GCF Scripps Howard Literacy Grant
Frequently Asked Questions

1. **Can I meet one-on-one or talk with someone on the phone from The Greater Cincinnati Foundation or The Scripps Howard Foundation about the LOI or grant process?**
   We anticipate a significant response from the community for this award. Therefore, we will be unable to fulfill all of the possible requests for private conversations about this grant. This is to ensure fairness among all applicants. Most questions you have can be answered by fully reading the materials on the website and the LOI application. If you have additional questions after reviewing the materials on the website, you may email your question to info@gcfdn.org. We will also be updating this FAQ with responses to any additional question we receive.

2. **Can I have an extension on the deadline for the LOI or the full grant proposal if I am invited to submit?**
   No. The winner of the $100,000 grant will be announced at The Scripps Howard Awards program on Wednesday, April 12, 2017. The LOI deadline is midnight on Thursday, February 9, 2017. If you are invited to submit a full application, that will be due by midnight on Friday, March 3, 2017. Ample time must be given to those organizations invited to submit a full application. Therefore the LOI deadline remains firm.

3. **I have a technological question about the LOI form online. How can I get an answer?**
   The LOI application online is controlled by Submittable. They have a technical support line at (855) 467-8264 which is available between 10:30 AM EST to 7 PM EST, or you can email support@submitable.com any time.

4. **Can anyone at GCF or Scripps help me write the LOI or proposal?**
   GCF and Scripps will not be providing help in writing grant proposals. However, there are several groups that offer in-depth grant writing workshops and training for nonprofits, including the Grants Resource Center at the Public Library of Cincinnati and Hamilton County, The Cincinnati Area Foundation Directory, The Foundation Center, and Ohio Association of Nonprofit Organizations (OANO).
5. I'm not sure if my organization/program qualifies for this grant. Are there any limits to what type of activities you will fund?

The Greater Cincinnati Foundation and The Scripps Howard Foundation Literacy Grant will likely not be awarded for the following purposes or activities:

- Individuals
- Units of government or government agencies
- Religious organizations for religious purposes
- Leasehold improvements
- Annual fundraising drives; event/conference sponsorship or underwriting
- Stand-alone books, films or videos
- Stand-alone travel expenses for conferences or educational purposes
- Regular operating costs or capital projects for individual public, private or parochial schools, universities, hospitals, nursing or retirement homes
- Endowments
- Scholarships
- Loans
- Scholarly or medical research
- Partisan political advocacy
- Debt retirement or funding of an activity after it is completed
- Recurring/routine computer software/hardware updates
- Playgrounds, sports teams, or sports activities

6. What will you look for in an organization submitting a LOI/grant application for this Literacy grant?

In addition to the alignment of the LOI/application alignment to the defined criteria, here are four main items we will look for in an organization submitting a LOI/grant proposal:

- Established and fiscally sound organization. To a limited extent, we may consider requests for start-up funding. Groups requesting funding for a new organization must clearly define the need for a new organization and must present a sound business plan that explains how the organization will sustain itself
- Strong governance
- Demonstrated organizational capacity and track record
- Sound short-term and long-range plans

7. I have a very detailed question about my application that has not been addressed in the previous FAQs. How do I get an answer?

Email your question to info@gcfdn.org and it will be forwarded to the appropriate person to answer your question. You should receive a response within 24-48 hours. For questions that come in between February 7 – 9 (LOI Deadline) and between March 1 – 3 (Full Grant Proposal Deadline for invited organizations), you may not get an answer within the timeframe of the deadlines.