



2019-2020 GRANTS PROGRAM FREQUENTLY ASKED QUESTIONS

GENERAL APPLICATION

1. **Why is Keiro doing a Grants Program?**

The Keiro Grants Program is a key component of Keiro's strategy to enhance the quality of senior life in Our Community. We know that there are many organizations and agencies that are providing services and care for older adults and their caregivers in the Japanese American and Japanese community in Los Angeles, Orange, and Ventura Counties.

For the 2019-2020 cycle, we are focused on supporting efforts that help reduce social isolation among older adults and their caregivers.

Our Grants Program will enable us to use Keiro's resources to support these organizations so that they can strengthen current services and develop new and innovative programs.

2. **What are the deadlines for grant proposals?**

Keiro's deadline for grant proposals is 5:00 p.m. PST on August 30th, 2019. Those who submit proposals by August 15th will be able to receive a preliminary, non-binding review by Keiro's grants program staff.

3. **Are grant guidelines available?**

Yes. We have guidelines explaining the one level of funding for this year's cycle. Applications are available at www.keiro.org/grants.

4. **Can we speak to someone at Keiro to help us write our proposal?**

We encourage applicants to review our guidelines in preparing proposals and to call if they have questions. Input from Keiro staff is non-binding and may not necessarily reflect the views of the Grants Review Committee. However, staff will assist with any questions related to the proposal requirements. We also invite you to attend one of our informational workshops where we will review guidelines, answer questions, and assist organizations with their proposals. For a schedule of workshops and to register, please visit www.keiro.org/grants.

ELIGIBILITY

5. **Do you give grants to individuals?**

No.

6. **Do you give grants to organizations outside of Los Angeles County?**

Yes. Keiro is committed to enhancing the lives of older adults and their caregivers through providing grants to benefit these groups in Los Angeles, Orange, and Ventura Counties. Organizations that receive grants do not need to be based in these counties, as long as the older adults or caregivers who benefit from the project, program, or service reside in Los Angeles, Orange, or Ventura Counties.

7. **Does Keiro grant money to commercial businesses?**

No. Keiro does not fund for-profit organizations or businesses.

ELIGIBILITY (continued)

8. **We are a new organization and don't yet have 501(c)(3) status. May we still apply?**
No. You might consider linking with an existing 501(c)(3) that would agree to serve as a fiscal sponsor for your program.
9. **How does Keiro define "Our Community"?**
Our Community refers to the Japanese American and Japanese community and those who embrace our culture and values.
10. **A member of the Keiro Board of Directors or Keiro staff is part of our organization. Does that affect our chances for receiving a grant?**
No. Keiro Board or Keiro staff affiliation with your organization does not influence your chances of receiving funding.
None of the members of the Grants Review Committee are Keiro Board members or staff. Grants Review Committee members all sign a Code of Ethical Conduct that outlines processes for recusing one's self in any potential conflicts of interest.
11. **Will organizations receive preferential treatment depending on their history with Keiro?**
No. Funding decisions will be based solely on the merit and impact of the proposal in accordance with the Grants Program guidelines. Any previous partnerships or relationships will not be considered when evaluating applicants. This includes previous grant recipients.

TYPES OF FUNDING

12. **Do you fund general operating expenses?**
Yes. Keiro makes grants for general operating expenses, often called core operating support, in addition to program, capital, and capacity building projects.
13. **Will Keiro consider loans?**
Loans, or mission related investments, are not considered.
14. **Do you prefer to fund capital projects or programs?**
Funding of direct services is a priority for Keiro. However, we will make grants for capital expenditures, such as equipment purchases and renovations if these proposals align with the priorities and the guidelines. We will also consider capacity building expenses on a case-by-case basis.
15. **Does Keiro award multi-year funding?**
No. The grants program timeline is limited to a 12-month period.

LEVELS OF GRANT FUNDING

16. **Is there a minimum grant amount for the grants program?**
No. Proposals are welcome for any amount up to \$15,000.
17. **Is there a difference in how the organizations will be reviewed?**
For grants, high priority will be given to organizations with annual operating budgets less than \$1,000,000. The operating budget of a fiscal sponsor will be not be taken into account when giving priority.

APPLICATION PROCESS, PROCEDURES, AND REVIEW

18. How will I know if you received my proposal?

We acknowledge receipt of every proposal by email.

19. Do you require a letter of inquiry (LOI) before submitting a proposal?

No.

20. Should we wait to hear from you before applying to others?

No. It is a good idea to submit proposals to multiple sources of funding.

21. Will you come for a site visit?

A high priority is placed on contact with applicant agencies. Site visits may be conducted with select organizations when a proposal is under active review. A follow-up phone call may be done instead of an actual site visit to help clear up any questions or issues with the proposal. The staff person reviewing your proposal will initiate the visit or scheduled call. Not all applicants may receive a site visit.

22. Are proposals accepted by fax or e-mail?

Yes. Keiro is able to accept electronically submitted requests. We would like to have electronic copies of the documents for our records. If the proposal is too large to fit into one email, please send the proposal in multiple emails. Proposals will also be accepted online through the online application that can be found at www.keiro.org/grants.

23. May we submit additional proposals for different projects within the same year?

We understand that a number of community centers, churches, and temples have multiple programs for older adults. Keiro does accept multiple proposals for distinct programs that fall under the same organization. Although multiple proposals may be submitted, funding per organization will not exceed a total of \$15,000. We do also accept proposals from fiscally sponsored organizations who may be applying under a larger organization. Fiscal sponsor organizations will be considered separate from the organizations they are sponsoring.

24. When and how will I know if my proposal has been accepted or rejected?

All applicants will receive an electronic communication regarding the status of their proposal after the Grants Review Committee deliberates and makes recommendations regarding the request. We anticipate final decisions to be announced in January 2020.

25. In addition to the proposal, what kinds of supporting documentation will we be asked to submit?

Download our grant proposal guidelines at www.keiro.org/grants which outline the required attachments.

26. We recently submitted a proposal and were declined. May we re-submit?

Another request is eligible for consideration during our next grant cycle. Please sign up for Keiro's eNewsletter to stay up to date on our next grants cycle.

FEEDBACK ON PROPOSAL SUBMISSIONS AND DECLINATIONS

27. If we submit a proposal early will we receive feedback from staff?

Yes. If you submit your proposal by August 15th with the indication that you would like a preliminary review, Keiro grants program staff will look over submitted materials and give you feedback on any items that may require further refinement. Any proposal submission received between August 15th-August 30th will not be considered for preliminary review. Preliminary review does not mean an earlier approval process. Input from Keiro staff is non-binding and does not reflect the views of the Grants Review Committee.

28. Our proposal was declined. Can you tell us why?

The grants program staff and Board look for exemplary programs and projects that best meet Keiro's key areas of interest. We are happy to share feedback on proposals that were not funded. Please contact Makoto Kotani at grants@keiro.org to schedule a time to get more detailed feedback on your request.

REPORTING AND REAPPLYING

29. If our organization is awarded, how long do we have to complete the final report?

Final reports are due at the conclusion of the grant 12-month grant period. The grant period is 12 months after receiving the award. There will also be a mid-year report requirement as well. If any changes need to be made from the original project timeline, contact Makoto Kotani at grants@keiro.org.

30. How will I know if you received my final report?

We acknowledge receipt of every report by email.