THE CHICAGO
COMMUNITY TRUST

GrantCentral Frequently Asked Questions (FAQ)

General FAQs

What is GrantCentral?

GrantCentral is The Chicago Community Trust's online grant application portal. Your organization must have an account in GrantCentral in order to apply for funding opportunities and receive grants. Access GrantCentral from the Trust's website (www.cct.org) or via this direct link: https://community-cct.force.com/grantcentral/.

Which web browser should I use to access GrantCentral?

We recommend using the most updated version of Chrome, Safari or Edge. Internet Explorer is NOT compatible with GrantCentral.

Do I have to create a GrantCentral account to access the online application?

Yes. Your organization must have a GrantCentral account in order to apply for a grant. Each user from your organization who needs access to GrantCentral should have their own user login in order to allow them access to your organization's GrantCentral account.

To create a new account for your organization, or to create a new user login to access an existing organizational account, click on the "Create Account" link from the GrantCentral login page. From there, follow the prompts to enter your organization and contact information. If your organization is not a registered 501(c)(3) tax-exempt nonprofit and works with a fiscal sponsor to receive grants and donations, do **NOT** enter the EIN of your fiscal sponsor organization when creating your account. Your fiscal sponsor organization will create its own, separate GrantCentral account.

If you think your organization may already have a GrantCentral account but are not sure, contact grants@cct.org for assistance.

Can I be associated with multiple different organizations in GrantCentral?

An individual's GrantCentral user login can only be affiliated with one organizational account at a time. If you are a consultant or community member who works with several different organizations that seek or receive funding from the Trust, you will need to use a unique email addresses for each organization's GrantCentral account you would like to access.

How will I know my username and password for my GrantCentral account?

Your username is the same email address you used to create your user login. Your password is set by you at the time you complete the registration process. Be sure to note your password for future reference at the time of registration.

Can I retrieve my username or password, if I have forgotten them?

If you have forgotten your password, click the "Forgot Your Password?" link on the GrantCentral login page and follow the prompts to receive an email with a link to reset your password. If you are not sure what your

username is, or need to change it, contact grants@cct.org for assistance.

Who do I contact for help using GrantCentral?

To report a system error or request troubleshooting assistance, you may email grants@cct.org or use the Contact Support menu in GrantCentral. Please provide as much detail as possible about the issue you are experiencing in your help request. Messages are actively monitored during business hours (Monday-Friday, 9am-5pm CT) and you can expect a reply within two business days.

If you have content-related questions regarding the funding opportunity and/or your grant application, please contact the program staff member listed in the Contact Information section of the funding opportunity in GrantCentral.

Eligibility & Fiscal Sponsorship

How can I see all available funding opportunities that are accepting applications?

Available and upcoming funding opportunities are listed on the Trust's website at https://www.cct.org/grants/opportunities/ and on the Current Opportunities tab in GrantCentral.

Who is eligible to receive grants from the Trust?

The Trust awards grants directly to US-based nonprofit, tax-exempt organizations and to charitable organizations that have a 501(c)(3) tax-exempt fiscal sponsor. Each grant opportunity will have its own additional eligibility criteria for funding.

Does the Trust make grants to individuals?

No, the Trust does not make grants to individuals.

Are there restrictions on the use of grant funds?

No part of grant funds from the Trust may be used for electioneering or political activities. Funds shall not be used for contributions to any candidate for public office or political committee and shall not be used to intervene in any political campaign on behalf of or in opposition to any candidate for public office. Each grant opportunity will have its own additional eligibility criteria for funding.

My organization is not a nonprofit. Can I apply through a nonprofit fiscal sponsor?

Yes, if your organization is not a tax-exempt, nonprofit organization, you may be eligible to receive grants via a nonprofit fiscal sponsor.

What is fiscal sponsorship?

A fiscal sponsor is a tax-exempt organization, recognized under section 501(c)(3) of the Internal Revenue Service code, that provides fiduciary oversight, financial management, and other administrative services to help build the capacity of charitable projects that do not have their tax-exempt status. "Fiscal sponsorship" refers to the formal agreement between the fiscal sponsor organization and the sponsored project or organization, which is typically documented in a memorandum of understanding (MOU) or contract. The role of the fiscal sponsor can

include performing many different administrative functions on behalf of the sponsored organization or program, including taking on the responsibility of receiving and administering charitable contributions on behalf of the sponsored organization. Fiscal sponsors typically charge an administrative fee for their services, which is usually a percentage of the budget of the sponsored organization or program. Fiscal sponsorship is often used by for-profit entities that conduct some charitable activities, and by newly formed nonprofit organizations awaiting recognition as tax-exempt by the IRS.

When is an applicant or grantee organization required to use a fiscal sponsor?
Organizations that are not recognized as tax-exempt by the IRS are expected to partner with a 501(c)(3) fiscal sponsor organization in order to apply for and receive grants from the Trust. Both the sponsored organization and the fiscal sponsor organization must maintain separate organizational accounts in GrantCentral and each organization must complete and certify its own Organization Profile. The sponsored organization is required to provide a copy of the fiscal sponsorship memorandum of understanding (MOU) or contract at the time of application submission.

How are grants made to organizations that use fiscal sponsorship?
After the Trust approves a grant to an organization that is fiscally sponsored , a grant agreement is signed by both the fiscal sponsor organization and the sponsored organization. All grant disbursements are made directly to the fiscal sponsor organization, which then distributes the funds to the sponsored organization or project. If any interim or final reporting is required for the grant, the sponsored organization is responsible for compiling and submitting reports, though they may work with the fiscal sponsor organization to prepare various report materials.

Organization Profile & Application

Do I need to complete an Organization Profile in order to submit a grant application?
Yes. You are required to complete and certify your Organization Profile each time you submit an LOI or grant application. If you previously completed and certified your Organization Profile for a prior grant application, you must review and re-certify in order to submit the new application. Submissions are not considered complete unless the Organization Profile is also complete and certified at the time of submission.

If your organization is fiscally sponsored, your fiscal sponsor organization is required to complete and certify its own Organization Profile before you will be permitted to submit your application form.

Does the Trust have application deadlines?
Yes. Each funding opportunity has its own submission deadline. Refer to the funding opportunity details in GrantCentral to review the specified deadlines.

Can I save and continue my Organization Profile and/or application at a later time?
Yes. Be sure to click the Save button often, as GrantCentral does not auto-save your work. You may save your progress on your Organization Profile and/or draft grant application at any time. When you return to GrantCentral to continue working, find your saved draft applications under the "Grants & Applications" menu in

GrantCentral.

I don't have some of the document uploads required for the Organization Profile. What should I do?
If your organization does not have one or more of the file uploads required for the Organization Profile, or if they are not applicable to your organization, please upload files that briefly explain why the requested information is not available. This is most common for sponsored organizations that are not nonprofit organizations.

What happens after I submit a grant application?
After submitting a grant application, you will receive a confirmation email with a PDF copy of your application submission. You will be notified of the decision on your application within the timeframe specified for the funding opportunity.

Can I edit or add information to my application after I've submitted it?
No. You will not have access to edit your grant application after submission. If you submitted in error, or need to add or edit information after submission, please contact grants@cct.org for assistance. Late LOI and application submissions are not accepted. If you need to request a deadline extension, reach out to your program contact.

Grant Awards & Reporting
My application has been approved for a grant. What's next?
After your grant application has been approved for funding, you will receive two separate emails as part of the grant award package. The first email contains the grant award letter, and the second email contains the grant agreement to be executed via DocuSign. Please note that grant payments will not be made until the grant agreement signatures are fully executed via DocuSign.

How do I find out the reporting requirements and payment schedule for my grant?
The reporting requirements and payment schedule for your grant are listed on the grant agreement and are also published in GrantCentral. To access your report requirements in GrantCentral, click on the Reports & Contingencies tab in the portal, where you will see your organization's pending reports and related contingency requirements as well as previously submitted reports and contingency requirements. To view scheduled and previously paid grant disbursements click on the Payments tab.

How do I submit grant reports and contingency requirements?
Unless otherwise requested by your program contact, submit interim reports, final reports and contingency requirements via GrantCentral. Click on the Reports & Contingencies tab to view your organization's pending reports and contingency requirements, and then click on the report name to open the form and submit your report.

Can my grant report deadline be extended?
Reach out to your program contact or submit a Modification Request via the Contact Support tab in

GrantCentral to request a deadline extension for a grant report. Submission of an extension request does not guarantee approval.

My application was declined. Can I apply again?
Organizations may apply for any and all funding opportunities for which they are eligible, including opportunities for which they have applied and been declined in prior years. Each grant opportunity will have its own additional criteria for funding.