Record Clearing Year 2 FAQ

1. When does this application open and when is it due?

The application opens on Wednesday, February 1 and it is due on Thursday, March 30th.

2. Who can apply?

Lead applicant must be a non profit or educational institution with IRS code Section 501(c) (3) and 509(a) (1), (2) or (3), or Section 170(c); or a public entity. You will be required to input an EIN number in order to move forward with the application.

You are also allowed to utilize a fiscal sponsor if needed; if you choose to utilize a fiscal sponsor you will have to put their EIN into the application and you also will need to attach a letter from them outlining the details of your sponsorship.

If you believe you are qualified for this work but your organization does not fit the above description, please reach out as soon as possible to contact@thepromisephl.org and we will help you research your options

3. **If we applied for this program in year 1 and were denied, should we try to apply again?**

We definitely encourage all organizations to apply regardless of what your year 1 decision was. There are many things that go into the funding decisions for this program including ensuring the collective group of grantees has high geographic diversity and target population diversity, so it is quite possible that a year 2 decision will be different for your organization even if your application is similar.

4. If we were part of the program in year 1, are we guaranteed to be selected in year 2?

No, year 1 participation does not automatically mean year 2 selection. Each application will be viewed individually on its own merit, as well as collectively to ensure high diversity of events, event hosts, and geography. However, there is the opportunity to gain or lose a few points based on year 1 performance, so if you hosted strong events in year 1 you will likely receive a few bonus points in your application.

5. What is the difference between this year's application/program and last year's application/program?

The application in year 2 is very similar to year 1 and the program will have many similarities as well. However, a few differences to note include:

- Event hosts will have the option this year to choose whether they want to apply for one event or two events. ***Please note: even if you apply for two events, there is a chance that you might only be offered funding for one event.***
- There will be fewer clinics overall. Year 1 involved 30-36 clinics during the program year. We are aiming for 15-18 clinics in year 2. This will unfortunately likely lead to fewer organizations receiving funding.
- We are asking event hosts to provide some possible dates they are considering having their events. Please note it is NOT a guarantee you will be offered these dates, so please do not plan anything nonrefundable (e.g. booking space, etc) until you have an official date from us. However, we would like the opportunity to ensure that our events will be spread out throughout the year and this will help us plan our calendar earlier this year.
- We are utilizing a new application system, Submittable, this year. Applications will not be turned in via email.
- There are two options for bonus points this year. There is one opportunity to get bonus points if you have bilingual staff who can dedicate some time for this project. The other opportunity is for organizations who participated in year 1; these bonus points will be based on one additional question about their year 1 experience as well as overall year 1 performance. (Please note it is also possible for year 1 participants to lose a few points based on their performance as well.)
- This year the application will also be submitted through the Submittable system, not through email.

6. Do I have to fill out my entire application in one sitting since it is being done online this year?

No, once you make an account you can save your application and return back to it. The application will auto-save every couple minutes that you work on it. You can also invite other collaborators to work on the application with you through the Submittable system, but the application must be submitted by the person who first makes an account and begins the application.

7. Why is there a large difference between funding for event hosts and legal services organizations?

Event hosts are only required to host 1-2 events over the grant period (July 2023-June 2024). Legal services organizations will be facilitating many more events than that. Their costs also involve all of the ongoing costs of lawyers, petitions, etc as they take on clients at the clinics for as long as their cases take.

8. Will this be multi-year funding?

Currently, this is a one-year funding opportunity. We may replicate some clinics or events in future years.

Grant expectations will include follow-up with our evaluation partner after the initial one-year period.

9. Are we limited in what we can spend money on?

We want you to host fun and engaging events that serve as many people as possible. These funds are very flexible in helping you achieve that.

Unlike some other grants, it is okay to spend these funds on things such as food if you believe it will help make your event a success.

You are also free to spend these funds on things you think will not only help you host successful events but will also increase your capacity to do this work in the future. For example: a new type of software for dealing with clients, or an outdoor tent to host safe, COVID-friendly outdoor activities.

10. Do we have to hire a staff member to coordinate this work?

How you handle staffing is up to you. We know these funds might not be enough to cover a full-time person while also hosting successful events.

What we do ask is that there be a point person that The Promise, United Way, legal services partners, workforce development partners, and evaluation partners can reach out to as needed. If this person leaves, a new contact person will need to resume those duties.

You are free to use portions of these funds to cover parts of someone's salary to make this possible if that is what works best for your organization.

11. Will we possibly be considered for different budget terms than what we apply for?

Yes, final funding decisions and amounts will be based on a variety of factors including number of applicants, location diversity of applicants, diversity of communities served, and applicant capacity. It is possible that your final offer will be for slightly less or more than what you submit. We will ask you to adjust your budget accordingly if needed.

12. **If we conduct other record sealing/clearing clinics in the grant period should we also report on those?**

> Part of the purpose of these funds is to build capacity for this work. With that in mind, we would like you to keep track of things you are able to do because of the money you are granted (e.g. hire a staff member, conduct extra clinics, represent people in other areas of employment law).
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> However, the heaviest reporting in terms of long term outcomes (e.g. event attendance, pardon/expungement processes) is only expected for the clinics you work with through The Promise.

13. **If we have experience running virtual events, can we apply for virtual events?**

> If you have this experience, please highlight it in your application. As of right now we intend for these events to be in-person but covid-19 guidelines, requirements, and concerns are ever-changing and it would be helpful to know who has virtual event experience so we can make sure to maximize partnerships if we have to make these events virtual.

14. **Will we get a say in who we partner with?**

We know many of you have held similar clinics before, and so we will ask if you have experience with certain legal services organizations/community based organizations and we will try to take these prior relationships under advisement when setting up the partnerships. However, final partnership decisions will depend on location, availability, capacity, etc. We will also make our best effort to ensure that the same legal services organizations attends both clinics each CBO hosts.

A workforce development partner will be provided for you but if your organization has workforce experience please highlight that in your application. Please also feel free to invite other workforce partners to your resource fairs.

A research partner will be provided for you.