

Disability _____
Communications
_____ Fund
Access for All

Frequently Asked Questions for Letter of Intent (LOI)

Please review our [Funding Priorities](#) and [LOI Guidelines](#) to see if your organization and project may be eligible for DCF grant funding

1. Q: How do we apply for a grant?

A: All prospective applicants are required to submit a Letter of Intent (LOI) through our [online grants management system](#). Please do not mail, fax, or email your grant request.

2. Q: Why do you use a Letter of Intent (LOI) process? How does it work?

A: Our LOI process provides us with a preliminary indication of whether your project seems to be a good fit with our grant program, without requiring your time and your effort for submitting all of the information of a full grant application. Following our LOI evaluation process, we will send you written notification of the decision. Only an organization with an approved LOI will be allowed to apply for a grant. Please keep in mind that an invitation to submit a full application does not guarantee that the grant application will be approved.

3. Q: What is the due date for submitting an LOI? If invited, how much time will we have to complete the full application?

A: LOIs are due on Wednesday, August 9, 2017, at 5pm. Incomplete LOIs or LOIs submitted after 5pm will not be considered. You will be informed by Thursday, September 7, 2017 whether we are inviting you to submit a full application. You will then have four weeks to submit the full grant application (due date: Friday, October 6, 2017, at 5pm).

4. Q: I have never used an online grant application before. I need help!

A: Please review the [Applicant Tutorial](#) of our online grants management system. It explains in detail the account registration process and system interface. DCF is also offering an [Applicant Webinar](#) on Monday, June 19, 2017 at 1:30pm.

5. Q: I have used DCF's online grant management system before. Do I need to register again?

A: If you have submitted an LOI or application in the DCF online system before, please use your previously created login for your organization. If you forgot your password, there is an option to reset the password on the [login page](#).

6. Q: Can we apply for a grant if we are not a 501(c)(3) organization?

A: Only organizations that are 501(c)(3) nonprofit organizations, educational institutions or organizations that have a 501(c)(3) Fiscal Sponsor may apply.

7. Q: Our organization has multiple projects which would match the description of the Funding Priorities. Which one should we submit?

A: DCF will accept and review multiple Letters of Intent (LOI) from the same organization. Please submit a separate LOI for each of the projects. However, there is no guarantee that any one or more than one project will be funded.

8. Q: How often can our organization apply for DCF funding?

A: DCF allows current or past grantees to re-apply or submit a new project LOI/application; however, DCF will not provide grants to an organization for more than three (3) consecutive years. There is no guarantee that continued funding will be granted for reapplying organizations.

9. Q: In what timeframe is our organization to complete the proposed project?

A: The default grant period will be from January 1, – December, 31 2018 to complete proposed activities. An alternate grant period may be requested for well-justified reasons.

Current and past grantees are now eligible to apply for two- and three-year support under the “Research and Innovation”, and “Networks and Replication” priorities. Depending on the nature of the request and the availability of funds, DCF may only partially approve a request.

10. Q: We are a 2017 grantee, and our project will not be completed by the end of 2017. Are we eligible to apply for 2018 funding?

A: Yes, your organization is eligible to apply. Should your LOI/application be selected for funding, you will have to complete the 2017 project first. This will, most likely, result in a shorter 2018 performance period, e.g. March – December 2018.

11. Q: Would DCF fund a project based outside of California?

A: Only California-based organizations will be eligible for DCF grants. “California-based” is defined as an organization which has a physical location in California (not an on-line entity) and provides direct services in California. Local chapters of a national organization are also eligible.

12. Q: Is our organization required to maintain a GuideStar.org and FoundationCenter.org profile in order to be considered for funding?

A: All non-profit organizations have basic information on GuideStar.org and FoundationCenter.org, based on their past public 990s. Providing additional and current information to these platforms (Financials, People & Governance, Programs, etc.) makes the application evaluation easier for funders. While up-to-date information on these platforms is not a prerequisite for the DCF LOI/application, we strongly encourage all organizations to provide such additional information on these platforms. Many funders are using these sources to determine the soundness of a potential grantee.

13. Q: Is there a separate LOI form for previous or current grantees of DCF?

A: In the LOI stage, questions and requirements are the same for all applicants.

14. Q: Why is the character count so limited on some of the LOI questions?

A: We understand that it can be difficult to limit yourself when your organization is providing many wonderful and important programs to the community you serve. DCF receives a large amount of LOIs. In order to be able to review them in a reasonable time, the information we review needs to be concise and to the point. These limits are intended to encourage you to focus on the most relevant aspects of your organization and proposed project.

15. Q: The AT/AAC training priority (#1) references low and mid-tech systems. Can you provide examples what types of Assistive Technology would be eligible?

- A:
- | Examples of low tech | Examples of mid tech |
|--|---|
| <ul style="list-style-type: none">• Communication boards/books• Eye-gaze frames• Writing board• Laser Pointer• Adapted stylus• Mounting | <ul style="list-style-type: none">• Braille note taker• Single or multi message device• Sequenced message device• Switches• Voice amplifier• Adapted mouse |

16. Q: I have a question that was not covered in the FAQ. Whom can I contact?

A: Before contacting DCF directly, please carefully review the LOI Guidelines, Funding Priorities, and the online grants management system tutorial. If that is not sufficient, you can address your questions to DCF at:

Email: grants@dcfund.us

Phone: (800) 240-6182