



OJAI WOMEN'S FUND

Grant FAQs

QUESTION: I have submitted my application. When can I expect to hear from you?

ANSWER: We will acknowledge receipt of your application within five (5) days. We will contact you within two (2) weeks if any information is missing. You will be notified if a site visit is requested.

QUESTION: Do I have to submit the application in hard copy as well as online?

ANSWER: No, a hard copy is not requested.

QUESTION: If I cannot complete the application online, may I submit it by hard copy?

ANSWER: Our system is set up for online applications, and it would be best if you apply online. If you are unable to do so, please contact us at grants@ojaiwomensfund.org.

QUESTION: How do I download and save the fillable PDF grant application?

ANSWER: You need Adobe Acrobat Reader DC, which is a free software program. If you do not already have Adobe installed, click [HERE](#) and follow the instructions for installation. Be sure to download and save the Grant Application PDF to your computer and open it using Adobe Acrobat Reader DC (do not open the PDF in your web browser or you will not be able to save your information in the form for submission). Be sure to "save as" the PDF with your organization name and project name.

QUESTION: How do I save my form responses in the fillable PDF grant application?

ANSWER: You will need to **download and save** each PDF file to your computer (you will be unable to fill out the forms using your web browser PDF viewer). **Use Adobe Acrobat Reader DC** to open each form; when you have filled out your information go to **File —> "Save As"** to save your form responses to attach to your email submission.

QUESTION: Our organization does not have 501(c)(3) status, but we don't make any money. Are we eligible to apply?

ANSWER: Only 501(c)(3) organizations, or organizations that have a fiscal sponsor, are eligible to apply.

QUESTION: What is a fiscal sponsor?

ANSWER: A fiscal sponsor is a nonprofit organization with 501(c)(3) status which has agreed to allow your organization to operate under its tax-exempt status.

QUESTION: Our program is run out of a church. Are we still eligible to apply?

ANSWER: If your program is affiliated with a church or religious organization, you are not eligible to apply. If your program simply rents space from a church, and has 501(c)(3) status or a fiscal sponsor that is not a church or religious organization, you are eligible to apply.



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QUESTION: Our organization is small and does not have a Board of Directors. Are we eligible to apply?

ANSWER: Nonprofit organizations, with 501(c)(3) status, are required by law to have a Board of Directors. If your organization has a fiscal sponsor, then you are not required to have a Board of Directors, but you are required to provide us with the names of the Board members of the fiscal sponsor.

QUESTION: Our organization only needs a grant for \$3,000. Does it matter if it is below the \$5,000-\$15,000 range?

ANSWER: We will not consider grant proposals for less than \$5,000.

QUESTION: Our organization will need more than \$15,000 to undertake the project we want to propose. May we apply for more than \$15,000?

ANSWER: The *Ojai Women's Fund* might from time to time grant more than \$15,000 for a particular project. For purposes of the grant application, however, please assume the grant will be \$15,000 and outline your plans for how you will find the additional funding needed for the program.

QUESTION: Our organization serves some parts of Ventura County, but not the Ojai Valley. Are we eligible to apply?

ANSWER: No, you are not eligible to apply. Only organizations serving residents of the Ojai Valley may apply.

QUESTION: Our organization serves the Ojai Valley, but is based outside of the Ojai Valley? Are we eligible to apply?

ANSWER: If your organization serves residents of the Ojai Valley, and you meet the other eligibility criteria listed on the website, you are eligible to apply.

QUESTION: Does the *Ojai Women's Fund* give money for scholarships?

ANSWER: No, we do not fund scholarships.

QUESTION: What does it mean that OWF members vote on prospective grantees?

ANSWER: After the Grants Committee has researched and reviewed prospective grantees, OWF members will be given a selection ballot listing the top candidates. Final grantees are chosen from the ballot. OWF members are either individuals or groups who give at least \$1,000 to the *Ojai Women's Fund*. Each individual member or group is entitled to one vote.

QUESTION: Will there be any public recognition of the grantees?

ANSWER: Ojai Women's Fund holds an Annual Grants Celebration that is open to members and the grant awardees. The Celebration is not open to the public. However, OWF has an extensive publicity program that announces and promotes each year's grantees.