



# Common Applicant Questions

## **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. 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.

## **5. 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.

## **6. 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.

## **7. 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. If you are applying as a joint applicant the lead agency would submit the budget workbook and narrative.

### **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.

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**8. 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)