

JANE'S TRUST

Frequently Asked Questions

1. What is the best way to begin the application process?

The best way to begin the application process is to submit an online application. Contacting program staff by phone or email prior to submission is only recommended when the applicant has a question that is not addressed by the guidelines or the Frequently Asked Questions and that must be answered in order to submit an application.

2. Do applications have to be received in your office by the deadline stated?

Applications must be complete and submitted to <https://hembar.egrant.net> by the close of business (5 pm) on the application deadline. Late or incomplete applications will be postponed until the next grantmaking cycle.

3. If the deadline for application falls on a weekend or holiday, will you accept the application the next business day?

Yes, any application deadline that falls on a weekend or holiday will be moved to the next business day.

4. Do you publish a list of grants?

Yes. At the end of each calendar year, we will publish a list of grants on our web site (www.hembar.com/janestrust).

5. If an application is denied and an organization is interested in reapplying to the Trust, what is the waiting period?

If denied, at either the concept paper or full proposal stage, an organization must wait one year (12 months) to reapply. For example, if you apply in January 2011 and are denied, you must wait until January 2012 to reapply.

6. How does the Trust define the greater Boston area?

The Trust generally considers the cities and towns that fall within Route 128 (as far north as Lynn and as far south as Braintree) to be eligible for review.

7. The annual grant size covers a large range. Do you have any guidance within that range?

The Trust expects to see requests proportional to the size of an organization's annual operating budget and the size of the particular project for which funds are being requested. While not strictly prohibited, it is recommended that applicants not submit requests that exceed 20% of their organizational budget. Applicants are encouraged to review the Trust's grants list at www.hembar.com/janestrust for additional guidance.

8. Does the Trust ever make grants less than \$50,000?

The Trust rarely makes grants less than \$50,000. Any exceptions are considered on a case-by-case basis.

9. Given that the Trust's minimum grant size is \$50,000, is there a requirement for minimum organization budget?

The Trust rarely makes grants to organizations with an organizational budget less than \$250,000. Any exceptions are considered on a case-by-case basis.

10. Will the Trust consider requests for multi-year grants?

The Trust is unlikely to award multi-year grants at this time. Multi-year grants are only made at the Trustees' discretion.

11. Does the Trust set a fixed dollar amount to award in each program or geographic area?

The Trust has not set particular amounts to be awarded in each area of interest.

12. Given the broad guidelines, does the Trust have a particular emphasis within each program area?

The Trust does not currently have a particular emphasis or focus within each program area.

13. Are there areas that the Trust will not fund?

The Trust does not fund individuals, fellowships, or scholarship assistance.

14. If an applicant applies as a member of a partnership or collaboration, is the applicant prohibited from also applying separately?

- a. Applicants should not apply individually and as a member of a collaboration at the same time.
- b. If an individual proposal is rejected, an applicant may apply as part of a group before the expiration of the one year waiting period, but not for the same project for which funding was denied.
- c. If a group proposal is rejected, an applicant may apply individually before the expiration of the one year waiting period, but not for the same project for which funding was denied.

15. Will the Trust consider multiple requests from applicants that are a part of a large, multi-departmental organization?

The Trust seeks to benefit a broad range of organizations. If multiple departments at one institution are interested in applying, please make every effort to coordinate your requests internally. Large multi-departmental entities, such as universities

and medical institutions, should understand that the Trust is unlikely to fund multiple projects from a single institution in a single year.

16. Can I set up an appointment to discuss my project idea?

Because of the volume of inquiries received, personal visits to the Trust during the initial review process are not possible. Staff will meet with organizations that are invited to submit a full proposal and staff will contact organizations to set up those meetings after a full proposal has been invited.

17. May I submit a draft application for feedback in advance of an online submission?

Due to the large volume of requests the Trust receives, program staff do not review draft applications. If there is a question about a submission or we need additional information, staff will contact the applicant as part of the review process.

18. May I submit attachments with my request?

Due to the large volume of applications received, additional materials will not be considered.

Although the Trustees would like to respond affirmatively to all requests coming to the Trust, they receive far more than can possibly be funded. Many wonderful programs cannot be funded, not because there is anything lacking in the request, but because of the large number of requests, wide geographic range, and limited resources.