



DEPARTMENT OF
**COMMUNITY &
HUMAN SERVICES**



FY 2027-2029 Request for Grant Proposals Frequently Asked Questions

This FAQ addresses common questions about the Alexandria Fund for Human Services (AFHS) FY 2027-2029 grant cycle. For questions not addressed here, please contact DCHSAlexFund@alexandriava.gov. New questions and answers will be posted through February 12, 2026.

Key Milestones

Application Due: February 17, 2026, 5:00 PM

Questions Accepted Through: February 12, 2026

Award Notifications: June 2026

Grant Period Begins: July 1, 2026

Getting Started & Eligibility

1. Are there any prerequisites for applying to the AFHS?

Prospective applicants, must create an online account with Foundant Technologies at <https://www.grantinterface.com/Home/Logon?urlkey=cityalexandria>, and take a two-question eligibility screening questions before they can gain access to the grant portal.

Existing Foundant account holders may enter your credentials and log in. If the password is forgotten, please use the "Forgot your Password?" link to the left to reset your password. If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact Department of Community and Human Services at: DCHSAlexFund@alexandriava.gov. You may also inquire with the City of Alexandria's Office of the Arts at: arts@alexandriava.gov to confirm an existing account and the username. Additionally, a proposing organization should have no outstanding federal, state or local regulatory violations, taxes or penalties.

2. Does my organization have to be based in the City of Alexandria?

No. The proposed program or services must, however, support residents living within the City of Alexandria geographic area. www.alexandriava.gov/sites/default/files/2023-10/ZipCode_2023.pdf

3. My agency has an annual budget of less than \$750,000 and we do not have an audited financial statement,

what should we submit?

Organizations with annual operating budget of less than \$750,000 may upload a copy of the most recent Board approved year-end financial statement or most recent IRS Form 990.

4. Do I need to attend the pre-proposal training?

While optional, attendance is strongly encouraged, especially for first-time applicants. The recording will be available on the DCHS website.

5. Can fiscally sponsored organizations apply?

Yes. The fiscal sponsor must serve as the applicant, include a memorandum of understanding (MOU) documenting the formal partnership, and assume all grant-related responsibilities.

Grant Types & Funding Amounts

6. How many types of grants does AFHS offer?

AFHS offers three types of grants for FY 2027-2029: Standard Grants, Mini Grants, and Incubator Grants.

7. What is a Standard Grant and who should apply?

Standard grants range from \$10,001 to \$75,000 per year and support organizations well positioned to offer services that are sound in practice and innovative in delivery. Your program must be ready for full implementation upon grant award or within the first half of FY 2027 (by December 31, 2026).

8. What is a Mini Grant and who should apply?

Mini grants range from \$7,000 to \$10,000 per year and support existing and new smaller-scale programs or services. This funding may be used to defray discrete program expenses, implement focused activities, or address immediate needs. Mini grants are new for the FY 2027-2029 cycle.

9. What is an Incubator Grant and who should apply?

Incubator grants range from \$7,000 to \$10,000 per year and provide flexible, low-barrier funding for organizations to develop and test new, innovative, or developing programs. These grants support:

- Early-stage implementation of programs without extensive track records
- Creative problem-solving for emerging issues
- Grassroots or community-driven solutions
- Programs building capacity and generating evidence for future scaling

10. We serve multiple focus populations with our program, but the application requires selecting only one.

Please select the focus population the program was primarily designed to serve.

11. Our services are available to all Alexandria Resident, but we only have participants from 1 or 2 zip codes, what should we enter for the application question on zip codes?

If your services are available to everyone, check all 8 zip codes.

12. How long will the funding last?

This is a three-year grant cycle. The FY 2027 approved grant award amounts will remain the same for the two subsequent years (FY2028 and 2029). Funding for subsequent years is contingent upon City Council's annual AFHS budget appropriation and satisfactory performance of the grantee.

13. What is the available amount of funds for FY 2027?

The FY 2027 AFHS appropriation will be confirmed when City Council adopts the FY 2027 General Operating budget. The FY 2026 AFHS appropriation of \$1,996,430 funded 48 programs and services managed by 43 nonprofit partners.

Application Process & Requirements

14. Can an organization submit multiple applications?

Yes, an applicant can submit multiple applications to address one or more of the grant priorities. However, only one application per grant priority will be accepted. Applications combining grant priorities will not be considered. Additionally, proposals may be submitted for the Standard and the Mini/Incubator grant opportunities.

15. What if my program addresses multiple priorities?

Choose the primary need—the fundamental problem you are designed to solve. If your program generates secondary benefits across multiple areas, that is beneficial, but select the one primary priority.

16. Can I submit a shorter application or skip sections that do not apply to my program?

No. You must respond to all required sections. If a particular question seems less relevant to your program, explain why and provide whatever information you can. Do not leave required sections blank.

17. Will we have access to our grant proposal after submission?

Yes, you can print out a pdf copy of your submitted application.

18. Can applicant provide letters of support with the grant application?

Applicants collaborating or partnering with another agency to deliver the proposed program or service must upload a Memorandum of Understanding or letter of commitment in the on-line grant portal. If DCHS is a partnering agency, DCHS staff can request a letter signed by the Department Director or designee, specifying the nature of the relationship, and validating the collaboration.

19. Can I include indirect or administrative costs in my budget?

Yes, but only administrative costs that are directly related to the proposed program or service may be included in your budget request.

20. Our organization operates on a calendar year budget (January-December), not a July-June fiscal year. How should we complete the budget spreadsheet?

For organizations with a calendar year budget cycle, use the following approach:

- YTD FY 2026 (July 1, 2025 - June 30, 2026): Use your full 2025 calendar year budget and divide it by two. This provides a reasonable estimate of your budgeted expenses for the six-month period (July-December 2025).
- Projected FY 2027 (July 1, 2026 - June 30, 2027): Use your full 2026 calendar year budget.

Timeline & Notifications

21. When will applicants receive notification of the status of their grant proposal(s)?

Grant award notices will be issued to applicants in June, 2026.

22. Will there be any follow-up for organizations not receiving a grant award?

Applicants that are not selected can request feedback on their application

23. How will I know my organization has been approved for a grant award?

Successful as well as unsuccessful grant applicants will receive a notification from DCHS through the on-line grant portal. The notification will advise applicants of the next steps, as appropriate.

Award Acceptance & Implementation

24. What will be required from successful applicants prior to the grant award?

Before signing the FY 2027-2029 AFHS Grant Agreement grant award successful applicants will have an opportunity to submit modifications to their proposed number of persons/households to be supported, outcome measures and budget if the award amount differs from the requested amount.

25. What if the approved award amount is not for the amount requested?

Successful grant applicants will be given the opportunity to accept or decline the grant award. If an applicant accepts a grant award that is less than the requested amount, they will have the opportunity to modify their proposed number of persons/households served, budget, and outcomes before the grant agreement is executed.

26. What are the reporting requirements?

Grantees must submit Mid-Year and Year End program and financial reports via the Foundant Technologies portal. The Mid-Year report covering July 1–December 31 is due January 31. The Year End report covering January 1–June 30 is due July 31.

27. When are the grant funds available?

Grant awards will be disbursed in two equal payments each year. The first payment will be processed once the grant agreement has been executed. The second payment is contingent on acceptance and approval of the Mid-Year report. For subsequent grant years, the first payment is contingent on acceptance and approval of the prior year's Year End report, and the second payment is contingent on acceptance and approval of that year's Mid-Year report.

Resources

28. Will the slide decks from the January 14th Pre-Proposal Session for the Standard application and January 15th Pre-Proposal Session for the Mini/Incubator application be available for future reference?

Yes, both decks of slides will be posted to <https://www.alexandriava.gov/dchs/alexandria-fund-for-human-services>