**Women for Women**

**Grant Writing Seminar**

**Frequently Asked Questions**

1. **Can grant funds be used to pay for salaries?**

Grant funds cannot be used to supplant existing salaries. Our grant funds are not to be utilized for operating expenses for existing employees. Consideration will be given to assist with salary for an individual to run a specific program associated with the grant.

1. **Our building needs repairs to the bathrooms. Can we use grant funds for renovations.**

No, grant funds cannot be utilized for capital improvements. These funds are intended to empower and improve the lives of women and girls. Renovations are the responsibility of the organization.

1. **The furniture in our community room is falling apart. Since it is used by the girls in the program, can grant funds be used to buy new furniture?**

No, these are also capital improvements and grant funds cannot be utilized. Purchase of furniture is not a specific program or project.

1. **We have lost some of our other funding from the state and need funds to help pay the rent, utilities, and office expenses so that we can continue to keep our doors open and provide services. Can grant funds be used to help out with this?**

No, these are operating expenses and grant funds cannot be used for this purpose.

1. **We are interested in doing classes with our high school girls to teach them how to fill out college applications, fill out FAFSA forms and other college preparation tasks. Can we purchase a computer to use for this program? We do not have an extra one that is not used by office staff.**

Yes, since a computer is required for the purpose of filling out these applications and forms, a computer can be purchased.

1. **We want to create a new program at our church to improve the health and exercise habits of our older members. We would like to offer gentle yoga and arthritis classes. Can we pay someone to teach these classes?**

Yes, since these classes are not being taught by a staff member of the church, funds can be utilized to pay for an instructor. It is important to remember that these classes need to be targeted at women in order for grant funds to be utilized for the instructor. This can be done by determining the composition of the class. If 50% of the class is women, then 50% of the instructor’s salary can be paid for by this grant.

1. **I need money to finish college since I am not eligible for scholarships. Can I apply for a grant?**

No, these grant funds cannot be used for individual needs. You must be a 501 (c) (3) nonprofit organization in order to be eligible to apply for grant funds.

1. **We are a small organization and can’t afford to pay for an audit every year. Can we send something else?**

Yes, if you do not have an annual, independent audit, you can submit a copy of your annual income tax return.

1. **What if we have money left over at the end of the year. Can we use it for the next year?**

No, our grant cycle is one year – October – September. Any funds remaining at the end of the grant year must be returned to Women for Women.

1. **What if I can’t do my program the way I planned and need to make changes during the year. Can I just use the money anyway?**

You have been funded only for the program or project that you were approved to do. If you need to make any changes, you must first contact Women for Women for approval. In some cases, we may ask that the funds be returned.

1. **Do you fund everyone who applies for a grant?**

No, grant applications are reviewed by a committee and then the committee meets to discuss each application. We are unable to fund everyone who applies for funding, but we try to fund as many applications as possible. At time, we may choose to only fund portions of a grant program.

1. **How many grant applications do you give out?**

The number of grant applications varies from year to year. We try to fund as many as possible with the grant funds available.