

FREQUENTLY ASKED QUESTIONS

Help us understand how cash match and in-kind differ?

Cash match includes project/program activities that are funded by sources other than the Endowment and utilized to implement the project/program. Both public and private funds may be considered as cash match; there are no limitations on the “source” of funds -- e.g. federal, state, local or philanthropic.

In-kind contributions refer to the value of goods and services directly benefiting and specifically identifiable to the project/program activities. Such contributions must have a documented value -- e.g. wages for volunteer time and number of hours contributed; overhead or indirect costs as long as they do not exceed the 15% set as allowable by the Endowment.

The Endowment sets a ceiling on indirect costs at 15% of all non-capital/non-travel dollars. Please provide additional explanation about direct vs. indirect costs?

Direct costs are those costs that can be identified specifically with the particular program activities or that can be directly assigned relatively easily with a high degree of accuracy. The basic principle is that costs directly charged to a sponsored project must be allocable, allowable, as well as reasonable and necessary.

- *Allocable - The cost must have a direct benefit and be directly attributable to the project or activity being performed. For example, a piece of equipment is purchased in order to conduct a sponsored project. This piece of equipment is allocable to that project and can be charged as a direct cost to the project.*
- *Allowable - The cost must be aligned with the activities outlined in the project budget and detail narrative.*
- *Reasonable and Necessary - The cost must be reasonable and necessary for the performance of the project.*
- *Direct expenses may include budgeted items that are directly attributable to the program such as salaries, postage, telephone, office supplies, travel and equipment.*

Indirect costs are those that are incurred for a common or joint purpose and therefore cannot be identified readily and specifically with a particular sponsored project. Expense functions below are generally included as indirect costs.

- *Rent and Utilities – The reasonable amount attributed to the project for keeping the office doors open.*
- *General Insurance*

What types of organizations are eligible to submit proposals?

Non-profits or units of government, including tribal organizations. In rare cases a for-profit may qualify.

Is there a preferred format for proposals?

Yes. All submissions must be via the Endowment's online grants management program and in keeping with the specifics identified in the Request for Proposals. Additional instructions about using the online process are available on the Endowment's website.

The pre-proposal form limits the project description to 1,000 words. Why is that limit in place and how can other information be submitted?

*The project description is normally limited to 1000 words. The Endowment operates with a lean staff model. Too, we value the time of those responding to an Endowment RFP process. The pre-proposal process allows a concise description of the proposed work without asking for lengthy detail, which would be part of the full proposal process for those selected to take the next step in the grant making process. The on-line form does not recognize formatting, so tables or other supporting materials can be uploaded as an attachment -- but remember that reviewers will be looking for brevity. **Caution: Please do not use the attachment function in place of the Project Description section of the on-line form.***