

Charlotte Mecklenburg Community Foundation Frequently Asked Questions

Eligibility

My organization received a grant from the Charlotte Mecklenburg Community Foundation in 2024. Am I eligible to apply for another grant in 2025?

Yes. Organizations that received a grant in 2024 from the Charlotte Mecklenburg Community Foundation in 2024 can apply for a grant in 2025.

My organization did not receive a grant from the Charlotte Mecklenburg Community Foundation in 2024. Am I eligible to apply for this grant in 2025?

Yes. This grant opportunity is open to eligible organizations serving Mecklenburg County, N.C.

What else do I need to know about eligibility to receive a grant from the Charlotte Mecklenburg Community Foundation?

For an overview of additional eligibility criteria, please review the information available at www.fft.org/grants.

Can my organization apply for more than one grant during a grant cycle offered by the Charlotte Mecklenburg Community Foundation?

No. The Charlotte Mecklenburg Community Foundation will only consider one application per organization per grant cycle.

If I receive a grant in the spring 2025 grant cycle, can I reapply again to the fall cycle later this year?

No. Grant recipients of the spring 2025 Charlotte Mecklenburg Community Foundation grant cycle may not reapply for funding from the fall 2025 grant cycle.

Application Process

My organization works across multiple priority areas listed on the Grant Guidance for the spring grant cycle. How do I approach my application?

The Charlotte Mecklenburg Community Foundation recognizes that many organizations in our community address economic mobility from several approaches, and their work may overlap across the priority areas we have outlined. Your organization will not be required to pick a single focus area within your application.

My organization is applying for a program that is ongoing. What should we enter for the proposed grant period?

If your organization is applying for program support for an ongoing program that does not have specific beginning and end dates, enter the timeframe that you plan to expend the requested grant funds for this question. You may add additional or clarifying details in the narrative responses in the application.

How many grant opportunities will the Charlotte Mecklenburg Community Foundation have in 2025? What are the deadlines?

The Charlotte Mecklenburg Community Foundation will offer two grant cycles in 2025. The spring grant cycle is open from Monday, March 10 to Friday, April 18. The fall grant cycle is open from Monday, August 25 to Friday, September 26.

My organization applied for previous grant cycles with the Charlotte Mecklenburg Community Foundation. Can I use responses from my previous applications in the new application process?

Yes. You can import responses to questions from previous applications by using the “import” function in the application. You can only import responses to questions that exist in both the previous and the current application. You will only be able to import responses from applications that were started under your User Account. If you create a new User Account to start the 2025 application, you will not have access to prior application data.

Can I upload additional information to support my application?

No. We recognize that question character counts are limited, and CMCF encourages all applicants to highlight the most relevant information about their work within the grant application.

How much funding is my organization able to request from the Charlotte Mecklenburg Community Foundation?

Organizations can request up to 10% of their current annual operating budget, with a maximum request of \$50,000. Requests greater than \$50,000 will not be considered.

An account is required to complete an application in FFTC’s Online Grants Center. How do I do that?

First, verify if your organization has an existing account. If you are unsure if you have an existing account or if you need to update information for your existing account, please e-mail competitivegrants@fftc.org for assistance. If your organization does not have an existing account, you can create a new account to begin the application within the FFTC’s Online Grants Center on the log in page.

The grant guidance states that requests for general operating support will be considered this year. What is the difference between a request for program/project funding and general operating support?

For the purposes of this grant cycle, general operating support is funding that is used for ongoing operations of an organization. This may include but is not limited to rent/utilities, staff salaries, or other administrative expenses for your organization.

Program support is funding that is designated to support a specific program. This may include but is not limited to supplies, venue costs, and other program-related expenses.

The grant application requests demographic data for my organization’s leadership. Am I required to submit this information in my application?

These specific questions are required parts of the application, but your organization may enter “100” under the “Prefer not to disclose” fields for these questions if you do not want to disclose this information. If you enter “100” under the “Prefer not to disclose fields” you will still need to enter “0” for all remaining fields.

Review Process

Who reviews my organization's grant application once it is submitted? What does the review process look like?

All submitted grant applications are initially screened by FFTC staff to ensure the applicant organization is eligible to receive grant funds. Each proposal is also reviewed for alignment with CMCF's focus areas before undergoing review from CMCF's Board of Advisors.

Will my organization be contacted during the review process? If so, how will we be contacted?

FFTC staff will follow up with applicant organizations during the review process only if there is a question or clarifying information is needed about the submitted application. FFTC staff will reach out to the contact email address or phone number listed under the "Applicant Contact Information" fields within the application.

Award Decisions

When will my organization receive a decision on our grant application? How will we be notified?

Award decisions are announced via an e-mail sent to the e-mail address under the User Account that submitted the application. Award notifications for the spring grant cycle will be made in June 2025, and the fall grant cycle will be announced in December 2025.

There is a new scoring rubric for this year. Will I be informed how my organization scored on the rubric?

Yes. Organizations that apply to the Charlotte Mecklenburg Community Foundation will receive a summary of their rubric scores within one month of the announcement of award decisions. Rubric feedback will be sent via e-mail through a separate notification from the award announcement.

Grant Terms

If my organization receives a grant award, how long will I have to expend grant dollars?

Grant periods are one calendar year in duration from the date of the grant award. Organizations must expend all awarded grant funds within this timeframe.

If my organization receives a grant award, are there any reporting requirements for this grant?

Yes. All grant recipients will be required to submit an evaluation report. The evaluation report will be available in FFTC's Online Grants Center and the evaluation report due date will be available in the Award Agreement.

Additional Details

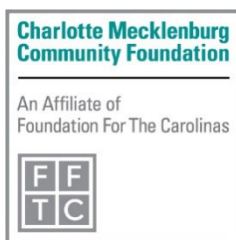
Can I meet with Foundation staff before I start an application?

FFTC Staff are unable to offer individual pre-application meetings with organizations.

Organizations are encouraged to attend the virtual information session for this grant opportunity that will be offered on **March 4 at 1:00 p.m.** You can register for this webinar at www.ffc.org/upcomingevents, and the recording will be made available following the event. If you have specific questions about your application during the application window, please contact Nicole Fote at nfote@ffc.org.

What other grant opportunities are available from FFTC in addition to the Charlotte Mecklenburg Community Foundation?

Grant opportunities will be posted throughout the year on FFTC's Online Grants Center. We encourage all applicants to check this site throughout the year. A comprehensive list of all grant programs is available at www.ffc.org/grants.



Charlotte Mecklenburg Community Foundation Sample Grant Application

The Charlotte Mecklenburg Community Foundation, an affiliate of Foundation For The Carolinas, will offer two grant cycles in 2025. The sample application below is meant as a guide to help you gather information you will need for each grant opportunity. Applications must be submitted through the [Online Grants Center](#) and may not be submitted via e-mail.

Additional information on the application process for grant opportunities offered by Foundation For The Carolinas is available at www.fftc.org/grants.

**Required questions are noted with an asterisk.*

Section 1: Applicant Summary

Applicant Contact

- *Salutation
- *Contact First Name
- *Contact Last Name
- *Contact Title
- *Contact Telephone Number
- *Contact E-mail Address
- *Is this contact person listed above also the executive director of the organization?
 - Yes
 - No
 - *Executive Director Salutation
 - *Executive Director First Name
 - *Executive Director Last Name

Organization Information

- *Organization Legal Name
- *Organization DBA name, if applicable
- *Mailing Address
- *Mailing City
- *Mailing State
- *Mailing County (*if located in North Carolina or South Carolina*)
- *Mailing Zip
- *Organization Phone
- Organization Web Address

Organization Tax Status Information

- *Is your organization a 501(c)3 publicly supported charity?
 - If “No,” proceed to the next question.
 - Yes
 - EIN
 - Upload a copy of your organization’s current Board of Directors
 - Upload a copy of your organization’s IRS Determination Letter
- *Is your organization a church or religious organization, governmental agency, or accredited educational institution?
 - Church or Religious Organization
 - Attach a staff list or proof of affiliation
 - Governmental Agency
 - Attach a staff or City/County board list
 - Accredited Educational Institution
 - Attach an administrative list for your institution
 - Attach your district’s W-9 form
 - If you are a public school, please confirm whether you have received authorization of this project from your Superintendent.

Section 2: Organization Overview

- *Mission Statement *(100 word max.)*
- *Describe your organization’s core services or programs. How are they informed by the community to address needs in Charlotte-Mecklenburg? *(200 word max.)*
- *How do your organization’s services or programs address economic mobility in Charlotte-Mecklenburg? *(100 word max.)*
- *Which, if any, of the [key drivers of economic mobility](#) does your organization address through your overall work? Select all that apply.
- *What are your organization’s big goals? What is your organization working toward within the next 5 years? *(100 word max.)*

Volunteer Capacity

- *How many volunteers support your organization?
- *Please describe what roles volunteers fill within your organization. *(100 word max.)*

Organization Demographic Information

Use the following percentage fields to describe your organization's leadership. Please complete all fields. Enter "0" for percentage fields that do not apply to your organization. All fields should total 100%. Respond to the questions to the best of your ability. Approximates or estimates are acceptable.

If you prefer not to disclose demographic information for your organization, please enter "100" under the "Prefer not to disclose" field and "0" for the remaining fields.

Board of Directors

- *How many individuals serve on your organization's Board of Directors?
- *Provide an overview of your organization's board of directors across race and ethnicity:
 - Prefer not to disclose
 - American Indian or Alaska Native
 - Asian
 - Black or African American
 - Hispanic or Latino
 - Middle Eastern or North African
 - Native Hawaiian or Pacific Islander
 - White
 - Two or more races or ethnicities
 - Not listed in the above selections
- *Provide an overview of your organization's board of directors across gender:
 - Prefer not to disclose
 - Female
 - Male
 - Non-binary
- *Describe how your organization ensures that diversity in lived experience is reflected across your organization's board of directors. In what specific ways does your organization leverage various community voices to inform your work? **(150 word max.)**

Leadership or Management Team

- *Describe your organization's leadership model. How are decisions made within your organization? Reference the roles of your organization's key decision makers and what expertise or experiences they bring to your organization. **(100 word max.)**
- *If your organization does not have a leadership or management team, check the box assigned to the question below. By doing so, all remaining questions in this section will be hidden.
 - Click here if your organization does not have a leadership or management team.
- *How many individuals serve on your organization's leadership or management team?

- *Provide an overview of your organization's leadership or management team across race and ethnicity:
 - Prefer not to disclose
 - American Indian or Alaska Native
 - Asian
 - Black or African American
 - Hispanic or Latino
 - Middle Eastern or North African
 - Native Hawaiian or Pacific Islander
 - White
 - Two or more races or ethnicities
 - Not listed in the above selections
- *Provide an overview of your organization's leadership or management team across gender:
 - Prefer not to disclose
 - Female
 - Male
 - Non-binary

Executive Director, CEO, or President

- *What is the race or ethnicity of your current or acting Executive Director, President, or CEO? *This question allows for multiple selections.*
 - Prefer not to disclose
 - American Indian or Alaska Native
 - Asian
 - Black or African American
 - Hispanic or Latino
 - Middle Eastern or North African
 - Native Hawaiian or Pacific Islander
 - White
 - Not listed in the above selections
- *What is the gender of your current or acting Executive Director, President, or CEO? *This question allows for multiple selections.*
 - Prefer not to disclose
 - Female
 - Male
 - Non-binary

Staff

If your organization does not have staff that serve in full-time or part-time positions, check the box assigned to the question below. By doing so, all remaining questions in this section will be hidden.

- Click here if your organization does not have paid staff that serve in full-time or part-time positions.
- *How many individuals are employed full-time and part-time by your organization?
- *Provide an overview of your organization's staff across race and ethnicity:
 - Prefer not to disclose

- American Indian or Alaska Native
- Asian
- Black or African American
- Hispanic or Latino
- Middle Eastern or North African
- Native Hawaiian or Pacific Islander
- White
- Two or more races or ethnicities
- Not listed above
- *Provide an overview of your organization's staff across gender:
 - Prefer not to disclose
 - Female
 - Male
 - Non-binary

Organization Financials

- *Annual Operating Budget
- If your organization is new and does not have a budget for the current fiscal year, check the box assigned to the question below. By doing so, remaining budget questions in this section will be hidden.
 - *Attach a copy of your organization's budget for the current fiscal year. **(Upload)**
 - If you would like to provide additional information on your organization's financials, you may do so here. **(100 word max.)**
- *Net assets of organization, as reported on 990:
- *Does your organization conduct an audit?
 - Yes
 - Last audit date
 - No
 - Please clarify why your organization has not recently completed an audit.

Section 3: Grant Request

Grant Request Overview

- *Title **(8 word max.)**
 - *If this is a request for general operating support, please list "General Operating Support." If this is a program-specific request, please list the program name.*
- *Start date and end date
 - Provide the date range in which you plan to expend the requested grant funds. This grant request is restricted to a one-year grant period.
- *Please select the primary investment area that your project will address.
- *Grant request overview **(50 word max.)**
 - *Briefly describe how the requested grant funds will support your organization's operations or a specific program.*
- *Grant request amount

Additional Details

- *Describe how this grant request will help further your organization's mission. What services, programs, or activities will this grant request support? **(200 word max.)**
- *What specific expenses will this grant request support? **(200 word max.)**
- *Will participants pay to engage in your organization's programs or activities?
 - Yes
 - *How much does your organization charge per participant and do you provide scholarships or financial aid? **(100 words max.)**

Collaborations and Partnerships

- *How does your organization leverage partnerships or collaborations with additional organizations to improve outcomes for the individuals you serve? In what specific ways do partnerships or collaborations inform or enhance your overall work? **(150 word max.)**
- *If your organization works in partnership with or collaborates with additional organizations, please specify those organizations here. **(100 word max.)**

Sustainability

- *Detail how your organization will sustain your programs and operations beyond the one-year grant period. What additional funding sources or funding strategies has your organization developed to continue your work? **(100 word max.)**

Section 4: Intended Audiences and Desired Outcomes

Intended Audience(s)

- *How many individuals will be served during the proposed one-year grant period? *Estimates are permitted.*
- *Describe the intended audience(s) of the work supported by this grant request. Include specific details about the individuals that your work is targeted to reach across categories of identity. These details may include but are not limited to age, gender, race and ethnicity, disability, socioeconomic status, national origin, or additional life circumstances, as necessary or relevant to your organization's work. **(200 word max.)**
- If you would like to provide additional information or context concerning the intended audience(s) of your work, please do so here. **(250 word max.)**

Desired Outcome(s)

- *What outcomes are your organization's programs or services designed to achieve for participants? **(150 word max.)**
- *Outline your plan to evaluate the impact of your organization's services or programs. How does your organization determine if participants have made progress toward desired outcomes after receiving your services or participating in your programs? Identify the measurement tools your organization utilizes to evaluate your impact. **(300 word max.)**

- *How does your organization use your evaluation learnings to inform your work?
(200 word max.)

Section 5: Submittal Page

Certification

- *Do you certify that the executive director and board of directors have approved the submission of this grant request?
- *Do you certify that all information provided is accurate to the best of your knowledge and the proposed activities and schedule as presented will be adhered to?
- *Title of Representative Requesting Grant
- *Electronic signature

SAMPLE

Overall Alignment and Description (40 points) <i>Assess to what extent the proposal:</i> 1) Aligns with the focus areas of this grant opportunity. 2) Describes the planned activities and their timeline. 3) Outlines a plan for sustainability beyond the one-year grant period.	Clear Alignment and Description (30 to 40 points)		Adequate Alignment and Description (16 to 29 points)		Vague Alignment and Description (0 to 15 points)	
	Clear Organization Leadership (15 to 20 points)		Adequate Organization Leadership (7 to 14 points)		Vague Organization Leadership (0 to 6 points)	
Organization Leadership (20 points) <i>Assess to what extent the organization:</i> 1) Defines how it prioritizes and ensures various perspectives of communities served by the organization are represented across all existing levels of leadership. 2) Outlines pathways for individuals with lived experience to lead, influence, or inform the organization's work.	The organization clearly defines how it prioritizes and ensures that various perspectives of the communities it serves are represented across all existing levels of the organization's leadership. The organization outlines specific pathways for individuals with lived experience to serve in leadership roles within the organization, influence program design, or inform the organization's decisionmaking.		The organization somewhat defines how it prioritizes and ensures that various perspectives of the communities it serves are represented across all existing levels of the organization's leadership. The organization outlines limited pathways for individuals with lived experience to serve in leadership roles within the organization, influence program design, or inform the organization's decisionmaking.		The organization vaguely defines how it prioritizes and ensures that various perspectives of the communities it serves are represented across all existing levels of the organization's leadership. The organization does not outline an existing pathway for individuals with lived experience to serve in leadership roles within the organization, influence program design, or inform the organization's decisionmaking.	
	Evaluation Process (20 points) <i>Assess to what extent the organization:</i> 1) Describes the intended audiences of their work. 2) Defines desired outcomes for their intended audiences. 3) Details how their evaluation methods measure progress for participants. 4) Utilizes evaluation learnings to inform future work.		Clear Evaluation Process (15 to 20 points) The organization clearly describes the intended audiences for its work and defines desired outcomes for those audiences. The organization details how its evaluation methods will measure participant progress. The organization demonstrates how its evaluation learnings are utilized to inform future work.		Adequate Evaluation Process (7 to 14 points) The organization somewhat describes the intended audiences for its work and defines desired outcomes for those audiences. The organization details an evaluation method but insights into participant progress will likely be limited. The organization provides a limited description of how its evaluation learnings are utilized to inform future work.	
Collaboration and Partnership (20 points) <i>Assess to what extent the organization:</i> 1) Leverages collaboration or partnership with other organizations to improve participant outcomes. 2) Incorporates learnings from collaborations or partnerships to inform their overall work.	Clear Collaboration and Partnership (15 to 20 points) The organization has established collaborations or partnerships that have expanded resources available to participants. It is easily understood how those relationships help contribute to improved participant outcomes. The organization clearly outlines how its overall work is informed by existing community efforts. The organization demonstrates that its work contributes to a broader ecosystem of resources available to participants.		Adequate Collaboration or Partnership (7 to 14 points) The organization references some established collaborations and partnerships that have expanded resources available to participants. It is likely that those relationships help contribute to improved participant outcomes. The organization sufficiently outlines how its overall work is informed by existing community efforts. The organization demonstrates that its work likely contributes to a broader ecosystem of resources available to participants.		Vague Collaboration or Partnership (0 to 6 points) The organization does not reference collaborations or partnerships that have expanded resources available to participants. The organization does not outline how its overall work is informed by existing community efforts. It appears that the organization's work is disconnected from other organizations serving similar audiences.	