SOVEREIGN EQUITY FUND

Green Horizons Project
Frequently Asked Questions

This Frequently Asked Questions (FAQ) document is meant to complement the RFA Overview. If you have additional questions, please contact SEF staff at: grants@SovereignEquityFund.org.

Applicant Eligibility

1. Which organizations are eligible to apply for a grant?

State and federally recognized Tribal governments. To determine recognition, we will defer to the Federal Register's list of federally recognized Tribes, and each state's list of state recognized Tribes.

2. Who can serve as the primary contact for a grant?

Any employee of the Tribe may serve as the primary contact, given they have the full support of a signing authority. A signing authority is the person who is authorized to enter the Tribe into a binding contract with another organization.

3. Can a Tribe submit multiple applications in the same cycle?

Each Tribe can only submit one application per cycle.

Project Content

4. What activities can the grant cover?

Grant funding may be used for personnel (e.g., salary, wages, fringe), direct costs (e.g., events, travel, supplies, equipment, etc.), and indirect costs. Please see the Budget Guidelines for more information.

5. Are any activities excluded from funding?

Grant funding may not be used for alcoholic beverages, entertainment, grant application costs or rent for a facility owned by the grantee (unless the grantee charges rent as standard practice). Grant funding may not be used for intermediary funds like re-grants,

loans or scholarships.

Application Process

6. **When are applications due?**

   The online grant application process closes on <u>Sunday, June 15 at 11:59 pm Alaska Time</u>. We do not anticipate any extensions. Please submit early and contact us if you have any problems.

7. **Can the grant application be transferred to another user?**

   If the person who creates the application will no longer be overseeing the project, then SEF can transfer the application from one user to another. Please reach out to SEF at grants@sovereignequityfund.org to make this transition.

8. **Does the full application have to be submitted in one work session?**

   You can 'Save' and then later submit your application. The system will autosave every 100 characters typed or every time you click out of a field. If you have problems, please contact our SEF team to work through any technical issues associated with your application.

9. **Can SEF assist with writing an application?**

   SEF is happy to provide technical assistance related to the grant documents, grant system and grant process. To maintain a fair and unbiased process, we will not aid in concept development or strategic decision-making.

10. **Can I include visuals (pictures, graphs, charts, etc.) in my online application?**

    Yes. Since the text section does not allow for visuals, you will need to save them all as a PDF (only one file allowed) and upload it at the end of the application under "Optional Uploads." Please remind reviewers to refer to these visuals in your narrative.

Budget

11. **Are grants from SEF considered federal funds?**

    No, this grant is private. As such, it may be used as a match for federal funds.

12. **Are indirect costs allowed? If so, what is the percentage allowed?**

    We allow indirect costs of up to 15% on personnel and direct costs.

13. **Are matching or in-kind funds required?**

    No, matching or in-kind funds are not required.

Review Process and Evaluation Criteria

14. What will happen after I apply?

Applications will be screened for eligibility and completeness, then sent to a reviewer panel comprised of individuals with expertise in sustainable agriculture. Reviewers will follow the evaluation criteria set forth in the RFA Overview and prioritize projects for funding. A final decision on funded projects will be made by the SEF Executive Director.

15. What criteria will be considered when reviewing applications?

Please see page 2 of the RFA Overview for details.

16. Does SEF have a Conflict-of-Interest policy?

Yes. All SEF staff, board members and reviewers are required to comply with Conflict-of-Interest policies. Anyone involved in evaluating the applications will recuse themselves from evaluating any applications from entities with which they have a conflict of interest or an appearance of a conflict of interest.

17. What will happen to the information and documents I submit during the SEF process?

All information received during this process are held in confidence and will become a part of the records of SEF. All current and former applicants will have access to their former applications in a secure dashboard found on SEF's online grant portal.

Grant Information

18. When will grant recipients be announced?

We plan to announce decisions in August.

19. How will funds be distributed?

SEF uses an installment system in which 50% is dispersed at the time of the award. Remaining funds are awarded based on completion of mandatory reports.

20. What reports are due throughout the grant period?

Grantees are required to provide quarterly update reports and a final report.

Contact Information

21. If I have questions, how can I get answers?

You may reach out to SEF by email (grants@sovereignequityfund.org).