

MAC Georgia Small Grants Project FAQ

Dear Applicants,

We would like to make this process easy and efficient for you. We have compiled these frequently asked questions to assist you as you consider submitting an application. We hope that you find this information to be helpful. Please do not hesitate to contact us with additional questions.

Sincerely,

Temuka Gigauri

Program Officer, Small Grants Program

Tel: 555 117474

Email: Temuka.gigauri@macgeorgia.org

- What would you suggest as an idea for my project?

While we are unable to suggest a specific idea for your project we can inform you that we seek creative approaches to evidence-based needs in your community. The only limitation on scope is that your project meaningfully connects and/or empowers persons with disabilities and/or their families. When reviewing your applications, we will consider, among other things, how many individuals will be assisted through this initiative, the longer-term sustainability/impact of the project, the capacity of the applicant to implement the proposed activities, and the extent to which the proposed intervention offers a compelling solution to the described need. For more information, please refer to the award details on our website; <http://www.macgeorgia.org/>

- How can I apply?

Visit our website (www.macgeorgia.org/grants) to download the Small Grants Program application. Please review the grant program guidelines and the remaining “Frequently Asked Questions” prior to submitting an application. Once you have completed the electronic version of the application narrative and budget, submit these documents via email to mac_info@macgeorgia.org.

- Who can apply for the Small grants project?

Any individual, Non-Profit organization, or Disabled Person Organization (DPO) willing to contribute to the development and support of Disability community in Georgia.

- When is the deadline to submit an application for funding?

We collect applications on a rolling basis but review them on a quarterly basis. Please see the below chart for specific application deadlines and target notification dates:

Small Grants Application Deadline:	Target Date for Notification of Funding Decision:
April 1st	May 15th
July 1st	August 15th
September 1st	October 15th
December 31st	February 15 th , (2022)

- What is the most common level of funding that MAC awards?

Each application is reviewed based on its own merits but as funds are limited, we prioritize projects that are cost-effective. While 3000 USD equivalent in GEL is the maximum amount that can be awarded through this call, we frequently receive requests for much less than this amount. Our advice to any applicant is that you carefully and clearly think through the actual amount of funding necessary to implement the project. Projects with budgets that include expenses that are not reasonable and/or justifiable will not be awarded.

- What is the process of your grant review?

MAC Georgia’s Small Grant Review Process follows a few simple steps:

1. Applications are screened to ensure that they contain all required information and that the information is complete.
2. Complete applications are prepared for committee review (including translation if need be)
3. The SGP Manager assembles a Grant Review Committee (GRC) of at least 4 committee members, based on their qualifications and experience, who then proceed to review and score the applications.
4. Applicants who have been invited by the GRC to proceed in the review process are invited to an interview, where they will orally present their project idea to the GRC and answer any questions that the GRC might have.
5. Applicants selected by the GRC and approved by MAC’s CEO are invited to enter into a contractual grant agreement with MAC Georgia, after which funds will be transferred.

6. All applicants will receive a notification of funding decision, whether successful or not.

- What are my obligations after funds are transferred?

We expect you to fulfill your obligations as described in both your grant agreement with MAC and the application form (narrative and budget) that was submitted and approved. We expect applicants to provide us with regular updates and to obtain permission from us in writing before departing from your approved proposal. MAC reserves the right to conduct random visits of the project throughout the grant period.

- Do I increase my chance of award if I ask for less than the full amount?

MAC puts careful consideration into the cost effectiveness of each proposal and encourages applicants to ask only for the amount required to successfully implement the project. Asking for less than the total possible award will not increase your chances for success. However, applicants who do not adequately justify all their expenses will be scored lower, decreasing their overall chance of funding.

- What should be the duration of Project?

Proposed projects should not be longer than 12 months.

- Who can I contact in case of questions before or *after* sending the application?

We encourage you to contact our Program Manager- Temo Gigauri. Tel: 555 117474;
Email: Temuka.gigauri@macgeorgia.org

- If awarded, are we allowed to make changes to the grant budget?

Before applying, it is important that careful thought and planning is done to ensure that the anticipated activities and corresponding budget are realistic. We recognize that circumstances change and allow for a shift of up to 10% of the total budget amount to be made without approval. Should you encounter a change greater than 10%, please contact MAC Georgia in writing immediately. We will consider each situation on a case-by-case basis and will decide based on the circumstances and rationale of the request. **All budget amendment requests must be made in advance in writing.**

- What should I do if I have not spent all of the awarded funds by the end of the project timeline?

Unspent grant funds are the property of the MAC Georgia (the donor), as defined by Georgian law. If all project funds have not been spent upon completion of the project timeline, please **contact the McLain Association for Children in writing immediately.**

- Once my project is complete will I be required to submit a post-project financial report and project output narrative?

Yes. The submission of a financial and narrative project report is required to ensure that the project was implemented successfully and that the awarded funds were spent as planned.

- Who reviews my application?

Each submitted application is reviewed by a grant review committee comprised of at least 4 individuals. Reviewers typically consist of MAC employees though a individual outside of MAC may be recruited on occasion, if outside technical expertise is deemed necessary. Each application is reviewed, scored, and discussed by the committee before a decision is made.

- I was awarded funds from the MAC Georgia's Small Grant Program in the past. Can I apply for funding again?

Applicants who have been awarded MAC Georgia's small grant funding are eligible to apply again six months after the submission of their close-out reports.

- My application was not awarded, can I get feedback as to why it was not selected?

We regret that you were not selected for funding. However, given the high number of applicants, MAC Georgia will not be able to communicate any further details of the decision-making process other than the funding score and committees concerns (upon request) please note that committee's decision is non-negotiable.