FIREAID LA COMMUNITY GRANTS PROGRAM
FREQUENTLY ASKED QUESTIONS

Part 1. Grant Related Questions

Part 2. Submittable.com Related Questions

If you have any additional questions or need assistance beyond this guide, please email FireAidLA@communitypartners.org *or call 213-529-9953*

To access the How-To-Guide with step by step instructions for filling out the application, please click here.

PART 1: GRANT RELATED QUESTIONS

WHO QUALIFIES FOR THIS GRANT OPPORTUNITY?

- 501c3 organizations and/or fiscally sponsored organizations
- Organizations with an annual budget and revenue under $1 million
- Organizations delivering direct fire-related relief activity, defined as addressing immediate needs and crisis response, such as but not limited to:
    - Cash assistance
    - Groceries and emergency supplies
    - Emergency childcare
    - Rental assistance
    - Medical Care and Mental Health
    - ETC

ENGLISH IS NOT MY FIRST LANGUAGE AND I NEED ASSISTANCE COMPLETING MY APPLICATION IN ENGLISH, WHAT SHOULD I DO?

Applications will be accepted in English only.

For questions around interpretation and translation assistance with your application, please contact us at FireAidLA@communitypartners.org

EL INGLÉS NO ES MI PRIMER IDIOMA Y NECESITO AYUDA PARA COMPLETAR MI SOLICITUD EN INGLÉS, ¿QUÉ DEBO HACER?

Solo se aceptarán solicitudes en inglés.
Si tiene alguna pregunta sobre la asistencia con la interpretación y la traducción de su solicitud, contáctenos en FireAidLA@communitypartners.org.

ԱՆԳԼԵՐԵՆՆ ԻՄ ԱՌԱՋԻՆ ԼԵԶՈՒՆ ՉԷ, ԵՎ ԻՆՁ ՕԳՆՈՒԹՅՈՒՆ Է ՊԵՏՔ ԱՆԳԼԵՐԵՆ ԴԻՄՈՒՄԸ ԼՐԱՑՆԵԼՈՒ ՀԱՄԱՐ, ԻՆՉ ՊԵՏՔ Է ԱՆԵՄ:

Հայտերն ընդունվելու են միայն անգլերեն լեզվով:
Ձեր դիմումի հետ կապված թարգմանության և թարգմանչական օգնության հարցերի համար դիմեք մեզ FireAidLA@communitypartners.org հասցեով

英语不是我的母语、所以我需要以英语來填写申请书的帮助、我应该怎么做？

只接受英文申请。
如果您对申请中的口译和笔译的协助有任何疑问，请通过

신청서를 작성할 때 영어가 모국어가 아닌 사람이 도움이 필요하다면 어떻게 해야 하나요?

신청서는 영문으로만 접수할 수 있습니다.

신청서에 대한 통역 및 번역 지원에 대한 질문이 있으시면

FireAidLA@communitypartners.org 로 문의하세요.

MY ORGANIZATION HAS RECEIVED SUPPORT FROM OTHER RELIEF FUNDS, CAN I STILL APPLY?

Yes, as long as organizations meet the eligibility criteria for this grant program they are encouraged to apply even if they have received any other relief funds.

ARE ORGANIZATIONS SERVING COMMUNITIES AFFECTED BY ANY OF THE LOS ANGELES COUNTY FIRES ELIGIBLE TO APPLY?

Yes, an organization who provides direct relief to beneficiaries who have been affected by any of the Los Angeles 2025 fire events will be eligible for funding.

WHAT IF WE WORK OUTSIDE OF LOS ANGELES COUNTY?

Grants must be used for activities solely in Los Angeles County, focusing on communities impacted by the LA wildfires.

WHAT ACTIVITES DOES THIS GRANT FUND?

Funded activities must be direct fire relief efforts that address immediate needs and crisis response for individuals, families, workers and businesses, such as but not limited to:

- o Cash assistance
- o Groceries and emergency supplies
- o Emergency childcare
- o Rental assistance
- o Medical Care and Mental Health
- o ETC

WHAT DOCUMENTS DO I NEED TO PROVIDE?

The application requires the following specific documents to be accurately and successfully uploaded in order to be eligible for a grant award:

- IRS Determination Letter
  - o For Fiscally Sponsored Organizations, please upload the IRS Determination Letter of your Fiscal Sponsor

- For Fiscally Sponsored Organizations: A copy of your fiscal sponsorship agreement
- Proof of active status and good standing with the State of California
  - You can find your proof of good standing through the following CA Secretary of State Link and upload a screenshot to the Submittable.com application, or upload a letter from the Secretary of State certifying your organization status
- Documented 2024 Organizational Financials
  - Examples of organizational financials include Form 990, Budget to Actuals, Profit and Loss Statements, etc.

If you have questions about the documents required contact us at FireAidLA@communitypartners.org. For support on how to upload documents to your application, visit this Submittable help page.

THE APPLICATION ASKS FOR THE ZIP CODE WHERE FUNDED FIRE RELIEF ACTIVITIES PREDOMINANTLY TAKE PLACE, WHAT IF MY ORGANIZATION SERVES MANY ZIP CODES?

We understand that some organizations work in multiple locations and serve many zip codes. For the application question, please choose one zip code where fire relief activities have predominantly occurred. You will have the opportunity to describe all the neighborhoods and cities you're working within in the narrative portion of the application.

HOW WILL AWARD AMOUNTS BE DETERMINED?

We will consider factors such as scale and/or depth of impact, capacity to deliver relief quickly, and ability to provide funds to fire impacted communities.

TIPS FOR APPLYING

- Submittable.com works best on Google Chrome, Firefox, and Safari. Internet Explorer is not supported. Please make sure you are using a supported browser.
- This application form is meant to be simple, so that applicants only need a few documents and can submit short written responses where requested.
- Make sure you meet the eligibility requirements before beginning the application, and if you aren't sure, contact us.

- Give yourself enough time to apply, including reviewing the guidelines, filling out the application, and answering the narrative prompts. We suggest setting aside at least an hour to complete the application.
- Proofread your application for completion, including answering all questions and uploading any required materials, before clicking "Submit."
- Submit your application early! Changes to your application may not be possible after the application window closes.

PART 2: SUBMITTABLE.COM QUESTIONS

The FireAidLA Community Grants Program application can be accessed through Submittable.com here.

Please note: Submittable.com works best on Google Chrome, Firefox, and Safari. Internet Explorer is not supported. Please make sure you are using a supported browser.

WHAT IS SUBMITTABLE.COM?

Submittable.com is software used by organizations to build customized online submission and application forms, as well as to review submissions and communicate with submitters. It is a comprehensive solution for managing grant applications and related workflows. For more information on Submittable.com take a look at this Submittable overview page.

DO I NEED A SUBMITTABLE.COM ACCOUNT TO APPLY FOR THIS OPPORTUNITY?

Yes, to access the grant application, you must be logged into a Submittable.com account. You can create a new account by selecting, "Create Your Account" at the bottom of the FireAidLA Community Grants Program application page. Next enter your email address, first and last names, and a display name. Create your password. For more information on setting up a new Submittable.com account take a look at this Submittable Help Page.

WHERE DO I FIND MY APPLICATION IN MY SUBMITTABLE.COM ACCOUNT?

Once you're signed, you will be taken to the "My Submissions" page where you will find all submissions you've made through your Submittable.com account. If you have multiple applications in your Submittable.com account, make sure you select the FireAidLA

Community Grants Program application. For more information on accessing and managing your submissions take a look at this Submittable Help Page.

CAN MULTIPLE PEOPLE FROM MY ORGANIZATION ACCESS MY APPLICATION?

Yes, you can add "collaborators" to your Submittable.com application enabling a group of applicants to work together on the application. To add collaborators to your application, select the "Manage Collaborators" option on the top right-hand side of your application page. Under "Add More People," enter the email addresses of your collaborators, clicking "Enter" after each addition. Once the email addresses are entered, select "Invite." Your collaborators will receive an email from Submittable.com, which they will need to accept to gain access to the application. The submission owner will be able to adjust the collaborator permissions at any time.

PLEASE NOTE: The submission owner is the only user who can submit the application.

For more information on how to add and manage collaborators take a look at this Submittable Help Page.

PLEASE ENSURE THAT YOUR ORGANIZATION DOES NOT SUBMIT MULTIPLE DUPLICATE APPLICATIONS.

CAN I SAVE AND RETURN TO MY APPLICATION?

You can save and return to your application at any time during the submission process. To save your application while you are working on it, scroll to the bottom of the webpage and click on "Save Draft." Please make sure to save your draft frequently.

To return to a saved draft, login to your Submittable.com account and click on the "Saved Drafts" tab. Locate your draft and click "Continue" next to that draft. You will be taken back to your saved draft, which you can then continue to complete. For more information on returning to your saved application take a look at this Submittable Help Page.

I LOST MY SUBMITTABLE.COM PASSWORD, WHAT DO I DO?

You can reset a lost password by clicking on the "Forgot" button in the password field, entering your email address, and selecting "Continue." This will send a verification email to which you will select "Confirm." You will be taken to a Submittable.com page where you can enter your new password, select "Reset Password," and then select "Back to

Submittable.com" to once again access your account. For more information on resetting your password take a look at this Submittable Help Page.

I CAN'T FIND MY APPLICATION IN MY SUBMITTABLE.COM ACCOUNT, WHAT DO I DO?

First, if you do not see your Submittable.com application under the "My Submissions" tab, make sure that you are logged into Submittable.com with the email address you used to create your account. You can check which account you are logged into by clicking your initials in the upper right corner.

If you still cannot find your submission, try setting a filter and then selecting the "Clear Filters" button under the Submissions tab at the top of the page. This can act as an application refresh. For more information on accessing your application submission take a look at this Submittable Help Page.

CAN I EDIT MY APPLICATION AFTER I'VE HIT "SUBMIT"?

If your submission has been sent, it is no longer editable by you or your collaborators.

You can contact Community Partners to request your application be reopened by sending a message from your Submittable.com account. To do so, go to your submissions list and locate your submission. Select its title or number to open. You will see an Edit link in the top right corner of details. Click the Edit link to send us a request to reopen your application. For more information on editing your application take a look at this Submittable Help Page. Please be sure to hit submit after completing your edits. You will receive a confirmation email if your edits were successfully submitted.

If you have trouble sending a message from your Submittable.com account or have additional questions, please email FireAidLA@communitypartners.org.

Please note: Requests to make edits to your application will not be accepted after April 15, 2025, at 5:00 PM.

Applications must be submitted in full, including resubmission with any edits through the re-opening process described above, by the submission deadline of April 16, 2025, at 11:59 PM.

HOW DO I KNOW MY APPLICATION WAS SUCCESSFULLY SUBMITTED?

After you've selected the "Submit" button at the bottom of the Submittable application page, you will be taken to a confirmation page on the Submittable site. You will also receive an email sent to the email address used to create your application that reads:

Thank you for submitting your application for the FireAidLA Community Grants Program. This email confirms our receipt of your application.

We will review your application and eligibility to determine whether your submission moves forward for further consideration. Our application submission period closes on April 16, 2025 at 11:59 PM, and a grantee announcement will be made around the end of April. To see the status of your application, you can log into our application portal at any time.

If you find that you have made an error in the information you have provided to us, please respond to this email with any additional information we should know. We will not accept requests make edits to applications after April 15, 2025, at 5:00 PM.

We appreciate your interest in the program and thank you for providing fire relief in LA County.

In the meantime, please refer to the website and FAQs for additional information about the program.

FireAidLA Community Grants Program Team

I NEED GENERAL SUBMITTABLE.COM ASSISTANCE

If you continue to have trouble with your Submittable.com account or application, you can contact Submittable.com by filling out the help form at the bottom of this page. Submittable.com's business hours are 9:00 AM to 5:00 PM MT. They aim to respond within 24 business hours.

You can also reach out to the Community Partners team FireAidLA@communitypartners.org or 213-529-9953 for application assistance. Please note that Community Partners staff will be available until 5:00 PM on April 16, 2025, to provide application assistance.