

## Frequently Asked Questions

### **1. What is the difference between project grants and scholarships?**

Project grants are for projects - carefully organized tasks, with a beginning and an end, to achieve some goal. Our Scholarship Programme, on the other hand, has five specific categories under which it awards scholarships to individuals.

### **2. What is this *two-tiered online submission system*?**

The two-tiered online submission system is a platform that aims to simplify the process of submitting a proposal for funding. It is comprised of an initial form online – a concept note – that takes less time to fill. Then the Department carefully reviews it and, if the proposal requires additional information, a second and more detailed form is asked to be filled by the grantseeker.

### **3. Why does the Armenian Communities Department have a *two-tiered online submission system*?**

The two-tiered online submission system aims to make our decision process quicker and lessen the burden on grantseekers.

In 2016 the Armenian Communities Department conducted a survey of its partners. One of the lessons learned was that there was room for simplifying the time-consuming task of grantees submitting proposals for funding.

The Department said it would make an effort to decrease the time between submission of proposals for funding and its decision to fund the project or not. The new online submission system is meant to do that.

### **4. I represent an organization – are we eligible for funding?**

Project grants are open to all applicants, regardless of nationality or country of implementation. They must, however, be related to the Department's priorities which you can find [here](#).

### **5. Can individuals apply for project grants?**

Yes they can.

**6. I don't understand some of the terminology used on the form. Can you please help me?**

Yes, of course. We have prepared a document that we believe is helpful in this regard. You can find it [here](#). If you have further questions, feel free to contact us.

**7. The Foundation supplies a budget template at the second stage – do I have to submit your template?**

At the second stage all requests for funding need to submit a more detailed budget. The template of a simplified budget that we supply can be used for your convenience. However, if your organization has one that covers the same information, you are welcome to submit it instead.

**8. In what languages can I write my application?**

The applications (at both stages of the process) can be submitted in the following languages: English, French, Armenian or Portuguese. If you would like to submit your application in Armenian, we recommend that you keep a copy for your records in case of technical difficulties arising from font incompatibility. However, please note that, subsequently, for audit and accounting purposes, English language reporting might be compulsory.

**9. What about the Foundation's reporting requirements - we have never done this and we're not sure we will be able to adequately report on our project?**

The Foundation will support the partner with the necessary reporting requirements. However, please do not submit an application if you believe that you will not be able to adequately report on the results of the project.

Our reporting generally entail *narrative* and *financial* reports. Narrative reports usually provide a brief summary of the project, its outputs and outcomes, problems encountered, impact it has had, etc. Financial reports are in the form of an Excel sheet, outlining expenses per category (e.g. payments to individuals, etc.), as well as revenues obtained or projected (if any). It must be accompanied by copies of receipts of major expenses.