



GRANT APPLICATION FREQUENTLY ASKED QUESTIONS

Potlatch Fund's mission is to inspire and build upon the Native tradition of giving and to expand philanthropy within Tribal nations and Native American communities in the Northwest.

WHO CAN APPLY?

Tribes, Tribal nonprofits, Native-led nonprofits, and Native artists in Washington, Oregon, Idaho, and Montana are eligible to apply for funding under all programs. However, a Tribal department, Native-led nonprofit, or Native artist may only receive funding once per calendar year. Please read each Request for Proposal (RFP) document carefully for details on eligibility.

WHAT ARE THE GRANT PROGRAMS?

Native Pathways for Native Youth

Projects that provide transformative learning experiences through community-based action models that challenge Native youth to lead and serve, while re-affirming cultural heritage.

[\[http://www.potlatchfund.org/grants/journey.html\]](http://www.potlatchfund.org/grants/journey.html)

Native Student Success

Projects that empower students through self-directed learning and educational pathways, provide leadership development opportunities, and engage parents, families, and elders.

[\[http://www.potlatchfund.org/grants/student_success.html\]](http://www.potlatchfund.org/grants/student_success.html)

Community Building

Projects that nurture a sense of community among Native people with priority on those are multigenerational in nature.

[\[http://www.potlatchfund.org/grants/community_building.html\]](http://www.potlatchfund.org/grants/community_building.html)

Language Preservation & Education

Projects that are working to preserve, document, and teach Native languages that are at risk.

[\[http://www.potlatchfund.org/grants/language.html\]](http://www.potlatchfund.org/grants/language.html)

Native Arts

Projects that are working to revitalize endangered Native art forms, practices, and knowledge through intergenerational opportunities.

[\[http://www.potlatchfund.org/grants/art.html\]](http://www.potlatchfund.org/grants/art.html)

WHAT ARE THE GRANT SERVICE AREAS?

Washington*, Oregon, Idaho, and Montana

*Note: The Native Student Success grant program serves residents of Washington State, metropolitan Portland, Oregon. (Eligible organizations who reside in the counties of Clackamas, Multnomah, and Washington).

WHAT IS THE SCHEDULE FOR EACH GRANT PROGRAM?

Applications must be submitted to Potlatch Fund by 11:59pm PST on the date indicated in the Request for Proposals (RFP) for the program you are applying to:

Program	RFP Opens	RFP Closes	Award checks issued
Native Pathways for Native Youth	January 12th	February 17 th	April 6, 2016
Native Student Success	February 9 th	March 30th	July 6, 2016
Community Building	March 8 th	April 6 th	June 1, 2016
Language Preservation & Education	May 10 th	June 15 th	August 3, 2016
Native Arts	July 12 th	August 17	October 5, 2016

HOW TO APPLY?

STEP ONE: Set up an online access to Potlatch Fund's grant portal. Locate the grant program you wish to apply and to set up an online account. It is established with your name and email address. <http://www.potlatchfund.org/grants/index.html>

STEP TWO: Submit a letter of interest (LOI). This initial step is composed of six questions and is meant to confirm organizational eligibility:

1. Project Name
2. Eligibility requirement
3. Definition of Native-led
4. Have completed all past reporting requirements?
5. Additional Criteria
6. Do you have a fiscal sponsor? If so, provide the name.

STEP THREE: Look for an email invitation to access the full online application and Request for Proposal (RFP). Download and "save as" any supporting documents to your desktop computer.

- Narrative
- Budget
- List if Board of Directors and staff/ project team
- Certification Page
- Previous Year's financial Statement

ADDITIONAL DOCUMENTATION REQUIRED

Fiscally Sponsored Groups provide their:

- Letter of support and a copy of fiscal sponsorship contract agreement that includes rate.
- IRS determination letter or equivalent

Native-led 501(c)3 and Tribal organizations provide a:

- Copy of recent IRS determination letter tax identification number

CANNOT ACCESS THE APPLICATION?

If you cannot submit by email, please email us at grants@potlatchfund.org to request a paper application.

WHO IS ELIGIBLE?

Organizations must be a Tribe, Tribal nonprofit, “Native-led” nonprofit or have a fiscal sponsor that is a Tribe, Tribal nonprofit, or “Native-led” nonprofit.

Organizations that have previously received a Potlatch Fund grant, may only apply to if they have completed all past reporting obligations;

The organization that serves Northwest Native communities and be located in the States of Washington, Oregon, Idaho, or Montana.

Organizations/ individuals may only receive funding for one Potlatch Fund grant per calendar year. Applications from different departments, from within a Tribe, will be reviewed as a separate organization. Please note: we do not retroactively fund project work.

All grantees must be current on all past reporting.

I AM NOT A NATIVE AMERICAN FROM THE PACIFIC NORTHWEST; AM I ELIGIBLE TO APPLY FOR POTLATCH FUND GRANTS?

If you are Native American and/ or the organization is located in our service area of Washington, Idaho, Oregon and Montana and serves Northwest Native Americans, you are eligible.

WHAT IS “NATIVE-LED” HOW DO YOU DEFINE “NATIVE-LED?”

We define “Native”, “Native-led”, and “Native American” as follows:

Any individual is defined as a member of any federally or officially State recognized Indian Tribe, or an individual certified as Indian by an Indian Tribe.

Any federally recognized Indian Tribe, Band, Nation, Alaska Native Village, or organized group or community or Indian group that has been formally recognized as a Indian Tribe by the State legislature, a State commission, or another similar organization vested with the State legislative Tribal Recognition Authority,

Or, any Indian group currently seeking State or Federal recognition.

POTLATCH FUND DEFINES “NATIVE-LED” NONPROFITS AND GROUPS AS:

Any group or organization that demonstrates a board of directors and staff that are representative of the community to be served. Two-thirds (2/3) of the total board of directors and two-third (2/3) of the staff shall be Native American. Organizations applying must meet the additional criteria:

- Be a nonprofit with at 501(c)3 or 501(c)4 as determined by the Internal Revenue Service, or
- Be a federal recognized American Indian Tribal government agency.
- The organization must be Native led and serve Northwest Natives.
- The organization must be located in the Washington, Oregon, Idaho or Montana.
- The organization’s mission must be aligned with the mission of Potlatch Fund.
- Organizations that have previously received a Potlatch Fund grant, may only apply to this grant cycle if they have completed all reporting obligations.
- Organizations may only receive funding for one Potlatch Fund grant per calendar year.
- Applications from different departments, from within a Tribe, will be reviewed as separate organizations.

- Groups with fiscal sponsors that have 501(c)3 or 501(c)4 status or that are fiscally sponsored by federal recognized tribal governments can also apply.
- Must satisfy final report requirements for all previous Potlatch Fund grants.
- Only individuals can be considered for the Native Arts Grant program.

THREE COMMON BUDGET QUESTIONS:

What does it mean to “match funds”? “Matching” funds are defined as cash in hand, finances or monetary resources that are from additional sources. To promote the sustainability of the project, Potlatch Fund asks that all applicants contribute an equivalent to at least 50% of funds (cash) to contribute to the costs to accomplish the purpose of the grant. Cash match is either the grantee’s own funds or contributions that may come from other grant sources. An In-kind match are contributions goods and services that were donated to the project by others.

What are “In-kind” funds? They are defined as goods, commodities or services instead of money. It is a donated good that is valued at a fair value and price. Some common donated services would be providing specialized and professional services, office or meeting space, and donating equipment such as free use of computers. These services/ contributions can often be used as matching funds. For example, a volunteer working in an unskilled position may calculate at a minimum wage dollar. To indicate this on a budget, you may include a formula such as 5 volunteers x \$xxx hourly x 5 hours per weeks = \$ xxx. In-kind match can present evidence to the funder that there is community support for the project.

What is “overhead” cost? They are administrative expenses associated with doing business. It is a necessary part of doing business and it is important to monitor and list on your project budget. Some common examples of overhead expenditures are office rent, office equipment, and utilities.

CAN INDIVIDUALS APPLY FOR A POTLATCH FUND GRANT?

Yes, individuals who meet the grant criteria can apply to the Native Arts Grant.

CAN I APPLY TO MORE THAN ONE GRANT AT A TIME?

No. Please apply to only one program at a time.

HOW DOES POTLATCH FUND EVALUATE APPLICATIONS SUBMITTED FOR COMPETITIVE REVIEW?

Eligibility Criteria-Applications are pre-screened for completeness, eligibility, and submission on-time.

Community Building Capacity-Is the project needed and provide a benefit to the community?
Does the project develop leadership of community members?

Address the stated goals of the grant cycle-See the RFP for the details.

Project Capacity-Are there clear goals and objectives in the work plan?

GRANT COMMITTEE REVIEW PROCESS

All applications are screened and reviewed by a Native-led community grant review committee. Each committee puts forth award recommendations to the Board of Directors.

The Board of Directors reviews the grant review committee’s recommendations and finalizes the awards.

Note: Staff are available to field questions to all potential applicants. All applicants are notified whether they are awarded or declined.

MY APPLICATION WAS NOT SUCCESSFUL; CAN I GET FEEDBACK?

Yes, we provide feedback to declined applicants. We also offer phone-in information sessions prior to the grant deadline where you can ask questions, listen to other applicant questions, and obtain solutions to your grant application questions.

DO WE PROVIDE FUNDING FOR SCHOLARSHIPS, TUITION, OR STUDIES ABROAD?

No. Although we realize that learning comes from a wide array of opportunities, our grant program's focus is to look within our own community for resources, connections, and ways to build our capacity alongside each other.

CAN I RESUBMIT AN APPLICATION FOR A DIFFERENT PROGRAM?

Yes, you may if your program/project is applicable.

FISCAL SPONSORSHIP?

Our fiscal sponsor is applying for a Potlatch Fund Grant. Can both a fiscal sponsor and a Native-led nonprofit both apply for the same grant? Answer: yes

WHAT'S THE BEST WAY TO REACH SOMEONE AT POTLATCH FUND GRANT PROGRAMS?

Email us at grants@potlatchfund.org, or phone Mary Kummer at (206) 624-6076 x 10.