



APPLYING FOR GRANTS USING YOUR SPONSORED PROJECT FUND

Hosting your sponsored program at Nonprofit Partners allows your initiative to operate under our nonprofit umbrella, which allows you the opportunity to apply for grant funding. When NP agrees to accept a grant to support one of our funds, we are serving as your group's fiscal sponsor, and some procedures must be followed by fund holders to keep in line with NP policies and IRS guidelines. As a part of our standard operating, NP must approve all applications and interim/final reporting before submission.

1. When you become aware of a funding opportunity you are eligible to apply for, you must reach out to NP staff at least two weeks prior to the application due date. We understand that different circumstances may arise where you are made aware of the opportunity less than two weeks prior to the application's due date. This will be handled on a case-by-case basis, but there is no guarantee that the application will be approved by NP to move forward. Due to the complex nature of federal grants, additional notice to NP is required, generally at least 30 days. Contact Mark Keim at mkeim@nonprofit-partners.org or 814-297-0628 to discuss. NP reserves the right to refuse to accept any grant funding that has not been properly vetted by staff.
2. After receiving approval, work with NP staff to determine the application process. For instance, some funders only allow the fiscal sponsor to create and submit the application; others will allow you, as the entity who will ultimately execute the project, to do so. You must be in active communication with NP staff to ensure that application information is submitted to the funder in a timely fashion.
3. NP staff will provide you with the sponsored project-related prompts that need to be answered by you. Your responses should be shared with NP staff in a Google Doc or Word document. NP staff will complete the necessary information related to NP as the applicant.
4. Unless prohibited by the grant funder, NP will apply your fund's administrative fee to grant awards. If NP must do significant additional work related to your fund, for



example reporting and processing reimbursable grants, we may choose to assess a different fee structure specific to the grant. This should be discussed and agreed upon before application submission, and the administrative fee for NP should be included in your submitted project budget.

5. If you are notified directly that your project has been awarded funding, please immediately let NP staff know of the award amount and any actions needed to accept funding. If NP staff is directly notified of the awarded funding, we will share that information with you, as well as the next steps for the grant.

6. NP staff will track all reporting deadlines for your grant award(s) and will remind you of any due dates typically one month ahead of time. It is your responsibility to provide NP with the information needed to complete any reporting requirements at least two weeks before the deadline.