

## **Community Sharing Fund FAQ's**

### **Who is eligible for a Community Sharing Fund grant?**

The applicant must be a resident of Dakota, Ramsey or Washington County, Minnesota for at least 30 days prior to application.

### **I have never used the online application system, how do I set up an account?**

You will need to complete the registration process and set up an account. For more information on how to complete the registration process, review the [Grantseeker User Guide](#).

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

### **Which web browser should I use when accessing the online application system?**

For the best user experience please use Internet Explorer, our preferred web browser. At this time, we do not provide support for any other web browsers.

### **Can I upload more than one document file during the application process?**

No. Only one complete file can be uploaded during the application process. *For example:* if you have two separate pages of documentation, combine both pages into one pdf file and upload that single file.

Additional documentation that was not uploaded during the application process can be sent to staff directly via email or fax. However, we encourage all caseworkers to utilize the online application process.

### **Can I upload documents after I have submitted the application?**

No. Once the application has been submitted, additional documents, changes, or edits cannot be made.

### **What documents should I submit to support the request of the crisis?**

Documents submitted should reflect the issue 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; 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; submit verification of employment and the shelter expense form.

### **How many applications can I submit per day?**

Three (3) applications per caseworker per day.

### **What does it mean when my application status reads "CREATED"?**

Application has been started and saved, but **NOT** submitted. Edits and changes allowed.

### **What does it mean when my application status reads "SUBMITTED"?**

Application has been completed by caseworker and pending database entry. Edits and changes are no longer permitted.

**What does it mean when my application status reads “PROCESSED”?**

Application has been received and entered into the system. Foundation staff will review and contact caseworker to discuss.

**How do I know that my application has been approved?**

Once the application has been approved it will be reflected in the “My Awards” section.

**How long does the application process take?**

Staff will contact the caseworker within two business days of 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.

**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 agencies [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 those 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, contact:** [grantsadmin@spmcf.org](mailto:grantsadmin@spmcf.org)