

Frequently Asked Questions

1. What is the best way to begin the application process?

The best way to begin the application process is to submit a concept paper. Contacting program staff by phone or email prior to submission is only recommended when the applicant has a question that is not addressed by the guidelines or these Frequently Asked Questions and that must be answered in order to submit a concept paper.

2. Do applications have to be postmarked or received in your office by the deadline stated?

Applications must be complete and received in our office by the close of business (5 pm) on the application deadline. Late or incomplete concept papers will be postponed until the next grantmaking cycle.

3. If the deadline for application falls on a weekend or holiday, will you accept the application the next business day?

Yes, any application deadline that falls on a weekend or holiday will be moved to the next business day.

4. If I am submitting a concept paper electronically, how should I submit the documentation of tax exempt status?

You may email a scanned copy of the IRS exemption letter as a pdf or other universal format document, or you may mail a hard copy of the 501 (c)(3) letter so that it arrives by the concept paper deadline.

5. What type of documentation should I include as evidence from the Internal Revenue Service (IRS) confirming federal tax-exempt status under Section 501(c)(3) and classification as "not a private foundation" within the meanings of Section 509(a) of the Internal Revenue Code?

Please include written notification from the IRS that includes the organization's federal tax ID number. Evidence of tax exempt status at the state level is not sufficient.

6. If I submit my request by email, will it be reviewed more quickly than if I send it through the mail?

No priority is given to requests that are submitted electronically over those that are received through regular mail. Applicants are discouraged

from submitting applications both by mail and by email. One mode of submission is sufficient.

7. Will a concept paper be rejected if it exceeds the suggested length by a page or two?

Exceeding the four page limit by a page or two is not prohibited, but is not encouraged. The four page limit is meant to convey to applicants that the concept paper should be concise. Please try to be succinct, but do not worry if your explanation or short cover letter makes the total number of pages slightly longer than the suggested length.

8. Does the three to four page limit on the concept paper narrative include the additional required documentation?

No, the cover sheet, budget information and documentation of tax exempt status may be in addition to the narrative.

9. Do you publish a list of grants?

Yes. At the end of each calendar year, we will publish a list of grants on our web site (www.hembar.com/janestrust).

10. If an application is denied and an organization is interested in reapplying to the Trust, what is the waiting period?

An organization whose application is denied during any calendar year must wait one year from the Trust's annual payout date in December. For example, if you apply in 2004 and are rejected, you must wait one year from December 2004 to reapply, making you eligible to reapply any time in 2006.

11. The annual grant size covers a large range. Do you have any guidance within that range?

The Trustees expect to see requests proportional to the size of an organization's annual operating budget and the size of the particular project for which funds are being requested. While not strictly prohibited, it is recommended that applicants not submit requests that exceed 20% of their organizational budget. The number of grants made at the extremes of the range, both high and low, will be fewer than those made in the middle. Applicants are encouraged to review the Trust's grants list at www.hembar.com/janestrust for additional guidance.

12. Does the Trust ever make grants less than \$50,000?

The Trust rarely makes grants less than \$50,000. Any exceptions are considered on a case-by-case basis.

13. Given that the Trust's minimum grant size is \$50,000, is there a requirement for minimum organization budget?

The Trust rarely makes grants to organizations with an organizational budget less than \$250,000. Any exceptions are considered on a case-by-case basis.

14. What kind of budgetary information is required with a concept paper?

The key here is to be clear. If program or project funding is sought, please present the full program budget, including revenue and expense projections. For endowment or capital campaigns, please provide complete details. If an applicant is invited to submit a full proposal, additional budgetary information may be required.

15. Do the Trustees set a fixed dollar amount to award in each program or geographic area?

The Trustees have not set particular amounts to be awarded in each area of interest, but intend that, over time, grantmaking will even out across program areas.

16. Given the broad guidelines, does the Trust have a particular emphasis within each program area?

The Trust does not currently have a particular emphasis or focus within each program area.

17. Are there areas that the Trust will not fund?

The Trust does not fund individuals, fellowships, or scholarship assistance.

18. If an applicant applies as a member of a partnership or collaboration, is the applicant prohibited from also applying separately?

- a. Applicants should not apply individually and as a member of a collaboration at the same time.
- b. If an individual proposal is rejected, an applicant may apply as part of a group before the expiration of the one year waiting period, but not for the same project for which funding was denied.
- c. If a group proposal is rejected, an applicant may apply individually before the expiration of the one year waiting period, but not for the same project for which funding was denied.

19. Will the Trust consider multiple requests from applicants that are a part of a large, multi-departmental organization?

The Trustees want the Trust to benefit a broad range of organizations. If multiple departments at one institution are interested in applying, please make every effort to coordinate your requests internally. Large multi-departmental entities, such as universities and medical institutions, should understand that the Trustees are unlikely to fund multiple projects from a single institution in a single year.

20. Can I set up an appointment to discuss my project idea?

Because of the volume of inquiries received, personal visits to the Trust during the initial review process are not possible. Staff will meet with organizations that are invited to submit a full proposal and staff will contact organizations to set up those meetings after a full proposal has been invited.

21. May I submit a draft concept paper for feedback in advance of a formal application?

Due to the large volume of requests Jane's Trust receives, program staff do not review draft concept papers. If there is a question about a submission or we need additional information, staff will contact the applicant as part of the review process.

22. May I submit attachments with my request?

Due to the large volume of materials received, please do not send the following with a concept paper unless specifically requested:

- Invoices
- Board of Directors or Staff List/Job Descriptions
- Resumes or Staff Bios
- Annual Reports/Publications
- Letters of Support
- News Articles
- Photographs
- Videos, Cassettes, or CDs
- Books, Magazines, Newsletter

Although the Trustees would like to respond affirmatively to all requests coming to the Trust, they receive far more than can possibly be funded. Many wonderful programs cannot be funded, not because there is anything lacking in the request, but because of the large number of requests, wide geographic range, and limited resources.