PADI AWARE MISSION HUB COMMUNITY GRANTS



CONTENTS

- **1. Who is eligible for a grant?**
- 2. How do you apply?
- 3. Where do I go to get help with my application?
- 4. Do you accept applications in languages other than English?
- 5. What currency do we need to use for the budget worksheet?
- 6. How can I edit or add information to my grant request or report after I've submitted it?
- 7. Will I receive confirmation of receipt of my request or report?
- 8. If awarded a grant, who do we contact with program related questions?
- 9. Who do we contact with questions regarding grant payments?
- **10. What are the reporting requirements for grantees?**
- 11. What are the time frames for application review, funding and reporting?
- 12. May we contact the Foundation's Directors about a request?13. What is your decision-making process once an application has been submitted?

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 <u>https://www.padi.com/aware/community-grants</u>, 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 unique link to your 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 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 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: If awarded a grant, who do we contact with program related questions?

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.

Q9: Who do we contact with questions regarding grant payments? For information on your agreement or award payments please contact grants@padiaware.org.

Q10: What are the reporting requirements for grantees?

Grantees must use the standard reporting template for Project Reports. You will receive an email with a link to the online form 30 days before your funding cycle ends. Complete the report within 30 days of receiving the email. Completion is necessary for our reporting purposes and for future funding eligibility. If you require additional time, please submit your request in writing to grants@padiaware.org.

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

The timing and notification process for funding can vary depending upon the number of applications received. For more information on Funding Cycles and deadlines please visit our website <u>https://www.padi.com/aware/grant-funding-criteria.</u>

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, it is then independently reviewed by the Community Grant review panel, and members of the PADI AWARE Board of Directors, 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.

