Clarence "Shaheed" DuBois Community Grant Program
Frequently Asked Questions (FAQs)

HERCULES PROGRAMS

1. I have seen different names for community grant funding from the Emory HERCULES Center, i.e. Clarence "Shaheed" DuBois Community Grant Program, HERCULES Community Grant Program, HERCULES Mini-Grant Program. Are these programs the same?

Yes, these programs are the same. The HERCULES Center only has one community grant funding program, and the name was changed from the HERCULES Mini-Grant Program to the Clarence "Shaheed" Dubois Community Grant Program to honor a dedicated stakeholder and community advocate. You can read more about Shaheed DuBois and the renaming of the grant program here: emoryhercules.com/news/community-mini-grants-program-renamed/

The grant program is commonly referred to by variations of its full title, such as the Community Grant Program or the HERCULES Grant Program.

ENVIRONMENTAL HEALTH

2. What does "environmental health" mean?

Environmental health addresses the way in which the environment affects health. This can refer to any individual environmental factor, such as a specific pesticide or a household chemical, or it can refer to the way in which humans are exposed to environmental factors, such as through air, water, and soil. An environmental health concern is a perception of harm to humans due to exposure to environmental factors.

SUBMITTING THE APPLICATION

3. If I didn't send a letter of intent by September 15, can I still apply to the Clarence "Shaheed" DuBois Community Grant Program?

Yes, you can still apply, but please notify Laura Whitaker before the October 1st application deadline:
Email: llwhita@emory.edu
Phone: 404-712-8761

4. Can I submit the answers to the application in a different order or format?

No, proposals must be submitted using the HERCULES Grant Program application, which has a specific format and question order that must be followed.

5. Can applications be hand-delivered to the Emory HERCULES Center?

Yes, the applications can be delivered to the Emory HERCULES Center, but you must notify us prior to delivering the application. Please call Laura to arrange hand delivery: 404-712-8761

PROJECT DESIGN AND PLANNING

6. My organization is currently working on a project that would benefit from additional funding. Does the HERCULES Grant Program fund activities for ongoing projects, or does the program only fund new projects?
Both new and ongoing projects are eligible for HERCULES grant funding, provided each project addresses an environmental health concern in the community.

7. When completing the timeline portion of the application, do I need to include every month of the year? What if my project doesn't have any activities during a particular month?
No, every month does not need to be included in the project timeline. However, you do need to include all activities, and the timeline does need to be logical and reasonable. In addition to activities, it's helpful to include planning and/or preparation as part of your timeline, which may take place in the months where you are not conducting activities.

8. Can my organization propose a project that lasts less than a year?
Yes, if your project does not require a full 12 months, it is still eligible. However, the time allotted to the project must be reasonable. You may consider using the remaining time to write a project report, or plan for sustainability, if applicable. If all activities do not require a full 12 months, please write your timeline to indicate the amount of time needed. Your organization may **not** propose a project that lasts more than 12 months.

9. Does the HERCULES Grant Program accept applications for planning grants?
Yes, HERCULES will accept applications for planning grants, however, applications of this nature will be reviewed by different criteria. If you submit a planning grant, the application must very clearly express why the planning activities are necessary to achieve a specific outcome, how the planning will be used to achieve this outcome, and how the subsequent activities will be funded and supported. The subsequent support and funding must be certain and well documented.

10. How can my organization describe our past experience if we've just been established?
Describe the steps your organization has taken to identify the problem that your project will address, and what steps it has already taken to address the problem. Provide information about the individuals who make up your organization, their relationship with the community, and their experience related to the proposed project.

11. Does HERCULES fund projects if the activities can't continue after HERCULES grant funding ends?
Yes, absolutely! We expect proposed activities to be specific to a project and contained within the 12 month grant period. However, if activities can be funded outside of the 12 month period, and your application clearly describes the reason for conducting the activities outside of this period (i.e. the activities are part of a larger project or will be repeated for a different audience), that is acceptable and can serve to strengthen you application, depending on your organization, the community, and proposed activities. We do recommend that your application emphasize how conducting activities will have a sustained impact on the community and how the project may serve to advance the capacity of your organization to address environmental health concerns.

BUDGET

12. What is a fiscal agent? Does the fiscal agent need to apply for the grant?
If your organization has 501(c)3 tax status, you do not need a fiscal agent. If your organization does not have 501(c)3 status, you can use a fiscal agent to receive the grant funds on your behalf. The fiscal agent must be not-for-profit under Section 501c(3) of the Internal Revenue Code. The fiscal agent does not need to apply, but

a contact person from that organization should be listed as the financial official on the application. If you are using a fiscal agent, be sure to have them provide a letter of support.

13. Can grant funds be used to purchase equipment and get someone certified to use the equipment?
Yes, as long as the equipment is clearly necessary in order to accomplish the goals and objectives described in the application.

14. If additional sources of funding will be used to complete the project (e.g., another organization is willing to match funding), how should I denote this in the application?
It is important to note all supplementary funds that will be used to carry out your proposal, e.g. funds, resources, donations, volunteer time, etc. Please describe these additional resources or sources of funding by using the budget table in question 5. For example, in the "Item" column, you may write, "Training materials" or "Staff time"; and in the "Amount" column, you may write, "Donated by Factory Elementary School" or "Volunteer".

15. Can funds be used to consult with a professional about specific aspects of the project?
Yes, consultants may be compensated with funds from the grant.

16. Can funds be used to purchase a used car to help transport community members to and from a project site?
No, funds may not be used to purchase a used car. Funds can, however, be used to rent a shuttle or purchase MARTA cards for participants, provided that the transportation is necessary to accomplish project goals and objectives.

17. Can the organization's staff members be reimbursed for car mileage?
Yes, as long as the travel is essential to the project.

18. Can funds be used to establish the organization's non-profit status?
No. If your organization does not have 501(c)3 tax status, you may apply for the grant using a fiscal agent. However, you cannot use grant funds to establish 501(c)3 status.

19. Can vouchers be provided as participant incentives?
At this time, you may list vouchers as a budget item. However, it is uncertain whether this will be approved through the Emory Financial system.

TECHNICAL
20. If I don't finish the application in one sitting, can I open it up again and complete it later?
Yes, but you will need to save the application file every time you close it.

21. How do I save my progress on the application?
Navigate to the upper left corner of the application. Click on "File". Options will appear below. Click on the "Save As…" option. A box will pop up asking you where you want to save the file. You can save the file on your "Desktop" (the home screen of your computer) or in "Documents" or any other place that you will remember. *Be sure to save often!!*

22. I don't have a word processor like Microsoft Word, is there another place I can draft text, if I don't want to type directly into Adobe?

You can draft text in an email or in free programs like NotePad and TextEdit, copy it from there, and paste it into the application.

23. How do I copy and paste text?
If you are using a Windows computer, the mouse will have 2 clickable buttons. Click on the left button, and drag the mouse pointer over the text that you want to copy. Click on the right button of your mouse, and select "Copy" from the list of options that appears. Go to the document, email, or Adobe application where you would like to paste the text, right click the mouse, and select "Paste".