



CATALOGUE FOR
PHILANTHROPY

Financial Supplement

Frequently Asked Questions (FAQ's)

1. Is everyone required to submit Part II of the Application - Financial Supplements?

- Yes. We changed the application process this year. All applicants are required to submit both parts of the application.

2. When are the financial supplements due?

- Part II of the Application – Financial Supplements are due by midnight on March 16, 2012.

3. Where do I submit Part II?

- Financial supplements are submitted online. The link can be found in our APPLY section of the website. *You will need your written application confirmation code*
- Your confirmation code was sent to you via email upon completion of Part I of the Application. If you cannot find this email, please contact Hannah Lardent at 202-955-6538.

4. For the list of required documents: are we required to upload those in addition to the worksheet, or are they just documents necessary for completing the worksheet?

- All applicants are required to upload 8 documents in total, including the financial supplement worksheet. Please see APPLY section of the website for a list of required documents.

5. Is the financial workshop mandatory?

- The financial workshops are optional. We recommend that you attend the workshop so that you can better understand how to present your financial statements.

6. What if my organization has never completed an audit, are we still eligible to be considered? Is there an alternative document that we should upload?

Yes. Organizations that are not required to have an audit can submit their reviewed financial statements by an accountant or annual reports. If you don't have these two documents, you can simply submit the internal financial reports for the years requested (2011 fiscal year and 2012 fiscal year end)

7. What if our 990 is out of date (2009 or earlier)? Would you still like us to enter information into the worksheet from the 990? Or should we enter information from 2010?

-You should still enter the information from your most recently completed and filed 990, even though it's out of date. We are also looking at trends, so the information will be helpful for our analysis.

8. Will having administrative costs total over 25% percent of expenses prevent us from passing the financial review?

- No, this will not eliminate you from the process. Please include an explanation for why your administrative costs are at that level.

9. What is the completed year?

- The **completed** year is the most recently completed fiscal year. For organizations operating on a calendar year , the **current** year end would be December 31, 2011. For organizations operating on a fiscal year , the **completed** fiscal year end would be March 31, June 30 or September 30, 2011, for example.

10. What is the current fiscal year?

- The **current fiscal** year is year the organization currently operating in. For organizations operating on a calendar year , the current year ends on December 31, 2012. For organizations operating on a fiscal year , the **current** fiscal year would end on March 31, June 30, September 30 or December 31, 2012, for example.

11. Would our total expenses include in-kind costs?

- Yes. Total in-kind costs should equal total in-kind revenue.

12. What constitutes an administrative cost?

- Please see glossary of financial terms

13. What constitutes a fundraising cost?

- Please see glossary of financial terms

14. For questions 8 and 9 on the worksheet: Should we answer these with information from the 990 if our latest 990 was from 2009 or earlier? Or should we provide information for FY2010?

- This information should be provided from your most recently completed and filed 990

15. What is earned income?

- Please see glossary of financial terms

16. Does our submitted financial information remain confidential?

- Yes. We do not share any application information (both programmatic and financial) that you share with us.

17. For question 14 (previously question 13) on the financial worksheet: If I have anonymous funders, am I required to list their name?

- You are not required to share the name of an anonymous funder. Instead, please include them in the list as “Anonymous Individual Donor” or “Anonymous Foundation Donor” and list the gift amount.

18. What should we submit if our organization does not have a completed and/or approved 2011 budget?

- Please provide a draft of the 2011 budget and also an explanation as to why it’s not completed or approved.

19. What should we submit if our organization does not have a completed and/or approved 2012 budget?

- Please provide a draft of a 2012 budget.

20. For questions about the financial worksheet, who can I contact?

- Please contact our financial reviewers: Maribel de la Cruz mdelacruz@raffa.com or Zeynep Camlibel zcamlibel@raffa.com

21. For questions about the general application process, who can I contact?

- Please contact Hannah Lardent, hlardent@cfp-dc.org or 202-955-6538.