

Southeast Sustainable Communities Fund 2017

Frequently Asked Questions

August 2017

1. Will the program manager review drafts of the final proposals?

We are not prepared to do a line-by-line review of final proposal drafts, but will be happy to review general ideas. The letter of intent (LOI) outline is the best format to use if final applicants would like to pitch a new idea or review new versions of an idea with the program manager during a technical assistance call.

2. Is there a limit to the number of attachments that can be included in the final proposal submission?

No, there is no limit to the number of attachments. However, we request that final applications only include the most relevant information as an attachment, and that those attachments are as concise as possible. If a project does require the submission of attachments, please make sure those are clearly relevant to the project and that they advance the understanding of the overall project concept.

3. Do you foresee contacting final applicants for additional information?

There may be a reason that the program manager needs to contact a final applicant for clarification after the initial review final application submissions. There may another time when further clarification is needed after the selection committee retreat, on October 5 and 6, for final clarifications. If further clarification is needed, the program manager will contact that final applicant directly via email.

4. Can you provide more details and clarification around the difference between budget using the milestone table and budget spreadsheet tools?

The budget spreadsheet should be used as a way for final applicants to tell us about their budgets by expense type, and should provide the most detailed information about specific estimated costs that will be incurred related to specific project activities. The milestone table should be used as a way to tell us about major project milestones, and to describe total expenses related to that milestone. This larger milestone budget number would likely, or could, include several smaller budget items in the budget spreadsheet. It should be viewed as a way to provide a snapshot of major milestone activities and where budget requests matches up with these milestones.

5. Is there a template and/or a formatting requirement for letters of support?

There is no template for the letters of support, and there are no formatting requirements. Final applications are required to explain partnerships and key stakeholder relationships in in detail, but letters of support are not required. We encourage final applicants to only provide letters of support that are relevant to the project, and add pointed information that helps the selection committee to better understand the project. General letters of support from key partners or stakeholders that have already been described in detail in the final application are not necessary, nor are they required.

6. **Should final applicants lean toward a specific methodology when considering the development of the regional replicability element of the project, or do you expect certain deliverables related to replicability?**

We do not have a specific methodology in mind, nor do we expect certain deliverables. We would like final applicants to demonstrate in their applications ways that projects can bring value to others and can translate lessons learned across the region. and can be completed and bundled with value in a way that others can learn from it. Projects should not be so hyper customized to a community that the lessons learned are not relevant and applicable anywhere else. For example, if a community project focuses on making a cement factory more sustainable and the community has the only cement factory in the south, then the lessons learned would not be able to translate easily to other communities and the project may not bring replicable elements forward.

7. **What are your expectations around a project's outcomes?**

We do not have specific expectations around outcomes, rather we have left it open for final applicants to create a project work plan, and define what outcomes will be meaningful and impactful, based on the needs of their communities. We recommend that final applications demonstrate a clarify around a project's goals, and focus on outcomes, meaning ***the benefit or performance of the activity***. Anticipated project outcomes should be customized and relevant to your project's specific goals.