

Frequently Asked Questions

About the Grant Application Process



REQUIREMENTS

- What are the deadlines for submitting a grant application?
- What time does the application open and close?
- Is there a fee to apply?
- Can an organization that previously received a grant apply again?
- Can I access my past application that was previously submitted?
- What should be included in a letter of support from a government entity?
- Our most recent tax filing reflects annual revenues below \$50,000; however, during the current year, our organization's revenues exceeded \$50,000. Based on this change, are we eligible to apply?

SLIDEROOM REGISTRATION

- Why do I need to register as an organization in SlideRoom?
- What if I accidentally registered as an individual instead of an organization in SlideRoom?
- What if I already submitted my application with registration as an individual instead of an organization in SlideRoom?

IWCF CONTACT PERSON

- Who should grant applicants contact at IWCF?
- Why am I hearing from different IWCF representatives?

IWCF INTEREST AREA

- What are the six IWCF Interest Areas?
- If my proposal doesn't fit any of the designated Interest Areas, is there a general or miscellaneous category available?
- Can I submit one grant request under more than one IWCF Interest Area?
- How do I determine which Interest Area best fits my proposed program/project?

ELIGIBLE COUNTIES

- Can I submit a grant request that serves multiple counties?
- If my program/project serves four IWCF-covered counties and one that isn't, can I still apply?
- Does a nonprofit's administrative office need to be located in a rural community to qualify for funding under the Rural Community Interest Area?

BUDGET & TIMELINE

- Can I upload alternative budget documents?
- I'm applying in January for a grant that begins in May, what if my budget or timeline changes?
- If awarded, when must the funds be spent?

SITE VISITS

- What is the purpose of the site visit?
- Where should the site visit take place—at the main office or the program/project location?
- Who from the nonprofit should participate in the site visit?

GRANT REVIEW PROCESS

- Who reviews the grant applications and determines which programs/projects receive funding?
- What criteria are used to evaluate a grant application?

REQUIREMENTS

What are the deadlines for submitting a grant application?

A detailed timeline is provided in the [Nonprofit Toolkit](#), but here's a general overview:

- Application opens: September/October
- Application closes: December/January
- Initial IWCF review: December/January/February. By the end of January, applicants will be notified if their proposal did NOT advance to the Interest Area review step.
- Interest Area reviews: January/February/March
- Applicant site visits: February/March
- Final selections announced: mid-April

What time does the application open and close?

While application opening and closing dates may vary slightly from year to year, the submission times remain consistent. The application opens at 12:00 a.m. and closes at 11:59 p.m.

Is there a fee to apply?

There is no cost for nonprofit organizations to submit an IWCF grant application. You may see a notice indicating a submission fee; however, this fee is covered by IWCF. If you are prompted to pay a fee during the application process, please contact us at grants@iwcfgives.org so we can work with the application vendor to resolve the issue.

Can an organization that previously received a grant apply again?

Yes, but. IWCF does not award grants to current grantee recipients. Once your current grant term has ended, you have completed all required reporting, and IWCF has notified you that your final grant report has been accepted, you will be eligible to reapply. If you're a current grantee or unsure about your eligibility, we recommend that, prior to applying for another grant, you contact us at grants@iwcfgives.org. We're happy to confirm your status.

Can I access my original application after it is submitted?

Once your application is submitted, you will be unable to access or revise it. When you've completed your application, make sure to download and retain a copy of it. If you have not saved it and need to obtain a copy of your application, please contact grants@iwcfgives.org.

What should be included in a letter of support from a government entity?

The purpose of the IWCF letter of support is to confirm that the appropriate government authority endorses the proposed program. A strong letter typically includes:

- An introduction of the letter writer, their role within the government entity, and their relationship to the applicant organization
- Identification of the specific program or project for which grant funding is being requested
- A statement of support for the program or project, including examples of how the agency will provide that support

Our most recent tax filing reflects annual revenues below \$50,000; but, during the current year, our organization's revenues exceeded \$50,000. Based on this change, are we eligible to apply?

Demonstrating \$50,000 in gross revenues requires either a tax return reflecting this level of organizational receipts or externally audited financial statements. Organizations unable to provide either form of documentation are not eligible to apply until the following year.

SLIDEROOM REGISTRATION

Why do I need to register as an organization in SlideRoom?

To ensure your application is correctly linked to your organization, you must register as an **organization** in SlideRoom. If you register as an individual, your submission will appear as coming from a person rather than from your nonprofit during the review process.

What if I accidentally registered as an individual instead of an organization in SlideRoom?

You can easily update this in your SlideRoom account. Go to your account settings, find the “**Registered As**” section, and change your selection to **Organization/Group** instead of **Individual**. If you need help, visit the SlideRoom Help Center – [Working with Your SlideRoom Account](#) for step-by-step guidance.

What if I already submitted my application with registration as an individual instead of an organization in SlideRoom?

You will need to “unsubmit” the application, update the registration to reflect an Organization/Group, and then resubmit the application. Otherwise, the submission will remain associated with an individual rather than an organization. If you require assistance with this process, please contact grants@iwcfgives.org.

IWCF CONTACT PERSON

Who should grant applicants contact at IWCF?

During the grant application process, your primary point of contact is the **Grants Selection Chair**, currently **Barb Gordon**. As your application advances through the review stages, you may also hear from other IWCF volunteers who serve on the **Grants Committee**. Please email grants@iwcfgives.org with any questions, comments, or concerns.

Why am I hearing from different IWCF representatives?

IWCF's grantmaking process is led entirely by dedicated volunteers—about 65 members serve on the Grants Committee, each contributing their time and expertise in different roles. Depending on the stage of your application, you may interact with several members:

Grants Selection Phase

- **Grants Selection Chair:** Oversees the grant application process.
- **Interest Area Lead:** Manages the review and evaluation of proposals within a specific Interest Area and may contact nonprofits whose applications are under review.
- **Site Visit Lead:** Coordinates site visits for nonprofits selected for this stage and will reach out directly to arrange logistics.

Grants Assessment Phase

- For organizations that receive funding, a **different team of volunteers** supports grantees throughout the implementation and reporting process.

IWCF INTEREST AREA

What are the six IWCF Interest Areas?

IWCF accepts grant applications in following six Interest Areas: Basic Needs (formally Financial Stability), Cultural Arts, Education, Environment, Health, and Rural Communities.

If my proposal doesn't fit any of the designated Interest Areas, is there a general or miscellaneous category available?

No, we do not offer a miscellaneous category. An applicant must select one of the six IWCF designated Interest Areas: basic needs, cultural arts, education, environment, health, and rural communities.

Can I submit one grant request under more than one IWCF Interest Area?

No. Each application must be submitted under a single Interest Area. The IWCF only accepts applications within the six categories: Basic Needs, Cultural Arts, Education, Environment, Health, and Rural Communities.

How do I determine which Interest Area best fits my proposed program/project?

This can be tricky because some programs may align with multiple Interest Areas. For example, a school-based health screening in a rural community could fit within Education, Health, or Rural Communities. In such cases, it's up to the applicant to decide which Interest Area offers the best fit for their proposal and where they would like their application to be considered.

ELIGIBLE COUNTIES

Can I submit a grant request that serves multiple counties?

Yes. IWCF funds grant applications that serve any of the following 11 counties: Ada, Adams, Boise, Camas, Canyon, Elmore, Gem, Owyhee, Payette, Valley, and Washington.

If my program/project serves four IWCF-covered counties and one that isn't, can I still apply?

Yes, you may still apply. IWCF recognizes that many nonprofits operate across broader regions. However, to qualify, **at least 90% of the requested funding** must support programs or services within IWCF's 11 eligible counties: Ada, Adams, Boise, Camas, Canyon, Elmore, Gem, Owyhee, Payette, Valley, and Washington.

Does a nonprofit's administrative office need to be located in a rural community to qualify for funding under the Rural Community Interest Area?

No. An organization headquartered in an urban area is still eligible to apply under the Rural Community Interest Area, as long as **all grant funds are used exclusively** to support programs or services delivered in a rural community.

BUDGET & TIMELINE

Can I upload alternative program/project budget documents?

No. Applicants are required to complete the online budget template provided in the application. Submitting or uploading alternative budget forms will disqualify your organization from consideration. Applicants can, however, share other relevant financial information in the additional attachments part of the application.

I'm applying in January for a grant that begins in May, what if my budget or timeline changes?

We understand that circumstances can change! Please provide your best estimate for both the project costs and timeline when submitting your application. If your organization is awarded a grant, the IWCF Grant Assessment Team will work with you to address any necessary adjustments during the implementation of your project or program.

If awarded, when must the funds be spent?

Applicants may choose either a one-year or two-year disbursement option. For a one-year award, all funds must be expended by May of the following year. For a two-year award, funds must be spent by May at the end of the two-year cycle.

SITE VISITS

What is the purpose of the site visit?

Each Interest Area Subcommittee selects approximately 3–5 applicants for site visits. Before the visit, an Interest Area subcommittee member will contact you to schedule a mutually convenient time and share a list of discussion questions. The purpose of the site visit is to clarify specific aspects of your application, meet potential stakeholders of your program, see the physical site where the program will be implemented, and assess your organization's capacity to successfully implement the proposed program or project.

Where should the site visit take place—at the main office or the program/project location?

Site visits can be held either at your organizational office or at the location where the grant-funded program/project will be carried out. When possible, it's helpful for reviewers to see the actual program/project site. However, if that isn't feasible, meeting at your office is perfectly acceptable. If needed, virtual site visits may also be arranged.

Who from the nonprofit should participate in the site visit?

Prior to the visit, you'll receive a list of questions to help you prepare. You're encouraged to include any staff or board members best suited to address those topics—multiple participants are welcome. Typically, 3–5 IWCF Interest Area Subcommittee members attend each site visit.

GRANT REVIEW PROCESS

Who reviews the grant applications and decides which programs/projects receive funding?

All grant applications are reviewed by a dedicated team of **IWCF member volunteers**. These members bring a variety of perspectives and professional backgrounds to the process—some are particularly moved by compelling stories of community impact, while others focus on data-driven evidence and measurable outcomes. Together, they ensure a balanced and thorough evaluation of each proposal.

Ultimately, each Interest Area selects two applications for inclusion on the ballot, and the final grant recipients are chosen through a vote by the full IWCF membership.

What criteria are used to evaluate a grant application?

IWCF takes its role as a **responsible steward of member donations** very seriously. To ensure fairness and rigor, applications go through a **multi-level review process**:

1. **Initial Review** – Applications are first checked for **eligibility** and **completeness**.
2. **Business & Finance Review** – Qualified applications are evaluated by the **Business & Finance Team**, which conducts a financial analysis based on the organization's budget, tax documents, and proposed program or project budget. A **financial risk score** is assigned at this stage.
3. **Interest Area Review** – Applications are then grouped by **Interest Area**. Each subcommittee reviews, scores, and discusses all applications in its category, selecting **3–5 finalists** for site visits.
4. **Final Selection** – Following site visits, each Interest Area recommends **two finalists** for inclusion on the **annual pooled-grant ballot**, where IWCF members vote to determine final funding recipients.

Each stage of the review uses a **standardized rating tool** to promote consistency and fairness. These tools, along with detailed explanations of the process, are available in the **Nonprofit Toolkit**. Throughout the review process, applicants are kept informed. If your application is deemed ineligible or is not selected to advance, the **Grants Chair** will notify you by email.

Please email grants@iwcfgives.org
with any questions, comments, or concerns.