The JOSEPH & VERA LONG Foundation

Frequently Asked Questions – Last Updated 6/4/2019

The Staff of the Foundation has created this FAQ file to help prospective grantees better understand the Foundation's processes and priorities. Please keep in mind that we will continue to update this file throughout the year and that the answers provided can change. Also, it should be noted that the following list of questions and answers are *supplemental* to the information provided on the Foundation website at www.jvlf.org. It is highly recommended that you first review the information found on the Homepage, Mission Page and Grants Page before relying on this document.

Do you give grants to individuals?

No, the Foundation only makes grants to eligible institutions.

Do you give grants outside the United States?

No, the Foundation restricts its grant making to organizations located within the United States with projects that benefit the communities of Northern California or Hawaii.

How can I determine if my organization/project would be a good fit with the Foundation's funding priorities?

The best route to take is to submit a request for invitation during an open period. While most requests received by the Foundation do not result in an invitation to apply for a grant, we read each and every request that is submitted. We are constantly looking to find new organizations and projects to support and give each request substantial consideration.

Do you fund capital projects?

The Foundation does fund capital projects with an added preference for projects that will be completed with our contribution.

Where can I find your telephone number?

We do not share this information on our website. If your organization is invited to apply for a grant, we will provide you with a phone number. However, since our small office deals with hundreds of different organizations each year, our preference is to use email communication whenever possible.

Do you give grants for general operating support?

With very few exceptions, the Foundation prefers to <u>not</u> make grants for operating support. There are some cases where we have supported a smaller organization for an extended period and choose to make nominal contributions which are used for operating support.

How often can I apply for a grant?

In order to consider as many different organizations as possible, the Foundation limits any organization to a single Request for Invitation each calendar year. There are some cases where different departments of a larger institution can submit different requests within the same year, but this is not common and limited to larger not-for-profit entities such as a University.

Does your staff conduct site visits?

Yes. While we enjoy the opportunity to visit grantees, it is not a requirement for an application or grant. In most cases, we look for mutually convenient times when we can witness how grants have made a difference and learn more about your organization.

How much should we apply for?

We prefer that you determine what your needs are and within your application, explain how the Foundation's contribution will enable your project to be successful along with your other funding sources. In most cases, larger amounts are reserved for grantees with an established record for performance. So, if you have not received a grant from this Foundation before, you should consider a request for a lower amount.

What types of information do you require for reports/evaluations?

The Foundation does not wish to create additional work for our grantees. Rather, we prefer that you provide information that you are already tracking for your internal purposes.

I researched some of the past grants made by your Foundation and several fall outside your primary funding guidelines. Can I apply for something similar?

Like many other Foundations, we have evolved over the years and no longer support many of the causes and communities that we once did. In other cases, the board has chosen to make a discretionary grant for which no application is possible.

Can I arrange a time to meet with Foundation staff to present my organization's work to you?

While we enjoy learning about new organizations, our RFI process is designed to provide a fair and efficient way for prospective grantees to inform the Foundation of their work. Please follow the process as described on the website.

How can we get feedback on our request that did not lead to an invitation?

The Foundation does not regularly provide specific feedback on every request that is submitted. If your organization has made several requests without receiving an invitation, we would encourage you to look closely at our guidelines before submitting another request. In some cases, a request that leads to an invitation in one period doesn't lead to an invitation in another. It comes down to the quality and quantity of the group of requests received in a given cycle…something that we cannot predict. Please keep in mind that the request process is very simple and, while we hope that prospective grantees will be thoughtful when they make a request, we would like to minimize any time spent which does not directly lead to a full grant being considered.

Why doesn't the Foundation let prospective grantees know that their request was turned down?

Each grant cycle, we are privileged to receive many more requests than we can realistically consider for a full grant application. And, while we would like to follow up with each prospective grantee, we don't view every request that does not lead to an invitation as being 'turned down' or 'rejected.' Again, it comes back to the competitive nature of our process. There often isn't a specific reason why a request was not selected unless the guidelines have not been followed. However, there is almost always a reason why some requests do get selected over the rest. This can be innovativeness, leverage, timing, broad impact, etc. We are conscious about trying to support different organizations, but at the same time, we enjoy working with past grantees to build a relationship over time. The best advice that we can give is to submit a request, make sure that it complies with our guidelines and see what happens.

When is the best time to submit a request, relative to the starting point of our project?

The Foundation prefers to make grants that are prospective. Since the time from the beginning of the open period to the date that checks are issued is not short, we recommend that you look for a project that will require funds within the 6 months following the expected window for payment (June or December.)

How do you handle multiple request submissions?

If we receive more than a single request from an organization, we will only accept the last request that is submitted before the deadline.

On the RFI form, what do I do if I get an error that prevents me from submitting my request?

When you hit the 'Submit' button, the RFI form will check each field to confirm that the format requirements have been met. If there is an error, it will be highlighted and allow you to correct your entries and resubmit. However, users have found the 'Characters left' indicator is occasionally inaccurate. The indicator will show that additional characters may still be added to the field, but you will still get an error. While our testing has not isolated the specific cause of this bug, we recommend that a user simply reduce their submission by about 10-20 characters and resubmit. This workaround has been successful in every reported case thus far. We apologize for any inconvenience.

How often will the Foundation introduce new Grant Programs?

Starting in 2019, the Foundation is planning to evolve its grantmaking focus. This process will likely run for at least a couple of years during which we plan to only introduce new grant programs at the beginning of the year. Our hope is that narrowing our grant priorities will enable the Foundation to build more long-term relationships and lead to greater impact in the fields most important to the family. We realize that this approach will lead to some past grantees not receiving continued support.