

## **FAQs - Frequently Asked Questions**

### **What is the maximum grant amount that will be awarded and the time frame for a proposed project?**

Eligible nonprofit organizations may apply for a grant for up to \$250,000 over a maximum of 12-month period. However, most grants will likely range between \$50,000 to \$100,000.

### **What type of funding is awarded?**

The Foundation funds both operating support and project specific grants.

### **What program areas does the Foundation fund and where?**

Proposed funding must fit within the two new strategic priorities of the Foundation and serve residents of greater Baltimore through programs/services related to either:

- Workforce development and economic mobility; or
- Improving children's mental health

### **When are the online LOI forms due?**

Letters of Inquiry are due by COB (5 p.m. ET) on Friday, February 19, 2021.

### **When will we know if we have been selected to submit a full proposal?**

Selected organizations will be invited to submit full proposals beginning in mid-March.

### **When does the Foundation anticipate funding the selected projects with a grant?**

The first round of grant awards will be announced this summer.

### **How do I register?**

Please register and create a new account through the Foundation's webpage portal at: [https://www.hoffberger.org/family\\_philanthropies/2021-rfi/](https://www.hoffberger.org/family_philanthropies/2021-rfi/)

### **What information will I need to register?**

You should be prepared to provide the following to register and create a password:

- Name of organization (with EIN tax identification number) with full contact information
- User contact information
- Name of Executive Officer and relevant contact information

**What is an Employer Identification Number (“EIN”)?**

An Employer Identification Number (“EIN”) is a nine-digit number used by the United States Internal Revenue Service (IRS) to identify a business entity. An EIN can also be referred to as a Federal Tax Identification Number or Federal Employer Identification Number (FEIN). You should reach out to the operations or personnel manager at your organization to access this number. It is usually listed on the document you received from the IRS acknowledging your organization’s nonprofit status.

**How do I access the online LOI form?**

To begin a new LOI form or to complete one that is already in progress, and to submit, please go to the Foundation’s webpage portal at:

[https://www.hoffberger.org/family\\_philanthropies/2021-rfi/](https://www.hoffberger.org/family_philanthropies/2021-rfi/)

**What information will I need to complete the Letter of Inquiry form?**

*After registering*, applicants should be able to access the online LOI form. You should be prepared to provide the following on the online form:

- Amount requested
- *Brief* narrative description of request that includes organization mission and history, need being addressed, goals, and proposed measures of success
- Organization and proposed program demographic data
- Organization budget (current fiscal year)
- Project budget (if applicable)
- Nonprofit tax exempt letter
- List of current parents (funders and collaborators)
- List of Board members
- Most recent audit, form 990 and/or annual report (as available)

*Also, please see a PDF of the entire form for reference in the separate link.*

**What grants management software is used by the Foundation?**

The Foundation uses the Foundant system.

**If I have a general question, who can I contact?**

You can e-mail [grants@hoffberger.org](mailto:grants@hoffberger.org). *No calls please.*