**Don Nottoli Project: Age Friendly Community Grants Initiative Q&A**

**Question 1 :**Milestone question: What would proof of hiring someone for the project? A payroll report? Would this be on a monthly reimbursement process or a one-time release of funds?

**Answer 1:** One of the things to see is timecards is what we would want. If that doesn’t work, we can work together on that. If it’s a contractor or agency, submitting a contract or invoice would work.

**Question 2:** Is there any requirement for proof of the $2,500 match?

Answer #2: No requirement for proof

**Question #3:** Is there a preference for file format? Word doc, pdf, ppt?

**Answer #3:** The PDF is interactive and locked. You keep the filing in PDF.

**Question#4:** What type of milestone verification is needed for volunteer recruitment?

**Answer #4:** The timeline and milestones sections should be filled out completely and follow chronological order. The milestones section triggers payment. It’s necessary to identify a milestone when occurring cost and you want to be reimbursed for that.

**Question #5:** How are the funds reimbursed? All at once? Divided between the number of

milestones?

**Answer #5:** It depends on how many milestones you have. Example: If you have two milestones, once the first milestone if completed, a portion of that will be reimbursed. Once the second milestone has been completed, the remaining balance of the funds will be sent.

**Question #6:** Can other departments of the County apply for this grant.

**Answer #6:** County entities are not eligible to apply.

**Question #7:** Are we submitted timesheets every month for reimbursement for staff time to run the project?

**Answer #7:** It depends on how you structure your milestones. If you have monthly milestones, then you would invoice for reimbursement for that time.

**Question #8:** Can multiple agencies work on a project together, can we apply separately for a grant.

**Answer #8:** Only other agencies are represented here, are eligible to apply for funds.

Potentially partnering up with other agencies that are present here, yes.

**Question#9:** Are capital improvements allowed?

**Answer #9:** Purchase of major capital improvement, land, building(s), vehicles are not allowed. What is allowed are minor modifications to buildings or vehicles.

**Question #10:** Does it state in the application a number of individuals that would be impacted by this project?

**Answer #10:** No