

# MISSION HUB COMMUNITY GRANTS

FAQs



**PADI AWARE**

F O U N D A T I O N <sup>TM</sup>



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### **Q1: Who is eligible for a grant?**

PADI AWARE Foundation™ will only provide funding to PADI® Dive Centers or Non-profit charitable organizations. Non-profit organizations must have an annual operating budget of less than 1 million USD. No grants will be made to individuals or government entities.

### **Q2: How do you apply?**

Please visit our website <https://www.padi.com/aware/community-grants>, where you will find information outlining funding requirements, goals, objectives, documentation and the link to our eligibility quiz. If you meet the requirements of the eligibility quiz you will receive an e-mail with additional application information and a link to the online application form.

### **Q3: Where do I go to get help with my application?**

We are here to help. Please contact us at [grants@padiaware.org](mailto:grants@padiaware.org) for assistance.

### **Q4: Do you accept applications in languages other than English?**

All applications must be submitted in English.

### **Q5: What currency do we need to use for the budget worksheet?**

The budget worksheet provided to our applicants must be completed in USD and uploaded to the application portal at the time of your application submission. Requests for funding will not be considered without a complete project budget.



**Q6: How can I edit or add information to my grant request or report after I've submitted it?**

If you are asked to submit additional information or forgot to include something in your original application please contact [grants@padiaware.org](mailto:grants@padiaware.org) for assistance.

**Q7: Will I receive confirmation of receipt of my request or report?**

Yes, you will receive an immediate auto-response email confirming receipt of your grant request or report. If you do not receive one, you may want to check your spam folder.

**Q8: Who do we contact with program related questions?**

PADI AWARE Foundation is committed to assisting all of our grantees develop and implement effective conservation projects. If you have received notification of an award amount, your organization will be assigned to a member of the team. If you have not been contacted, please e-mail us at [grants@padiaware.org](mailto:grants@padiaware.org).

**Q9: Who do we contact with questions regarding grant payments?**

For information on your agreement or award payments please contact [grants@padiaware.org](mailto:grants@padiaware.org).



### **Q10: What are the reporting requirements for grantees?**

Each grantee will be required to submit their project reports using the standard reporting template. Thirty days prior to the end of your funding cycle you will receive an e-mail with a link to the online report form. You will be required to complete the Project Report within 30 days of receipt of the e-mail. If you require additional time, please submit your request in writing to [grants@padiaware.org](mailto:grants@padiaware.org).

### **Q11: What are the time frames for application review, funding and reporting?**

Our goal is to provide funding opportunities for local initiatives as we are able, and in response to our generous donors and sponsors. Time frames may vary depending on the project size and scope; however, PADI AWARE Foundation is committed to implementing projects and responding to our community as quickly as possible. For more information on Funding Cycles and deadlines please visit our website <https://www.padi.com/aware/community-grants>.

### **Q12: May we contact the Foundation's Directors about a request?**

The PADI AWARE Foundation Grants Department is the primary focal point dealing with all day-to-day functions regarding applications and requests. Direct communication with members of our Board of Directors is discouraged as all requests will be re-directed to the Foundation's Grants Department.



**Q13: What is your decision-making process once an application has been submitted?**

Once an application has been received, our program staff review each application based on the criteria set forth in the Funding Criteria listed on our website. If additional information is required we will engage in a conversation with the organization to understand more about their work, their infrastructure needs and goals. Recommendations for prospective grantees will be presented to PADI AWARE Foundation's Management Team and Board of Directors.