

ICICLE FUND

Application Instructions and Information For New and Returning Applicants

The Icicle Fund uses an online grants management system. All letters of inquiry (LOI's), grant applications and reports are submitted electronically. The following instructions and information will assist you in completing the application process.

First, some tried and true words of advice. (1) Please **read the following instructions** and those you will find in the forms, **carefully and thoroughly**. (2) **Please call us** if you have any questions or need help with any aspect of the grant application process. Late or incomplete applications are not reviewed.

New Applicants

1. On the Icicle Fund Funding Request page, click on *Grant Management Login*.
2. Create a USER ID (usually your e-mail address) and password. We do not have access to passwords, so make sure you keep a record of it. Click on *Create a New Account*.
3. Register your organization in the Icicle Fund grants management system by filling out all of the requested information. Proceed to next step.
4. Review your contact information and click on Apply.
5. Select the appropriate grant application process and proceed.

Grant application processes:

Icicle Fund Application—for all applicants, with the following two exceptions:

Arts and Museum Funding Initiative Application—for arts organizations and museums or heritage organizations applying for capacity-building support;

Renewal Application—only for those who have already received a multi-year grant and are applying for annual renewal. As a rule, new multi-year grants are no longer awarded.

Returning Applicants

1. Log in to your home page (title *Application Status*). Review your organization information and edit to make any necessary changes. Review the lists of grants submitted by your organization – look for the blue *Complete* to submit required reports or updates.
2. To start a new application, select *Start New Application* in the upper left hand corner of the page.
3. Select the appropriate application process and proceed.

Letters of Inquiry

1. The application process begins with an LOI in which a brief description of the project for which you are requesting funding is provided, as well as some additional information. The purpose of a letter of inquiry is to allow us to invite applications that are appropriate for Icicle Fund grants and will be competitive. This will save you the work of completing an entire application that does not meet current Icicle Fund requirements and preferences.
2. LOIs must be submitted at least two weeks before the application deadline.
3. If an LOI is received less than two weeks before the application deadline, it will be deferred until the next funding cycle.
4. Space is limited for many questions; keep your answers clear and to the point.
5. All Letters of Inquiry will receive an email response. Once your Letter of Inquiry has been approved, you will have access to the application form.

Electronic Filing

1. Save your draft application frequently to avoid losing your work.
2. You may download a copy of the application to your computer. This allows you to answer the questions at your leisure, and then copy/paste your answers into the application when you are ready.

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3. Once your application has been submitted it is no longer available for editing.
4. The character limits are sufficient for the information we need to evaluate your application. Whether you type directly into the text box, cut and paste, or upload, please adhere to these limits.
5. Uploading files
 - a. Only ONE file can be uploaded per question.
 - b. Multiple documents can be combined into one file and then uploaded. We suggest you convert the file into PDF format before uploading so that all formatting is retained. If you do not have the Acrobat Adobe program that does this, you can download the free Go PDF program from the Internet. The fax-to-file feature on the grant management site will also convert your documents to PDF.
 - c. Excel uploads: Single Excel spreadsheets may be uploaded, but Excel work books should not.

Requirements

1. If you are applying for any computer **hardware or software**, please tell us who is trained to use the equipment or software and/or how you will go about getting the training. Training expenses can be included in your request, but should be documented.
2. All **capital requests** must be accompanied by three contractor bids or vendor estimates. Exception: Arts and Museum Funding Initiative requests require two.
3. Budget and financial information requests are strictly adhered to. Please be sure your information is accurate and up-to-date before submitting.

Other Information

1. If you would like to use the Icicle Fund's templates for Goals or Budgets, please find them on the *Requests for Funding* page on our website.
2. FAQs
 - a. *Should we keep a record of all expenses associated with our approved grant?* Yes. When it is time for you to provide a report on your activities, we will request a detailed statement of expenditures.
 - b. *Should in-kind donations be included on our budget?* Yes. In-kind donations demonstrate how some activities or functions are accomplished. Without this information, your budget may appear insufficient for your needs. Place in-kind donations in a separate category on both the revenue and expense sides of your budget. In-kind donations do not qualify for challenge grant funds.
 - c. *What happens if we forget to answer one of the questions or one element of a question?* If you do not provide an answer for one of the required questions, you will not be able to submit your application. If you have not answered one of the elements of the question or have not provided all the required financial material, your application will be marked incomplete and will not be reviewed.
 - d. *Will the Icicle Fund be making a site visit to our organization?* New applicants should expect a site visit some time during the seven week period following the approval of your Letter of Inquiry. Returning applicants are visited annually. We will call to set up a mutually convenient time for the visit.
 - e. *Can't we just submit a hard-copy of the application?* No, sorry. Call if you need help.
 - f. *When is everything due and when will we know what action was taken on our application?*

For June 2010

LOI	no later than April 2, 4:00 pm
LOI notification	within one week of submission
Application	no later than April 19, 4:00 pm
Notification	by June 18, 2010

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For December 2010

LOI	no later than October 11, 4:00 pm
LOI notification	within one week of submission
Application	no later than October 25, 4:00 pm
Notification	by December 31, 2010