

What is the review process and timeline, and who will be reviewing?

Applications will be reviewed by a four-person committee convened by the MCDC Executive Board. Committee members will individually score proposals then meet in person to discuss and choose the proposals to be awarded, and funding amounts.

We expect awardees to be chosen by end of September 2019. The decisions will be reviewed and will go to the Madison Common Council for confirmation. We expect this to happen by October 31st but times may vary. Expect grants to be paid within 3 weeks of the Council confirmation.

Should I include matching funding, either internal or external to our organization, in the grant budget?

Yes. If your organization will be providing staff time or office resources to the proposed project, demonstrate this in the budget section of the application. Also, if you are receiving outside funding that will contribute to the proposed project, include that as well.

The application asks for two letters of support, but also says it is required that the letters come from "initiatives undertaken by at least 3 unrelated individuals." What does that mean?

We only require two letters of support from individuals or organizations that have supported your work or will be connected to the proposed project. The letters cannot be written by individuals that are related to (family members of) grant applicants.