



# ARC *READY Nonprofits* Training Program

## Frequently Asked Questions

Federal Fiscal Year 2025

This document will be updated the week after the pre-application webinar, which is scheduled for February 11, 2025.

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### Eligibility

- Q** What entities are eligible to apply for the READY Nonprofits Training Program?
- A** An eligible entity must be 1) a public or private nonprofit organization or association, including labor unions; and 2) must serve communities in Appalachia. To be eligible, a nonprofit must meet both criteria. A map of the Appalachian Region is available [online](#).
- Q** Major hospital systems are ineligible for this program. How can I determine if my nonprofit organization is a major hospital system?
- A** If you are unsure whether your nonprofit organization is considered a major hospital system, please email our team at [READY@yourstrategicconsultant.com](mailto:READY@yourstrategicconsultant.com).
- Q** Local development districts (LDDs), local governments, and community foundations are not eligible to apply for *READY Nonprofits*. How does ARC define local development districts (LDDs), local governments, and community foundations?
- A** *Local development districts (LDDs)* are multi-county planning organizations that facilitate community-based, regionally driven, economic development in the Appalachian Region. *Local governments* refer to a borough, city, county, municipality, parish, town, township, or federally recognized Indian tribe.

*Community foundations* are nonprofit, tax-exempt, public charitable grantmaking organizations that pool funds from individuals, families, and businesses to support a geographical area or region.

## Training Program Participants

**Q Who is an appropriate participant for the READY Nonprofits Training Program?**

**A** The first participant should be the entity's executive director or equivalent. The second participant could be a staff, board, or committee member. The second participant is left to the discretion of the organization depending on their goals in participating in the program.

**Q Do both participants' names need to be identified in the application?**

**A** Yes, both participants must be identified in the application as well as their organizational titles and contact information.

## Attendance, Participation, Time Commitments

### Training Program Structure and Format

**Q Will the training be virtual?**

**A** Yes. Training sessions and one-to-one consultations are delivered virtually via Zoom.

**Q How long are the training sessions?**

**A** There are five training sessions and two one-to-one consultations. The five training sessions will last one and a half to two hours each. The two one-to-one consultations will last one hour each.

**Q Will the sessions be delivered in real-time or are they pre-recorded?**

**A** The sessions will occur in real-time, and participants must join the session at the scheduled day and time. Every participant is expected to actively participate. It is imperative that primary and secondary participants join the sessions with the cohort they are assigned. There is no asynchronous training in this program.

**Q If selected, will my nonprofit participate in all eight course options?**

**A** No. Each nonprofit organization selected (both participants) will participate in one course option.

**Q Will my nonprofit get our first choice for course options?**

**A** We will do our best to place you in your first-choice option, however, we ask for your second choice in case we cannot provide all participants with their first choices.

**Q Do both participants have to submit a training application?**

**A** No, only one application per organization is needed (you will identify both participants from your organization on this application).

**Q Does each participant from the nonprofit need to be in the same cohort?**

**A** Yes. Cohorts will be determined at the nonprofit level, not at the individual participant level. It is

important for both participants to be in the same cohort to work together on their goals and activities.

## Application Questions

### How to Apply & Application Troubleshooting

**Q How can entities prepare to complete the application?**

**A** A [PDF of the application questions](#) is available for review prior to starting the electronic application. Entities should be prepared to answer questions about their nonprofit organization around the following categories: organizational information, mission impact, organizational needs, and participant contact information. Having access to organizational information is necessary to complete the application in its entirety. You will be able to save your work and come back to your application prior to submitting it.

**Q How long should it take to fill out the application online?**

**A** This process will be different for each nonprofit but the expected time to complete the application is estimated to be approximately one hour.

**Q Will technical assistance be available for potential applicants before the submission date?**

**A** Yes, the program administrators will be hosting a pre-application webinar on the Zoom platform, on February 11, 2025, at 10:00 AM. [For more information and to register, click here.](#)

**Q Who should complete the application for my nonprofit organization?**

**A** The application must be completed by an authorized representative of the nonprofit. To complete the submission process, whoever fills out the application will be asked to verify that all information provided is accurate.

**Q Do we need to create a user account to access and submit the application?**

**A** No, the application portal does not require a user account to be created. The user must have a valid email address to save the application. An email will be sent to the user with a link to access the saved application.

**Q Can users save their progress in the application and return to complete it at a later time?**

**A** Yes, the application can be saved within the application portal. The user must enter a valid email address to receive a link to return to and access the pending application.

**Q How long is the link to the application active?**

**A** The link to the in-progress application is active for up to 45 days from the time it is created.

**Q Can users change or update the application contents once the application has been submitted?**

**A** No, once the application has been submitted no further changes or edits can be made.

- Q Are hardcopy applications available to complete for the READY Nonprofits Training Program?**  
**A** No, the application can only be completed electronically via the application portal.

## Assessment & Selection

- Q When will I know if I have been selected to participate?**  
**A** All applicants will be notified about selection by email during the week of April 28, 2025. Please monitor the inbox and spam folder of the email address you used to submit the application during this time.
- Q How many nonprofit organizations will be selected to participate in the training program?**  
**A** The training program is available to two participants from up to 75 nonprofits, or 150 total participants.

## Grant Program

- Q What are the eligibility requirements to apply for the up to \$25,000 grant opportunity?**  
**A** Successful completion of the training and its requirements, including the attendance requirements. Please refer to the [NOSA](#), including the Training Program Attendance and Grant Eligibility section for more information.
- Q Will I need to submit a separate application for grant funding?**  
**A** Yes. Information will be released at a later date to include grant information and application documents. Grant opportunity information will only be shared with participants who successfully complete the *READY Nonprofits* training program.

## Technology Requirements

### ARC and READY Appalachia

- Q By applying for the READY Nonprofits program, am I applying for enrollment in a training program or to receive a grant?**  
**A** The READY Nonprofits program is designed to train nonprofit executives, as well as their staff and board members, in effective operations, fundraising and programming specific to nonprofits. Participants will engage in seven weeks of virtual cohort-based learning and skill development. The goal of the currently open READY application is to identify 75 nonprofits to participate in the training.  
Upon successful completion of this training, eligible participants can apply for a grant of up to \$25,000 per nonprofit provided by ARC. There will be a separate application process for the grant opportunity, which will only be available to participants who successfully complete the training.
- Q How can our organization be informed about future trainings?**  
**A** To stay up to date on the latest ARC news, including the release of new opportunities and resources, [sign up for our weekly email newsletter](#), *In the Region*.

**Q** Is this an annual program that is offered each year? Will there be another round at a later date?

**A** There is not another round of READY Nonprofits planned at this time. However, there's more to come under the READY initiative, including READY Grants to Grow (G2G) that we plan to release again later this year! Stay tuned for updates on [our website](#) and [sign up for our weekly email newsletter](#), *In the Region*.