

GRANT APPLICANT FREQUENTLY ASKED QUESTIONS

1. What types of organizations are eligible to apply for Foundation grants?

The Foundation will consider proposals from any 501(c)(3) organization that is aligned with our mission and meets all requirements identified in the application, including the ability to provide a copy of their recently audited financials.

2. What are the funding priorities for the Foundation?

We support three primary focus areas in our grant making:

Youth and Children Development: Priority is given to programs that serve disadvantaged or low-income youth. Program areas may include but are not limited to:

- Child Abuse Prevention and Supportive Services
- Child Hunger and Nutrition Services
- Enrichment and Education Programs

Community Development: Support is given to programs that focus on community development and redevelopment through supportive services to low-income households and communities. Program areas may include but are not limited to:

- Homelessness Prevention and Supportive Services
- Veterans Supportive Services
- Jobs and Training Programs

Health Care: Support is given to health care programs that promote access and services to low-income individuals and families, including but not limited to programs that support:

- Physical and Developmental Disabilities
- HIV/AIDS Prevention and Care
- Chronic Care

3. Are there specific geographic boundaries?

The Foundation supports IRS-registered, tax-exempt, 501(c)(3) organizations in the United States that extend the mission of MAXIMUS and share our commitment in helping disadvantaged populations and underserved communities. Preference is given to programs in the more than 250 communities where MAXIMUS works. However, there are no specific geographic limitations for applicants.

4. Does the Foundation award grants for capital campaigns, endowment funds, special events, or to individuals?

Grants are not considered for individuals; advertising, ticket events, or dinner programs; political causes or candidates; endowments or capital campaigns.

5. What is the average grant size and how much should I request?

There is no steadfast rule as to how much an applicant should request. Historically, however, grants are generally in the range of \$2,500 to \$5,000. Larger grants are occasionally awarded to organizations with particularly compelling program needs. Applications should clearly state why the specific amount is requested and how the funds will be used.

6. Does the Foundation award grants for general operating funds?

Typically, grants are awarded for specific program or project support, and not for salaries or general operating expenses.

7. Does the Foundation provide continuous or “multi-year” funding?

In an effort to ensure the broadest response to the needs of our communities, the Foundation requires organizations to submit proposals annually, regardless of prior funding.

8. How frequently can organizations apply for a grant?

Organizations may apply for a grant during both of our award cycles (which close on January 31 and August 31). However, organizations may be awarded only one grant every 12 months. If a nonprofit applied in one cycle, but was not given an award, the organization may then re-apply in the following cycle.

9. Does the Foundation provide multi-year grants?

The Foundation awards one-year grants only.

10. Does the Foundation provide emergency funding support?

The caring and compassionate staff here at MAXIMUS have a history of coming to the aid of individuals and families who are the victims of natural and other disasters. During those difficult times, the Foundation has organized special collections and raised funds for disaster relief initiatives.

11. How do I apply for a grant?

The first step in applying for a grant from the MAXIMUS Foundation is to complete the [Eligibility Quiz](#), which will then direct you to the online application.

- 1) If you have not yet created a password, you will need to select the *'First time user? Click here to create your password'* link located above the login box.

OR

If you have already registered, log in using the e-mail address and password with which you already registered.

- 2) Review the information on the Welcome Page.
- 3) Click the *'Start a New Application'* link at the bottom of the Welcome Page.

12. Do you have proposal deadlines?

The Foundation Board of Directors makes funding decisions through a competitive, biannual grant making process. Submission deadlines for grant proposals are January 31 for the spring grant cycle and August 31 for the fall cycle.

13. To whom should my grant application be addressed?

Click [here](#) to apply online using our online application system.

14. May I apply for a grant via e-mail or fax?

No, the Foundation does not accept proposals via e-mail or fax. The Foundation requires that all organizations submit requests through our [online application system](#).

15. Do I need to submit a Letter of Inquiry?

The Foundation does not require a Letter of Inquiry prior to submitting a proposal for consideration.

16. If we have sent a copy of our 501(c)(3) letter with proposals submitted in the past, do we need to submit another copy?

Yes, it is a required component of the online application.

17. May we send a copy of our state Tax Exemption Certificate as proof of our tax-exempt status instead of the IRS letter?

No. We require a Federal tax-exempt letter (your “501(c)(3) letter”). If you need a copy of your 501(c)(3) letter, contact the IRS at 877.829.5500.

18. May we apply under a parent company’s Tax Exemption Certificate?

Given the growing competition for grant awards, organizations may not apply under another’s 501(c)(3) distinction. However the parent organization is eligible to apply if they meet the other requirements including audited financials.

19. May I submit an application if I am missing information requested (e.g. financial audit), and submit the missing information once received?

Online application submission must include all necessary documents. You may save the application and return to it for submission when all of the necessary documents are ready.

20. If my organization is small and does not have an annual financial audit, what kind of financial information should be submitted?

At this time, audited financials are required for all applicants.

21. Once a proposal has been submitted, when will I be notified of the funding decision?

All organizations will receive notification verifying the decision regarding their application. To ensure each application is given fair consideration, the review and funding decision process generally takes at least six weeks from the submission deadline date. Decisions are generally made by mid-March for the spring cycle and by mid-October for the fall cycle.

22. May I reapply if my organization was turned down in the past? If so, when?

Yes, if your previous application was not awarded a grant, you are eligible to apply for the following grant cycle. For example, if you submit a proposal for the January 31 deadline and do not receive funding, you may reapply during the August 31 deadline.

23. If I am awarded a grant, are there specific guidelines for submitting interim and final grant reports?

Starting in Spring 2015, a MAXIMUS Foundation Impact Report will be required. This form will be available through your online account and will be e-mailed to the grant seeker following grant announcements. The Impact Report must be completed in order to apply for another grant.

Grants awarded in the spring cycle must complete the Impact Report by January 31 of the following year. For example, if you submitted your application for the January 31, 2015 deadline and received your grant in the spring of 2015, your Impact Report is due no later than January 31, 2016.

Grants awarded in the fall cycle must complete the Impact Report by August 31 of the following year. For example, if you submitted your application for the August 31, 2015 deadline and received your grant in the fall or winter of 2015, your Impact Report is due no later than August 31, 2016.

24. What does the Impact Report entail?

The MAXIMUS Foundation Impact Report requests information about the effects, if any, from your MAXIMUS Foundation grant. Questions include:

- **Outputs:** How many individuals/populations were served? Where? For how long? Did you change the use of the funds? If so, why and what was done?
- **Outcomes:** What challenges did you face? What successes did you experience? Please attach an annual report if available.
- **Looking Forward:** As applicable, describe any plans for moving forward. What, if anything, will you do differently? What are the organization's two most significant financial challenges and how are you planning to address them?
- **Stories of Impact:** Please share a personal story of success. We work to share the success of our grantees with the public, our Company, and our partners.

25. How do I continue working on an application I already started?

Follow the directions below to continue working on a previously started, but not-yet-submitted, application.

- 1) Login with the e-mail address and password that was used to create the application.
- 2) Under '*Applications Requiring Action*,' at the bottom of the Welcome Page, look for the application you wish to continue.
- 3) Click the '*Continue*' link next to that application.

26. How do I retrieve my user account password if I forgot it?

On the application log in page, there is a *“forgot your password”* option which will help you retrieve your password. Your username is your e-mail address.

27. Where can I find technical support for my application?

Please visit our [technical FAQ page](#). Should these not answer your questions, select ‘*I still have a question’ to submit a [support request](#).

28. How do I contact the Foundation?

You may [e-mail us](#) or call 1.888.267.0988.