**1. Are joint or multi-agency applicants prioritized in the review process?**
There are no additional points or scores awarded based on whether an applicant is a single agency or a collaborative. However, collaboration and coordination across agencies are strongly encouraged and valued.

**2. What if our program fits into more than one funding category?**
Applicants must select the one program type that most closely aligns with the *spirit and focus* of their program. You cannot submit the same program under multiple categories. If unsure, please reach out to City staff for guidance.

**3. Do we need to submit separate applications for each program type?**
Yes. If you are submitting applications under multiple program types, each application must include a full set of required documents. Please refer to the Application Checklist to ensure all necessary materials are submitted for each application.

**4. What are the age requirements for youth in the Building Communities and Stabilization service area? Since youth and adults are distinct categories and we are serving 12 to 18-year-olds, are we expected to submit separate applications?**
No. The age requirements for youth in building communities and stabilization are directed for youth aged 12 to 18 years old. If you are serving clients that are 12 to 18-years-old, you should submit a single application for youth; you do not need to submit a separate application for adults. Please note, however, there will be specific reporting requirements for services provided to youth ages 12-18.

**5. What if my program serves youth that are 18 years old and older? Do I need two separate applications for the 18-year-old youth and adults we are serving?**
Applicants must select the one program type that most closely aligns with the spirit and focus of their program. You cannot submit the same program under multiple categories. If unsure, please reach out to City staff for guidance.

If your program serves individuals 18 years old and <u>older</u>, you should submit one application under the adult category in Building Community and Stabilization.

**6. Is a Letter of Intent (LOI) required? What should it include?**
Yes. A Letter of Intent is required. A template is available on the website. The LOI helps City staff gauge the number of expected proposals and the anticipated funding requests. It's okay if the details in your final application differ from the LOI.

**7. What are applicant presentations, and when do they take place?**
Before final funding recommendations are made, applicants will have the opportunity to deliver a brief (3–5 minute) presentation to the Community Resources Committee (CRC). This allows you to highlight key aspects of your program, speak to any nuances, and

respond to questions. The exact time for applicant presentations has not yet been finalized. Once confirmed, dates and times will be shared directly with all applicants.

**8. Will the proposal review committee be diverse?**
Yes. We strive to ensure the review committee reflects a diversity of perspectives. It includes individuals beyond City staff, such as representatives from Dane County, Public Health, other funding organizations, and community experts.

**9. Do we need to submit separate budget workbooks for each program?**
If your agency is applying as a single applicant for multiple programs, you only need to complete one budget workbook. That workbook should clearly break down the funding amounts and expenses associated with each program.

**Example:**
- Program A: Shelter Services – $50,000
- Program B: 24/7 HelpLine – $60,000
  → **One budget workbook should delineate how funds will be used for each program.**

**10. If we're applying for two separate programs under the same category (e.g., Prevention Services and Activities), do we submit one or two applications?**
In this case, you will submit two separate applications, one for each program. However, you can reuse certain documents across both applications (such as your organizational narrative). Your budget workbook should include financial information for both programs, and each submission should be clearly labeled.

**Example Submission Format:**

**Email #1 – Program 1**
- Organizational Narrative (same for both)
- Program Narrative #1 (unique)
- Budget Workbook (includes both programs)
- Letters of Commitment (if applicable)

**Email #2 – Program 2**
- Organizational Narrative (same)
- Program Narrative #2 (unique)
- Same Budget Workbook
- Letters of Commitment (if applicable)

# Common Applicant Questions

**\*REMINDER\***

**We highly encourage applicants to take the time and opportunity to reach out to their Alders in the communities that your proposed program serves in before final council recommendations. Please use the link below to find the Alder(s) that represent the neighborhoods that you serve.**

**Link to all Alders**

**Want more information/resources about the needs in the Madison community?**
Please consider using the Neighborhood Indicators Project webpage for an interactive map providing imperative data and reports about City of Madison residents such as housing, public safety, health, education, and more.

If you have any questions about this resource, please contact Nancy Saiz at nsaiz@cityofmadison.com for further information.