

The
JOSEPH & VERA
LONG
Foundation

Frequently Asked Questions – Last Updated 12/28/2022

The Staff of the Foundation has created this FAQ file to help prospective grantees better understand the Foundation's processes and priorities. Please keep in mind that we will continue to update this file throughout the year and that the answers provided can change. Also, it should be noted that the following list of questions and answers are *supplemental* to the information provided on the Foundation website at www.jvlf.org. It is highly recommended that you first review the information found on the Homepage, the Program Pages, and the Apply Page before relying on this document.

Do you give grants to individuals?

No, the Foundation only makes grants to eligible institutions.

Do you make responsive grants outside the United States?

No, the Foundation restricts its responsive grant making to organizations located within the United States with projects that benefit the communities of Northern California or Hawaii.

Do you fund capital projects?

The Foundation does fund capital projects with an added preference for projects that will be completed with our contribution.

Where can I find your telephone number?

We do not share this information on our website. Since our small office deals with hundreds of different organizations each year, our preference is to use electronic communication whenever possible. If we feel a phone call is appropriate, we will arrange it in advance via email.

Do you give grants for general operating support?

We do not accept applications for general operating support. However, there are some occasions when the Foundation chooses to provide operating support to a well-aligned organization instead of restricting funds to a project or program.

How often can I apply for a grant?

To consider as many different organizations as possible, the Foundation limits any organization to one application per calendar year. We allow some exceptional cases where different departments within a larger institution, such as a university, may submit different applications within the same year.

Does your staff conduct site visits?

Yes. While we enjoy the opportunity to visit grantees, it is not a requirement for an application or grant. In most cases, we look for mutually convenient times when we can witness how grants have made a difference and learn more about your organization.

How much should we apply for?

We prefer that you determine what your needs are and within your application, explain how the Foundation's contribution will enable your project to be successful along with other funding sources. In most cases, larger amounts are reserved for grantees with an established record for performance. So if you have not received a grant from this Foundation before, you should request a lower amount during the Fall cycle.

What types of information do you require for reports/evaluations?

The Foundation does not wish to create additional work for our grantees and therefore does not have a required format. We prefer that grantees provide information that is already being collected for internal purposes. For ease of tracking, reports are uploaded by grantees into our portal on file with their original application.

I researched some of the past grants made by your Foundation and several fall outside your primary funding guidelines. Can I apply for something similar?

Like many other Foundations, our Foundation has evolved our grant making over time and no longer support many of the causes and communities that we once did. In other cases, the board has chosen to make a discretionary grant by an invitation-only process.

Can I arrange a time to meet with Foundation staff to present my organization's work to you?

While we enjoy learning about new organizations, our application process is designed to provide a fair and efficient way for prospective grantees to inform the Foundation of their work. Please follow the process as described on the website.

How can we get feedback on our application that did not lead to a grant?

Each grant cycle, we are privileged to receive many more requests than we can realistically fund. The Foundation does not regularly provide specific feedback on every application that is

submitted. If your organization has applied several times without receiving a grant, we would encourage you to look closely at our guidelines before submitting another one. In some cases, an application that leads to a grant in one period does not lead to a grant in another. It comes down to the quality and quantity of the group of applications received in each cycle... something that we cannot predict. Keeping this in mind, we try to keep our application process as streamlined as possible to minimize any time spent by grantees which does not directly lead to a grant being considered.

When is the best time to submit an application, relative to the starting point of our project?

The Foundation prefers to make grants that are prospective. Since the time from when the application period opens to the date of funding spans a few months, we recommend that you look for a project that will require funds within the 6 months following the expected window for payment (June or November).

How do you handle multiple application submissions?

If an organization submits more than one application within a cycle, we will only accept the last application that is submitted before the deadline. If an organization submits applications in both the Spring and Fall cycles of the same calendar year, the Fall application will not be considered.

How does your application portal work?

The Foundation uses a third-party application portal (maintained by *SurveyMonkey Apply*) to manage all applications, as well as related follow-up documentation such as grant agreements and grant reports. To gain access, all applicants must first create a *SurveyMonkey Apply* account. Login credentials are maintained by *SurveyMonkey Apply* and should be saved for all interactions with our application process and related follow-up. Please use the same login credentials for new applications in future years to avoid duplicate versions of the same organization in our system!