

The Trust (Stadium Neighborhoods Community Trust Fund)

Request for Proposals (RFP)

Frequently Asked Questions

1. How is the Legacy RFP different from the others? This is the final RFP that will be available from The Trust (Stadium Neighborhoods Community Trust Fund). Each stadium neighborhood will be allotted a set amount of funding that organizations in those communities can potentially access by writing a proposal. Services provided must be specific to that community. Organizations submitting proposals must be referred and recommended by the neighborhood association as defined by the [Neighborhood Planning Units](#). *Please note that the association for Pittsburgh is the Pittsburgh Neighborhood Association. The email address is pnaorg022@gmail.com. Aside from that, the process is the same.
2. Can an organization submit more than one proposal? We don't recommend more than one proposal from an organization. We encourage organizations to prioritize based on what program can best fit the needs of the selected community. It is very unlikely that an organization would be funded for more than one proposal in the same cycle.
3. What are the reporting requirements? Organizations will be required to provide periodic reports that include an expenditure report on how the funds were used. If you are awarded less than \$10,000, you will be required to submit for only once per year.
4. If you have received prior funding can you submit a proposal this cycle? Yes, however, priority will be given to organizations with solid proposals that have not yet been funded.
5. How will proposals be reviewed? How do we avoid grantee bias? The committee will review proposals that have first been referred and recommended by their community/neighborhood association.
6. Can RFPs be submitted from outside target neighborhood groups if working/teaming with an entity within the community? For this final legacy RFP we are only accepting applications from organizations that are within one of the stadium neighborhoods.
7. What is or could be considered as an organization? Any organized body of people with a particular purpose, especially a business, society, or association. The organization must hold a Certificate of Organization which establishes them

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as a recognized business. They also must have a Federal Employer Identification Number (EIN). Organizations can be not-for-profit or for-profit.

8. How many applicants can be awarded funding? We can not say for sure. This will be based on submission.
9. Will there be awards for each level of funding? Not necessarily. It depends on the proposals, their impact and the funding request.
10. Does an audit need to be completed before or after being selected for the grant? The most recent audit needs to be completed and submitted with the proposal if the grant request amount is \$100,000 or more.
11. What do you mean by "recent" audit? What is the time frame? Great question. The audit can not be older than 2 years.
12. What percent of your budget can your request not exceed? There are no specific requirements on this, but you should be mindful of capacity and what logically makes sense based on the level of capacity you have previously operated within.
13. How different is the narrative from the abstract? They seem to be very similar. The abstract is an overview and is only one page. The narrative gives you an opportunity to provide more in-depth information on your program and can be up to 7 pages.
14. What part of Grant park is included in the stadium neighborhoods? The portion of Grant Park comprised of the named streets in the Turner Field Neighborhoods Livable Centers Initiative (LCI) study.
15. Does the financial audit need to be completed by a CPA? Yes. An audit is a long process typically done by an independent auditing firm.
16. Do you have a list of zip codes for qualifying neighborhoods?
To identify if a location falls within the Stadium Neighborhoods Community, please go to <https://gis.atlantaga.gov/propinfo/>. To view a map of neighborhoods, please visit <https://gis.atlantaga.gov/portfolio-4-col-npu.html>.

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17. If you ask for a “high” amount for your project, will you be approved for a lower amount or will you be denied outright? *It is possible that you can be approved for a lower amount.*

18. Which components of the financial audit will you need included in the proposal. *We require the entire audit report. The auditor's report should describe the scope of the audit by stating that the audit was conducted in accordance with generally accepted auditing standards or in accordance with relevant national standards or practices as appropriate. The report should include a statement that the audit was planned and performed to obtain reasonable assurance about whether the financial statements are free of material misstatement.*

The auditor's report should describe the audit as including:

- a. Examining, on a test basis, evidence to support the financial statement amounts and disclosures;*
- b. Assessing the accounting principles used and significant estimates made by management in the preparation of the financial statements; and*
- c. Evaluating the overall financial statement presentation.*

The report should include a statement by the auditor that the audit provides a reasonable basis for the opinion.

19. Is the funding designed to be a reimbursement type of funding? Will the award be a drawdown of funds or lump sum? *If selected you will be required to complete an initial distribution form and will receive either 25% or 50% of your grant amount based on your grant award. In order to get your next installment you will have to spend down your first allotment, complete a report and submit required documents.*

20. Is there a minimum insurance amount?

The minimum liability insurance is:

- Each Occurrence \$1,000,000*
- Damage to Rented Premises \$100,000*
- Medical Expenses \$5,000*
- Personal and Adv Injury \$1,000,000*
- General Aggregate \$2,000,000*
- Products \$2,000,000*

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21. Where are the previous awardees list found? You can find a list of all grantees on the website at <https://snctrustatl.org/>.
22. Why do you call it Legacy RFP? Will this be the final round of funding available through The Trust (Stadium Neighborhoods Community Trust Fund)? Yes, this is the last opportunity and final disbursement of funds through The Trust.
23. Is it required for my facility to be in the City of Atlanta?
Yes, all grantees must be in the City of Atlanta and a part of the Stadium Neighborhoods Community.
24. Does the grant applicant have the option to make its proposal confidential and proprietary? Since the grant funds are administered through the City of Atlanta, your proposal submission may be viewed by the public through the Freedom of Information Act (FOIA) regardless of whether you are approved or denied a grant. Your proposal will be reviewed by The Trust Committee and selected community members. Please let me know if you have any questions or concerns.
25. Please describe the grant disbursement process and historic measures to track grant fund usage. Each grantee will receive an initial percentage of their grant award provided that they have completed the required documentation-grant agreement and initial grant distribution form. If the grant is \$25,000 and under, the grant is disbursed in 50% increments. If the grant is over \$25,000, the grant is disbursed in 25% increments. Disbursements is based on completion of the grant distribution form, submitting the expenditure report with supporting documentation and 100% spend down of the previous grant disbursement.
26. What is the Fiscal Agent? If an organization is not a formed business, we will allow a partner legal organization to serve as a fiscal agent. The fiscal agent must provide the supplemental materials outlined in the RFP. There can be NO changes to a fiscal agent once the proposal is submitted.