



Grant FAQs

WHAT is important to know?

- The Grants Chair reviews the application for completeness as well as to determine that the request meets the PROF Application, Funding, and Technology Guidelines.
- The applicant may be asked to meet with the Grants Chair/Committee or be contacted with questions related to the request.

HOW is a grant evaluated?

- The Grants Committee is comprised of PROF trustees that use an Evaluation Rubric to carefully consider the grant request.
- After committee review, a recommendation is made to the PROF trustees for a vote at the next scheduled PROF Board meeting.

WHEN will I know if I have received the grant?

- Notification of a decision on a grant application, from the submission deadline to a full PROF Board vote, could take up to one month.
- Decisions are announced to the grant applicant within one week of the scheduled PROF Board Meeting corresponding to the grant deadline.

HOW is the awarded grant reimbursed?

- All invoices must be submitted within 30 days of the award notification.
- Submit the Reimbursement Request form **with receipts** via email to grants@prof-fund.org or mail to Pine-Richland Opportunities Fund, P.O. Box 248, Wexford, PA 15090.
- Awardees may obtain one extension for a second 30 days after approval from the Grants Chair.
- Unsubmitted expenses may be subject to the grant being revoked.

WHAT follow-up documentation is required by a grant awardee?

- Awardees must submit a Project Summary by a date determined by the Grants Committee in the award notification.
- If an awardee determines more time is needed, then communication to the Grants Committee Chair is necessary to establish a mutually agreed upon deadline.

QUESTIONS?

- Contact us - grants@prof-fund.org