

## Community Sharing Fund FAQs

**1. Who is eligible for a Community Sharing Fund grant?** The applicant must be a resident of Dakota, Ramsey, or Washington County, Minnesota for a minimum of 30 days prior to the application.

**2. I have never used the online application portal, how do I set up an account?** To set up an account, please view our [First Time Login instructions](#).

For additional assistance, please email the Grants Administration team at [grantsadmin@spmcf.org](mailto:grantsadmin@spmcf.org).

**3. Which web browser should I use when accessing the online application portal**

For the best user experience, the application portal is compatible with the last 2 major stable versions of (the Chromium-based) Microsoft Edge, Google Chrome, Mozilla Firefox, and Apple Safari 9 or greater.

**4. Can I upload more than one document file during the application process?** Yes, please view the [Attachment Section link](#) for instructions on how to upload a document.

**5. Can I upload documents after I have submitted the application?** Yes. Please view the [Attachment Section link](#) for further instructions. If additional documents are uploaded, please notify the CSF staff person you are working with.

**6. What documentation should I submit to support the request of the crisis?**

Documents submitted should reflect the specifics of the crisis. *For example:*

- Loss of income: send paystub(s) that show the reduction in income.
- If rent money was used to cover car repairs and the client needs help with paying rent, please submit the receipts in the amount they are requesting assistance for and the shelter expense form.
- Someone was unemployed and is starting a new job but needs assistance with past due rent: please submit verification of employment and the shelter expense form.

## 7. How many applications can I submit per day?

Three (3) applications per caseworker are permitted per day.

## 8. What does it mean when my application status reads In Process?

Applications with a status of "In Process" have not yet been submitted and still need additional required information before you may submit the application. Once an application is submitted, you may not edit any of the application sections. You may view the PDF and other details, and you may upload additional documentation, as needed.

## 9. What do the other application status's mean?

**Approved** – the application has been approved for funding.

**Received** – the application has been successfully submitted.

**Withdrawn** - the application has been removed from consideration by CSF staff.

**Denied** – the application does not meet funding criteria.

If you have questions about any of these determinations, please contact CSF staff.

### My Applications

Project Name	Program	Application Date	Amount	Approved Date	Status	Actions	App PDF
Angelica P. Kitten 7.12.2022 - 685462	Community Sharing Fund	7/12/2022	\$2.00		Received	<a href="#">Details</a>	<a href="#">View PDF</a>

## 10. How do I know that my application has been approved?

Once the application has been approved, approval will be reflected in the "My CSF Applications" page and the status will be listed as **Approved**.

## 11. How long does the application process take?

Staff will contact the caseworker within 2-3 business days of the application submission date. Staff will discuss each application with each caseworker. It is the caseworker's responsibility to gather sufficient documentation and additional information about the crisis if requested by staff.

## 12. Who is responsible for sending the payment to the vendor?

Cash grants are not made to clients. Community Sharing Fund grants are payable directly to the referring [501(c)(3) organizations or government agencies for use as specified in the grant agreement. Payments to vendors (landlord, utility company, etc.) are made by the referring agencies.

### \*For-Profit Organizations Only

\*If the agency is a For-Profit organization, the caseworker will need to be contracted with an agency of 501(c)(3) status or a government agency. The contracted agency will be reimbursed. *For example:* the county or another nonprofit agency.

**For other inquiries about the Community Sharing Fund please contact:**

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**For technical issues, please contact:** [grantsadmin@spmcf.org](mailto:grantsadmin@spmcf.org)