



Frequently Asked Questions (FAQs): AHEAD in WIC Sub-Grant Application May 17, 2021

Eligibility

1. Do we have to be experienced researchers to apply? Do we need to be connected to an educational institution to apply?
 - a. No – we are working with a third-party evaluator who will support evaluation.
2. My agency may not have the Letter of Support from our state WIC agency prior to the June 7th application due date. Is it possible to submit the Letter of Support following the application due date?
 - a. Yes. Please email Emily Gilcher (egilcher@nwica.org) or Georgia Machell (gmachell@nwica.org) if you will be submitting the Letter of Support from your state agency following the June 7th application deadline. Please ensure the remainder of your application is submitted by June 7th.
3. Do small agencies have a chance in being awarded?
 - a. Yes, all applications will be assessed on the Scoring Rubric included below in resources.

Contracts

1. Is it possible to make any modifications/amendments to the subcontractor agreement?
 - a. Agencies applying must be able to utilize and sign off on the contract provided by NWA.
2. The contractor agreement says "including, but not limited to conducting a community needs assessment, developing objectives and a detailed community action plan with one or more promising practices that will promote racial equity in WIC". Does this mean we must do a community needs assessment no matter what?
 - a. The community context provided in the section of the sub-grant application qualifies as the community needs assessment.
3. Implied in Section 2 of the Subcontractor Agreement is the requirement to conduct a community needs assessment (".... including, but not limited to conducting a community needs assessment..."). Must a new assessment be conducted, or can data from existing assessments be used to develop and implement the plan?
 - a. Data from existing assessments can be pulled for the purpose of this project.
4. Who should we email/contact regarding contract language?
 - a. Please email Georgia Machell at gmachell@nwica.org regarding contract inquiries.

Allowable Expenses

1. Is food an allowable expense? Is employee compensation an allowable expense?
 - a. Yes, food is an allowable expense. Yes, employee compensation is an allowable expense. However, as the grant timeline is short, hiring may not be feasible within the timeline.
2. What types of expenses can go into the budget? Can the project have 2 parts to it?
 - a. Please refer to the budget template. The project can have two parts, however, please note the project timeline.
3. For compensating employee time, could this cover paying a current employee to be the project coordinator for the work?



- a. Yes, staff time is an allowable expense.

Emerging & Promising Practices

1. Is the focus of EDI project strictly related to race/ethnicity?
 - a. Proposals do not need to be strictly related to race/ethnicity and can address any issues related to promoting equity, diversity, and inclusion within the WIC environment. Please refer to the [Guidance for Describing Your Emerging or Promising Practices & Policies](#) document for guidance.
2. Can you clarify **what type of project** we are supposed to be implementing/piloting? Are we supposed to adopt a promising practice AND create a pilot program?
 - a. Applicants can either select a promising practice, which were identified through the Landscape Scan Survey, or propose one of your own. Please refer to the [Guidance for Describing Your Emerging or Promising Practices & Policies](#) document.

Application Submission:

- Application
 - Access a template form of the application in [Word Document format here](#). We recommend completing it in Word then pasting the text into the [online application form here](#). All applications must be submitted via the online application form.
- Budget Narrative
 - Budget proposals can be uploaded via the [online application form](#) or submitted to Kay Ogundiran at kogundiran@nwica.org. A [budget template is available here](#).
- Letter of Support
 - A Letter of Support from State WIC Director noting that your local agency is in good management standing with your agency is required. Please upload this document with your [online application](#) or email it to Kay Ogundiran at kogundiran@nwica.org.

Resources:

- [Call for Applications Letter](#)
- [Grant Readiness Checklist](#)
- [Guidance for Describing Your Emerging or Promising Practices and Policies](#)
- [Scoring Rubric](#)
- [Subcontractor Agreement](#)
- [Budget Template](#)