

ADO Grant Writer Grant Program
Frequently Asked Questions
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How long after my application is submitted will a decision be made?

We anticipate decisions will be made 5 business days following submission; however for planning purposes allow yourself 10 working days.

Is there a maximum grant amount that can be requested?

Not for this round of funding, however; there may be a cap next fiscal year.

Is there a limit on administrative costs that will be funded?

There is not a limit on administrative costs. Budgeted administrative costs should show continued progress toward grant application submission.

How do you determine whether to submit a 60 day or 90 day Plan of Action?

All applications received before April 1, 2024 must submit a 90-day plan. April 1 and later may submit a 60-day plan.

If grant applications are written on behalf of another entity, may that entity be the applicant or does it have to be the ADO?

Grants written on behalf of another entity may state that entity as the applicant.

How does Commerce define distressed counties for the preference given in the application process?

The Revised Code of Washington (RCW) authorizing this grant uses [RCW 43.168.020](#) to define Distressed Areas: *"Distressed area" means: (a) A rural county; (b) a county which has an unemployment rate which is twenty percent above the state average for the immediately previous three years; (c) a county that has a median household income that is less than seventy-five percent of the state median household income for the previous three years; (d) a metropolitan statistical area, as defined by the office of federal statistical policy and standards, United States department of commerce, in which the average level of unemployment for the calendar year immediately preceding the year in which an application is filed under this chapter exceeds the average state unemployment for such calendar year by twenty percent; or (e) an area within a county, which area: (i) Is composed of contiguous census tracts; (ii) has a minimum population of five thousand persons; (iii) has at least seventy percent of its families and unrelated individuals with incomes below eighty percent of the county's median income for families and unrelated individuals; and (iv) has an unemployment rate which is at least forty percent higher than the county's unemployment rate.*

Does submission of an application guarantee the receipt of funds?

No, this is a competitive grant.

Can grant awards automatically carry over to the next fiscal year?

No. ADOs must re-apply for Fiscal Year 2025 grants. Additionally, funds awarded in FY 24 must be spent by June 30th, 2024.

May grant awards be used to pay salaries of grant writers already on staff?

Yes, the required Plan of Action and budget must clearly reflect the percent of time expended in researching and writing grants for projects outlined in the questionnaire portion of the application.

Are there any specific requirements for County-designated Associate Development Organizations (ADOs)?

Yes. Monthly reports must be submitted with invoices to receive funding.

Can you prepay a contract with awarded funds for grant writing services if those services extend beyond June 30th?

No. All contracted services must be rendered by June 30th.

If ADO is requesting funding from local jurisdictions that do not have a grant application process for distributing funds, does the ADO need a letter of commitment from that jurisdiction?

No, however funds received should be documented in the required monthly report.

May an ADO contract an entity that is not specifically a grant writing entity but has useful grant writing experience?

Yes.

If an applicant answers “Yes” to the Conflict of Interest question on the application:

“Will any current or former Washington state employees be paid for participating in this project or do they serve on any board of directors involved in this project as of the date of this application?”, will they automatically be disqualified for consideration?

No. For purposes of disclosure and review for potential of conflict of interest, applicants who respond “Yes” to this question must disclose the name of the person(s) and their role in the expenditure of any awarded funds under “Other Information or Comments” on the application. The ADO Grant Program - Program Manager will review and seek decision from Commerce officials on the potential for conflict of interest if necessary.

Is grant administration and grant management an allowed use of grant funds?

Yes. The proposed budget and Plan of Action required in the application should identify all administrative costs for application evaluation purposes.

Is grant writing for grants that support housing, childcare and internet infrastructure projects an eligible use of grant funds?

The ADOs are responsible for determining the type of projects for which grant writing services are eligible as outlined in their strategic plans.

May grant writing services funded by grant funds be used on behalf of ADO 501(c)(3) partner organizations?

Yes.