

## **Making a Difference Foundation FAQs**

***Q. Who is responsible for communication between the foundation and the nonprofit?***

A. The CHG employee grant requestor is responsible for all communication and paperwork between the foundation and nonprofit organization, on whose behalf they are applying.

***Q. Since the foundation is new, does that mean that policies and procedures are subject to change?***

A. Yes. As we learn more about the needs of our communities and the foundation grows, policies and procedures may change to accommodate. Please refer to the Making a Difference Foundation page on the intranet to keep up to date with the most recent changes.

***Q. What does it mean when it states that the Making a Difference Foundation will not issue more than one local grant to any single charity per year?***

A. This means that if someone else submitted a request and was approved for the same charity you want to apply for, that charity will not be eligible for another grant again in that same calendar year.

***Q. What does it mean when it states that CHG employees are limited to the approval of one local grant request per year?***

A. This means if your grant request was approved, you would have met your quota for one local grant request per calendar year. However, if your grant request was denied, you can apply again.

***Q. Is there a place to see what grants have been approved?***

A. The foundation is currently in the process of building a platform where we can share this information with our people.

***Q. What is a local grant?***

A. Please refer to the Making a Difference Foundation page on the intranet, read the local grant requirements, or contact the Making a Difference Foundation.

***Q. What is sustainable healthcare grant?***

A. Please refer to the Making a Difference Foundation page on the intranet, or contact the Making a Difference Foundation.

***Q. What is the timeline for learning if a grant request was approved or denied?***

A. Local grants can be submitted anytime, and approval or denials of eligible grants will be made in the Making a Difference Foundation monthly officers meeting..

***Q. What is the timeline for receiving funds if my local grant request was approved?***

A. After you have been notified about your local grant request approval, you will receive the Making a Difference Foundation banking information sheet and Grant Approval Letter. Both documents need to be filled out and emailed back to the [Making a Difference Foundation](#) within two weeks. If these documents are not received within two weeks, the request will be withdrawn, and you will need to reapply next year.

***Q. If the nonprofit I'm working with need the funds for an event or a project by a specific date, can I guarantee that to them?***

A. No. Unfortunately, we cannot guarantee a date.

***Q. If my grant meets the eligibility requirements, does that guarantee that the organization I'm applying for will automatically receive funds?***

A. No. There are a number of factors that go in to granting requests, including number of requests and current amount of funding. Therefore, we cannot guarantee that every eligible application will receive funds.

***Q. How can I donate to the Making a Difference Foundation?***

A. You can make a one-time donation or recurring donation by filling out a payroll deduction form on the intranet. Additionally, you can visit the foundation's website to pay via credit card.

***Q. Can my donations be directed to a certain charity or grant type?***

A. No. However, all donations will be used to support our local grants, sustainable healthcare grants, and medical mission programs.

***Q. How often do I need to update my payroll deduction form?***

A. You only need to update your information when you want to change the amount or stop your payroll deduction.

***Q. Are donations tax deductible?***

A: All donations are potentially tax deductible, but will need to be verified by a qualified tax advisor. Tax deductions will only occur if an employee itemizes the deduction on their tax return.

***Q. Do I receive a receipt of my donation?***

A. For tax purposes, the end-of-year pay stub, along with a completed copy of the payroll deduction form, is acceptable.

***Q. Do I have to contribute to the Making a Difference Foundation to be eligible to request a grant on behalf of a nonprofit?***

A. No. Donating to the fund is voluntary.

***Q. Who can I contact to for more information, including the grant request process?***

A. For more information Please email the [Making a Difference Foundation](#). Thank you for sharing your insights with us! We appreciate your understanding as we continue to learn, grow, and change.