Agency on Aging
OF SOUTH CENTRAL CONNECTICUT
Your Advocate for Independence®

Grant Application FAQs

Does the application have word/character limits?

There is a request for a 100-word description of the program, and an opportunity later in the application to expand on that. There is no character/word limit as in some applications. You won't be shut out if you exceed the recommended limit.

For contracted workers - could we include the contract as job description requirement?

If you plan to sub-contract any of the service outside your agency, you will need to comply with the requirements for sub-contracting. All of the mandatory attachments for your agency need to be documented for the agency with whom you sub-contract. For example, compliance with Equal Opportunity guidance; Labor Law compliance etc. The sub-contractor is viewed as an extension of your agency and you have to demonstrate your due diligence to ensure that the sub-contractor meets the same standards.

What is a DUNS number and do I have to have one to apply?

DUNS number is a unique nine character number used to identify your organization. The federal government uses the DUNS number to track how federal money is allocated.

The link below will take you to the site to apply for a DUNS#. There is no charge to apply. If you don't receive your number prior to submission date of the application, indicate to us that you applied and update your application with us when you receive the number.

- https://www.grants.gov/applicants/organization-registration/step-1-obtain-duns-number.html

Can I submit all my paper-work with the initial application on March 15?

No, only submit the application in March. The full application, with revisions, if needed, and all the attachments should be submitted in April. Only email applications or snail mail will be accepted. Hand delivered applications to the agency address will not be reviewed.

When will I know if the grant was approved?

The Board of Directors of AOASCC will meet to review the recommendations of the Allocation Committee on the last Wednesday in June. Formal letters will be sent to each applicant in July. (informal notice is available by contacting the grants liaison after the last Wednesday of June.)

Can client contributions be "in-kind"?

Yes, and for most programs it is encouraged and preferred as this method allows all clients to make meaningful contributions to the program. Client contributions are not to be confused with agency fund-raising activities or the support the agency receives from Foundations or other grants. Client contributions only refer to money, goods, or services given by the clients in the funded program to enhance the program. The value of the in-kind contribution by the client should have a monetary value assigned to it and recorded as a client contribution. The contributions should be recorded and reported on monthly invoices to AOASCC, and available for review at the bi-annual site visit.

How about the match, can that be in-kind?

Yes, the 25% mandated match can be in-kind for most services. In this category cash matches can include funding from other non- Administration on Aging funding sources including state funding, Foundation grants, fund raising activities.

I have 50 volunteer drivers. do you need personal information for every one of them?

Yes and no. On the budget sheet you can list the volunteer positions and indicate it's 50 people, but you need **not** provide the personal information. However, at the final submission in April, you should provide an attachment with the list of volunteers' names, the number of years of service with your organization each volunteer has and whether or not they have had a background check.

For the ADC, are due dates the same?

Yes, due dates for all applications are March 15, initial application (without attachments). April 15 complete package with attachments.

Do I have to fill in every line on the budget sheet?

No. Only fill out the lines that relate to your plan for spending the grant. For most of our grantees the personnel lines take most of the funding. You can include any other elements in your budget request but the amount for each line must be tied to the cost to your agency for this program. For example , if the funding for this program represents 1/10 of your total agency budget, the amount of rent charged to this program can't exceed 1/10th of the total rent. Since

we require that you conduct outreach for all programs we fund, it is a good idea to include postage and printing cost, but this is optional.

What do I put in the various funding categories?

- The first category (A) put the amount of Title III funding you are requesting from AOASCC.
- In the second column put information about any other Administration on Aging funding you are currently receiving such as, Title V. Elder Abuse Funds; or Title VII senior employment funding.
- In the third column put any other Federal, non-Administration on Aging funding you receive, such as Federal transportation dollars, or HUD funds.
- In the fourth column put information about any state funding you receive.
- The fifith column is for client contributions. This would be cash contributions you anticipate receiving and/or the value of in-kind contributions from the clients.
- The last column is for all other funding. This would include agency fund raising, private grants and foundations.

What reporting will I have to complete?

Financial reporting is submitted monthly, registered client data is submitted monthly and 2 program reports are required each year. The details of reporting will be covered in the technical training held for applicants who are rewarded grants in this grant cycle. It will be held in September.

All agencies that receive grants funding will have a site visit at which members of Board of Directors, the Advisory Council and Grants Dept staff will visit your program, review records, discuss progress, meet with program participant(s) and review progress on targets.

Is there an opportunity to make a presentation about the grant application to the Allocation Committee?

You will be required to appear before the Advisory Council of the AOASCC and make a 15–20-minute presentation about your project during its May meeting, which is scheduled for the afternoon of the second Tuesday of the month. The Advisory Council's recommendations are part of the information the Allocations committee considers in making its recommendations for funding to the Board of Directors.