

# Asian American Center of Excellence (AACE)

## Micro-Grants Frequently Asked Questions

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1. Who are Asian Americans & Pacific Islanders?

- a. [Asian Americans](#) and [Pacific Islanders](#) are individuals who belong to the following groups:

- |                               |                     |                |
|-------------------------------|---------------------|----------------|
| 1) Afghani                    | 11) Hmong           | 22) Nepalese   |
| 2) Asian Indian               | 12) Indonesian      | 23) Okinawan   |
| 3) Bangladeshi                | 13) Japanese        | 24) Pakistani  |
| 4) Bhutanese                  | 14) Korean          | 25) Polynesian |
| 5) Burmese                    | 15) Laotian         | 26) Samoan     |
| 6) Cambodian                  | 16) Malaysian       | 27) Sri Lankan |
| 7) Chamorro (or<br>Guamanian) | 17) Marshallese     | 28) Taiwanese  |
| 8) Chinese                    | 18) Melanesian      | 29) Thai       |
| 9) Fijian                     | 19) Micronesian     | 30) Tongan     |
| 10) Filipino                  | 20) Mongolian       | 31) Vietnamese |
|                               | 21) Native Hawaiian |                |

2. What is the definition of capacity building?

- a. According to the [World Health Organization](#), capacity building means to “improve health through the advancement of knowledge and skills among frontline practitioners; the expansion of support and infrastructure for health promotion in organizations; and, the development of cohesiveness and partnerships for health in communities.”

3. What does “health and wellness programs and social support services” mean?

- a. This means that your organization is providing services or programs related to health, wellness, or social support. Examples of health programs are chronic disease management, primary care services, or mental health screenings. Examples of wellness programs are cooking classes, health education and outreach programs, or senior wellness programs. Examples of social support services are food pantries, case management, and job readiness programs.

4. What does “Advancement of knowledge and skills among staff, volunteers, or other practitioners” mean?

- a. This means that people in your organization learned a new skill or gained knowledge as a result of the grant.

5. What does “Expansion of support and infrastructure for health and wellness programs and/or social support services” mean?
  - a. This means that your organization was able to provide a new service or improve an existing service related to health, wellness, and social support as a result of the grant.
6. What does “Improvements in information flow or organizational infrastructure” mean?
  - a. This means that your organization was able to make internal improvements that will allow it to operate more efficiently and/or with better direction and vision.
7. Can I apply for this funding if my organization also serves Asian Americans and Pacific Islanders from other counties or states? Can I apply for this funding if my organization also serves other races? Can I apply for this funding if my organization is headquartered in another jurisdiction?
  - a. Yes, you can still apply as long as your organization has been serving Asian Americans in Montgomery County since July 1, 2022.
8. Under “Funding Categories,” what does “Operating costs for direct services to clients” mean?
  - a. Operating costs are day-to-day expenses like rent, utilities, printing, postage, etc. Direct services refer to the services an organization provides directly to their target population. The AACE micro-grants will not fund operating costs for direct services to clients.
9. What are the reporting requirements?
  - a. An end-of-year final report is due on July 19, 2024, which is after the end of the grant period (see [report template](#)). In addition to the report, grantees need to submit an expenditure report that itemizes all of their expenses and details date of purchase, vendor or retailer, cost per unit, quantity, and subtotal, among other items.
10. Are the grants for the activities and services performed in the past or for the future or for both?
  - a. The grants are for activities and services performed during the grant period of March 18, 2024 to June 30, 2024.
11. Is it possible to be outside of these categories?
  - a. No, all requests must fall within one or all of the listed funding categories.
12. Can an application be submitted with funding requests in multiple categories?
  - a. Yes, your organization can apply for funding in one, two, or all of the categories.

13. Is there a match requirement for the budget?
  - a. No
  
14. When will the funding be disbursed?
  - a. PCC will disburse 75% of the awarded funds at the start of the grant cycle. AAHI and PCC will hold check-in meetings with the grantees between April and May 2024 to ensure the grantee is on target to spend the full award. Pending a successful review, the remaining 25% of the funding will be disbursed. Grantees will be notified of the meeting at least 7 days in advance.
  
15. Can I request funding to cover part of an expense that costs more than \$5,000?
  - a. Yes, but the funding must cover at least 50% of the total cost.
  
16. Will the award be awarded to one organization or multiple?
  - a. Multiple
  
17. Can an organization submit more than one proposal?
  - a. An applicant must only submit one proposal. A proposal can contain funding requests for multiple categories.
  
18. I am applying for funding for multiple categories. Can I upload multiple estimates, quotes, or other proof of pricing?
  - a. No, please combine all estimates, quotes, and proof of pricing into one document.
  
19. How many awards are available?
  - a. There is not a limit on awards, but there is a cap on award amounts - \$5,000 per funding category. The maximum an organization can receive is \$15,000, assuming they get the full reward in all 3 categories.
  
20. How do I know which year's budget to upload?
  - a. For organizations that follow the calendar year, please upload your 2023 budget. For organizations that follow a fiscal year, please upload your FY2024 budget.
  
21. We are a faith-based organization that doesn't have to file taxes, should we still submit a budget?
  - a. Yes. Tax-exemption is not related to submitting an organizational budget for a grant.
  
22. My organization is waiting for our Good Standing Certificate, it may not be delivered before the application deadline. What should we do?
  - a. If the certificate is taking time, please ensure that your organization is in good standing by using the following link:

<https://egov.maryland.gov/businessexpress/entitysearch>. If the organization is in good standing, we can accept the actual certificate at a later time.

23. If I created an account to apply for the Healthy Communities Fund or the AACE Micro-Grants in the past, do I have to create a new account to apply for this grant?
  - a. No, you can log into your existing account and should be able to access the application for this grant opportunity once it goes live on Wednesday, January 10, 2024. However, please note, for the current grant application, a new application must be completed, and all documentation needs to be re-uploaded for consideration.
  
24. Is there a minimum number of points one must achieve out of the total possible points in the evaluation criteria?
  - a. No, there is no minimum requirement. This is a competitive process with multiple applicants, and organizations aim to ensure they provide necessary information and data for thorough evaluation.
  
25. Is this the first year of microgrants, and what have microgrants been utilized for in the past?
  - a. This marks the 2nd year of microgrants. In the inaugural year, \$71,000 was disbursed. You can find details on last year's grants [here](#). The funding was utilized for equipment, website development, strategic planning, and supporting diabetic educators
  
26. Is there a penalty for under or overutilizing funding?
  - a. No, there is no penalty for underutilizing funding as long as you are communicating with the AACE MicroGrants team. The initial disbursement will be 75% of the total funding, followed by a midpoint meeting to ensure proper utilization. The remaining 25% will be disbursed at that time. If at the midpoint meeting, both parties agree that the grantee cannot use all of the funds by the end of the grant period, we can revise the amount of the second disbursement. There is no way to overutilize funding AACE, as you will only get the amount you were awarded. The funds should cover at least 50% or more of an organization's needs.
  
27. Can applications be reviewed before submission to ensure they meet the scope?
  - a. No, applications cannot be reviewed prior to submission. This approach maintains impartiality and fairness for each organization in the evaluation process.
  
28. Is the maximum amount \$5,000 per category per organization?

- a. Yes, AACE microgrants are one-time competitive awards with a maximum of \$5,000 per category. No organization will receive more than \$15,000 collectively across all three funding categories.
29. Are there any guidelines for the consultants we can hire?
- a. Consultants must provide specialized services to enhance the organization's ability to deliver services, improve business practices, or foster collaborations. It is not mandatory for consultants to be minority or AAPI-owned.