provide detail specifically to how the funds will be used.

We are almost 100% in providing grant expenditures to the service providers in support of people that we assist with bill paying when they are in a temporary financial crisis to avoid homelessness, utility cut off, food insecurity etc. I have attached a budget form that we have used recently in our grant request. If you could please take a look at that and let me know your thoughts to see if there is another way we can convey our budget in the grant application. **The budget within the application is a required form and must be completed. Given funds will be provided to service providers in support of people with bill paying, County staff recommends you put *very specific details* about the breakdown of your expenditures under Other Direct Costs.**

Just want to confirm that the years that the application is requesting data for is correct: What results are you committed to achieving during the grant period? These results will be part of your evaluation plan. What evidence will you provide to show you achieved your results? Provide evaluation results showing the impact of the program in 2020 and 2021. If planning to collect new measures, please include a copy of the plan. **450-word suggestion (4 points). Yes, that is a misprint in the application and was pointed out during the training. The county is indeed looking for results from 2022 and 2023.**

For the two requirements – Last Year's Statement of Activities and Last Year's Statement of Financial Position – may applicants submit unaudited financial statements to meet these requirements? Our organization's last year's Statement of Activities and Statement of Financial Position will be available when the FY23 Audit is completed and available. We anticipate that it will be available after the proposal deadline. **The unaudited financial statements are fine. County staff recommends that you explain to the reviewer when the audited statements will be available.**

While I don't see anything in the RFA that specifically excludes it, I would like to know whether Human Service Nonprofit Grant funds could be used to provide financial aid to enable income-qualified clients to access the fee-based services for which we are requesting county support. **Yes, with the limited information provided, this would be an eligible expense.**

I see that award payments are made in two installments, but financial reporting is quarterly. What type of supporting documentation (if any) is required when submitting our quarterly financial reports? I ask as we are trying to decide how to build our budget. Because we use a multi-layered allocation system for pooled costs, pulling individual invoices that tie to the grant billing is not possible. We do have a process memo that explains our allocation methodology. **The quarterly reports include a programmatic portion and a financial portion. A reporting template will be provided if awarded and there is no other documentation required, however back up should be available should the County do a site visit.**

For a project-specific budget, we would assign a funding code and identify an estimated FTE per staff person named on this grant; For your purposes, should Personnel be budgeted by individual or in the aggregate? **By individual.**

Most of our project budgets are created based on staff FTEs with other direct program costs allocated based on wages & benefits charged to the grant. For instance, fringe is allocated based on salaries charged to the grant; Program rent, telecommunications, insurance (non-payroll), postage & delivery, equipment & software leases – all of these are allocated pooled costs as direct costs of the program based on wages & benefits charged to the grant. However, we also include indirect costs as a separate line item based on our federally approved indirect cost rate – which is applied based on total direct costs. We don't budget indirect costs by individual line item but use the federally approved rate. Are we allowed to apply indirect costs to this budget so that we have more comprehensive cost

recovery? On page 20, you indicated that we could request operating costs – where would I budget these indirect costs as a % of total direct costs using our federally approved rate? If you have indirect costs, add a line in the Other Direct Costs name it Indirect and be very specific about what the cost is for and how the amount was determined in the narrative.

On page 7 of the Request for Grant Application, under “e. Budget and Supporting Financial Documents” you request the items below. What is the difference between the two sets of financial statements request below: If your organization has a single audit, providing the last three years is sufficient.

For our “Organization’s Current year Operating Budget” – We are a national organization with five offices – VA, MD, TX, GA & CA. Do you want the organizational budget for the entire organization or just the VA office? I am thinking the entire organization as on page 11, the review criteria make more sense for the overall organization, but I would appreciate your confirmation. Do you want our CY 2023 budget or our CY 2024 budget? Given you are a national organization, please provide both your VA and overall organization along with your CY2023 budget (current year).

On page 12 – You prescribe the formula for rent; however, if I prepare a project specific budget, those costs are allocated as a % of wages & benefits charged to the grant, not by square foot. Is this acceptable? That is acceptable. Please make it clear to the reviewer how your costs are determined.

On page 17 – Tracking of Expenditures and Use of Funds – It says that the organization will “account” for all expenditures made from the awarded funding; even though we are receiving advance payments, is this actually a cost reimbursable award? Do we have to submit individual invoices with our quarterly financial report? Our pooled allocation methodology makes this virtually impossible. Just trying to understand the requirement. This is not a reimbursement grant. As mentioned earlier, the County does not require a funded organization to submit invoices or backup, however the organization should have documentation available should there be an audit or site visit.

Do you allow variances within budget categories (for example, with Personnel – some staff over/under), but not to exceed the total category budget? Yes.

Do you allow variances across budget categories (i.e., Personnel is over, but Rent/Occupancy is under), but not to exceed the total award budget? Yes. If variances are permitted, is there a threshold for allowability or a threshold that requires formal approval? Grantees are assigned a grant manager that will monitor your expenditures as well as how you’re meeting your goals and objectives. Any change either within or across your budget should be discussed with the assigned grant manager.

My question is whether we can apply even though our organization is based outside of Loudoun? Organizations do not have to be located in Loudoun County to provide services to Loudoun residents, however many of our funded organizations are or have a satellite office in the County. Based on the eligibility criteria, an organization must be an established 501c3 and be in good standing with the Virginia SCC. Also note that Loudoun County prioritizes investment in high quality human services that provide documented positive outcomes for County residents.

In submitting Statements of activities and financial positions, can we submit/use our audited documents that contain those specific statements? Yes. Do the year-to-date statements need to be signed by a board chair? Yes.

One of our proposed program's outcomes is measured once a year rather than quarterly. May we submit this outcome in the Outcome and Evaluation Table and indicate 'N/A' for Quarters 1-3 Targets while providing only the Final Report Target? That is acceptable however, make it clear to the reviewer as to why it's only tracked annually. (Do you not have any benchmarks throughout the year ensuring you're on track?)

Regarding question #32 in the application, if we are applying for the Standard Grant for the first time but have applied for/received a mini-grant in previous years, are we considered a "New Applicant?" You would **not** be considered a new applicant.

I am working on the Nonprofit Grant application and in the past, you have posted questions people have emailed you with the associated answers. Are you planning to do that this year (or did you already do it)? If yes, can you point me to the location? Organizations had through December 7th to submit questions. I plan to compile and have them posted to the website beginning to mid next week. You will be able to find them at <https://www.loudoun.gov/5182/Human-Services-Nonprofit-Grant-Funding>.

We will be applying for a mini-grant, and we are an organization with a budget less than \$750,000. When I check the box for an organization less than \$750,000, the upload boxes populate for submitting the last three years of financial statements. This includes 2024 Statements of Financial Position and Activity, and they are required uploads. However, our organization utilizes the calendar year for our fiscal year, and therefore we do not have any YTD financial statements for FY24. Please upload your organization's last three most recent financial documents for your organization and your most recent operating budget. Just state that your organization operates on a calendar year and not fiscal year.

The third question in the third section of the narrative (Section: Organizational Background, Qualifications, and Expertise) asks applicants that are requesting operating funds to describe their staff experience in managing and report grant funds. What is the definition of operating funds? This application is one of the few grant opportunities that does allow for operating expenses that could be applied across your organization that are not necessarily earmarked for one specific project. If you have several different services, the County encourages you to think about the outcomes that you would most likely want to report on if you're requesting operating costs making sure the tie between your operating expenses and your outcomes are clear. Note: It's much clearer to reviewers when it's a project because they can see the logic behind a project, but the County knows operating expenses are also very important therefore we will be clarifying with our reviewers that operating expenses are an acceptable request.