



2023-2024 GRANTS PROGRAM FREQUENTLY ASKED QUESTIONS

GENERAL APPLICATION

1. **Why is Keiro doing a Grants Program?**

The Keiro Grants Program is a component of Keiro’s strategy to enhance the quality of senior life in Our Community. We know that there are many organizations and agencies that are providing services and care for older adults and their caregivers in the Japanese American and Japanese community in Los Angeles, Orange, and Ventura Counties.

For the 2023-2024 cycle, we are focusing on supporting programs that enhance the quality of life for older adults and caregivers in the Japanese American community. Keiro understands that a culturally-sensitive and person-centered approach that incorporates key elements contributing to a high quality of life include health/wellness, purpose, connectedness, security, and autonomy.

Our Grants Program will enable us to use Keiro’s resources to support these organizations so that they can strengthen current services and develop new and innovative programs.

2. **What are the deadlines for grant proposals?**

Keiro’s deadline for grant proposals is 5:00 p.m. PDT on Friday, October 20, 2023. Organizations and groups who submit proposals by Friday, September 29 will be able to receive a preliminary, non-binding review and feedback by Keiro’s program staff.

3. **Are grant guidelines available?**

Yes. We have guidelines explaining the funding level for this year’s cycle. Guidelines and the grant application are available at keiro.org/grants.

4. **Can we speak to someone at Keiro to help us write our proposal?**

Staff will assist with any questions related to the proposal requirements. We also invite you to attend one of our informational workshops where we will review guidelines, answer questions, and assist organizations with their proposals. For a schedule of online workshops and to register, please visit keiro.org/grants.

5. **Will Keiro staff provide feedback on my proposal?**

Keiro staff will not help you answer specific application questions or give advice on writing proposals. We encourage applicants to review our guidelines in preparing proposals and to email grants@keiro.org if they have questions. Input from Keiro staff may help consider how to approach questions, but is non-binding and may not necessarily reflect the views of the Grants Review Committee.

ELIGIBILITY

6. **Do you provide grants to individuals?**

No.

ELIGIBILITY (continued)

7. Do you give grants to organizations outside of Los Angeles County?

Yes. Keiro is committed to enhancing the lives of older adults and their caregivers by providing grants to benefit organizations and groups in Los Angeles, Orange, and Ventura Counties. Organizations that receive grants do not need to be based in these counties, however, the older adults and/or caregivers who benefit from the project, program, or service MUST reside in Los Angeles, Orange, or Ventura Counties.

8. Does Keiro grant money to commercial businesses?

No. Keiro does not fund for-profit organizations or businesses.

9. We are a new organization and don't yet have 501(c)(3) status. May we still apply?

No. Please consider partnering with an existing 501(c)(3) that would agree to serve as a fiscal sponsor for your program. Fiscal sponsors are allowed, but must be secured prior to the application deadline, with acknowledgement from the fiscal sponsor.

10. How does Keiro define "Our Community"?

Our Community refers to the Japanese American and Japanese community in Los Angeles, Orange, and Ventura counties and those who embrace our culture and values.

11. Will organizations receive preferential treatment depending on their history with Keiro?

No. Funding decisions will be based solely on the merit and impact of the proposal in accordance with the Grants Program guidelines. Any previous partnerships or relationships will not be considered when evaluating applicants. Being a past grant recipient or applicant does not impact your treatment in receiving a grant during this cycle.

TYPES OF FUNDING

12. Do you fund general operating expenses?

Yes. Keiro makes grants for general operating expenses, often called core operating support, in addition to program, capital, and capacity building projects. Staffing support is also considered as an eligible form of funding through the capacity building category.

13. Will Keiro consider loans?

No. Loans, or mission-related investments, are not considered.

14. Do you prefer to fund capital projects or programs?

Funding of direct services is a priority for Keiro. However, we will make grants for capital expenditures, such as equipment purchases and renovations if these proposals align with the priorities and the guidelines. We will also consider capacity building expenses on a case-by-case basis.

15. Does Keiro award multi-year funding?

No. The grants program timeline is limited to a 12-month period.

LEVELS OF GRANT FUNDING

16. Is there a minimum grant amount for the grants program?

No. Proposals are welcome for any amount up to \$20,000 for the 2023-2024 grant cycle.

17. Is there a difference in how the organizations will be reviewed?

For grants, high priority will be given to organizations and groups with organizational annual operating budgets less than \$1,000,000. The operating budget of a fiscal sponsor will not be taken into account when giving priority. Additionally, funding for recurring or periodic programs will be given priority over funding for one-time events to provide sustained support for quality of life.

APPLICATION PROCESS, PROCEDURES, AND REVIEW

18. How will I know if you received my proposal?

We acknowledge receipt of every proposal by email.

19. Do you require a letter of inquiry (LOI) before submitting a proposal?

No. A letter of inquiry is not needed.

20. Should we wait to hear from you before applying to other sources of funding?

No. It is recommended to submit proposals to multiple sources of funding.

21. Will you come for a site visit?

This year, we may conduct follow-up via email, phone call, video conference or in-person. We will conduct follow-up with all organizations when a proposal is under active review. The staff person reviewing your proposal will initiate the follow-up, scheduled call, or in-person visit.

22. Are proposals accepted by fax or email?

Yes. Keiro is able to accept electronically submitted requests. We appreciate electronic copies of the documents for our records. If the proposal file size exceeds maximum capacity in one email, please send the proposal in multiple emails. Proposals may be faxed to 213.873.5799 and notice of your submission must be provided by emailing grants@keiro.org.

23. May we submit additional proposals for different projects within the same year?

We understand that a number of community centers, churches, and temples have multiple programs for older adults. Keiro does accept multiple proposals for distinct programs that fall under the same organization. Although multiple proposals may be submitted, funding per organization will not exceed a total of \$20,000. We also accept proposals from fiscally sponsored organizations who may be applying under a larger organization. Fiscal sponsor organizations will be considered separate from the organizations they are sponsoring.

APPLICATION PROCESS, PROCEDURES, AND REVIEW (continued)

24. When and how will I know if my proposal has been accepted or rejected?

All applicants will receive electronic communication regarding the status of their proposal after the Grants Review Committee deliberates and makes recommendations regarding the request. We anticipate final decisions to be announced in March 2024.

25. In addition to the proposal, what kind of supporting documentation will we be asked to submit?

Please download our grant proposal guidelines at keiro.org/grants which outline the required documents.

26. We recently submitted a proposal and were declined. May we re-submit?

Another request is eligible for consideration during our next grant cycle. If you were declined in a previous cycle, you are eligible to apply again for the 2023-2024 cycle. Please sign up for Keiro's email newsletter to stay up to date on our next grants cycle.

FEEDBACK ON PROPOSAL SUBMISSIONS AND DECLINATIONS

27. If we submit a proposal early will we receive feedback from staff?

Yes. If you submit your proposal by September 29th with the indication that you would like a preliminary review, Keiro Grants Program staff will look over submitted materials and provide you feedback on any items that may require further refinement. Any proposal submission received on or after September 30th will not be considered for preliminary review. Preliminary review does not mean an earlier approval process. Input from Keiro staff is non-binding and does not reflect the views of the Grants Review Committee.

28. Our proposal was declined. Can you tell us why?

Keiro reviews programs and projects that echo Keiro's key areas of interest. We are happy to share feedback on proposals that were not funded. Please contact Makoto Kotani at grants@keiro.org to schedule a time to receive detailed feedback on your request.

REPORTING AND REAPPLYING

29. If our organization is awarded, how long do we have to complete the final report?

Final reports are due at the conclusion of the 12-month grant period. The grant period begins 12 months after the date of receiving the award. There will also be a mid-year report requirement. If any changes need to be made from the original project timeline, please contact Makoto Kotani, Director of Programs, at grants@keiro.org.

30. How will I know if you received my final report?

We acknowledge receipt of every report by email.

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