

# CORPORATE GIVING

## FREQUENTLY ASKED QUESTIONS



Effective: January 2024

### Who is eligible to apply for Safety First and Thriving Communities Grants?

Eligibility is dependent on the grant type.

- Safety First Grant organizations must align with Norfolk Southern's safety focus area and qualify as a tax-exempt nonprofit organization as either a public 501(c)(3) of the Internal Revenue Code as listed in the IRS Master File or a state, county or municipal government entity and seeks funding to serve the needs of the community at large.
- Thriving Communities Grant organizations must align with one of Norfolk Southern's focus area and qualify as a tax-exempt nonprofit organization based as either a public 501(c)(3) of the Internal Revenue Code as listed in the IRS Master File, a public or charter school, or state, county or municipal government entity that seeks funding to serve the needs of the community at large.

### How much funding should an organization apply for?

Grant request amounts should align with the specific project needs of the organization. Generally, the Thriving Communities Grant ranges from \$1,000 to \$50,000 and the Safety First Grant ranges from \$1,000 to \$15,000.

### What is the deadline for applying to the Thriving Communities and Safety First Grants?

Applications will reopen April 15, 2024 and will be accepted through October 1, 2024 for the 2024 program year. Applications must be submitted by 11:59pm on October 1, 2024, to be accepted. Applications should be started early. Any delay in submitting the application should be addressed prior to the deadline date. Please note, there is an average turnaround time of five business days when using a Front Door login.

### Can the same organization apply for multiple grants under this program simultaneously?

Organizations are eligible to receive one grant per fiscal year and should only apply for one grant. If an organization is rejected for one grant and has a project that meets the criteria for a different grant, they are welcome to apply for the other grant if the rejection of the original grant application occurred prior to the application deadline.

### How can an organization check the status of their application?

Organizations can log into their account at any time to check the status of their application.

### I am having trouble logging into my grant application account, who should I contact?

Issues logging in or creating an account are handled by the CyberGrant's support team by selecting "Need Support?" at the bottom of the login page.

### How soon after applying will organizations be notified of a decision?

Organizations will be notified of an outcome as soon as a decision has been made. We ask that you refrain from contacting Corporate Giving during the processing period unless you have additional information you feel is pertinent to your request. Generally, organizations will receive notification of their final application status within four to six weeks of the application deadline. Note, some organizations may receive notification prior to the deadline.

### If approved for funding, how soon will payment be disbursed?

Payments for approved funding can be expected to be sent out within four to six weeks from approval. Payment will be disbursed as a check.

### Which login should my organization use to apply?

For every application type, there will be two options for logging in: FrontDoor or Standard.

The login type is dependent on the organization's tax status.

- Nonprofit organizations and schools can use either FrontDoor login or Standard login.
- Government entities must use FrontDoor login for all application types except when applying to the Safety First Grant. Government entities must use Standard login when applying to the Safety First Grant.

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### **What is the advantage of creating a FrontDoor login account versus a Standard login account?**

FrontDoor provides organizations a consolidated way to access payments and donations. A single account can be used across any other organization they are receiving grants from who may also use this platform.

### **How long does it take to create a FrontDoor account?**

There is an average turn-around time of five business days when using a FrontDoor login. Issues logging in or creating an account are handled by the CyberGrant's support team by selecting "Need Support?" at the bottom of the login page.

### **Can awarded funds be used for general operating support?**

Grants are awarded for specific project or programmatic support only. Grants should not be submitted with requests for general operating support (i.e., salaries and overhead).

### **What is the difference between general operating support and general programmatic support?**

General programmatic support is tied to a specific project or program within the organization, whereas, general operating support is tied to an organization's overall activities, including operating expenses such as salary and overhead.

### **What are Norfolk Southern's philanthropic focus areas?**

Norfolk Southern's focus areas can be found [here](#). Grants should align with one or more Norfolk Southern's focus areas as outlined in each grant's program guidelines document located at the bottom of this page: [Grant Guidelines & Eligibility Requirements | Norfolk Southern](#).

### **Is location taken into consideration during grant review?**

Yes, organizations must be located within Norfolk Southern's 22-state network as shown [here](#) and must be within 30 minutes of the NS network.

### **My organization's grant request was rejected because the W9 form is missing information or was not completed correctly. What should I do?**

You may email [NSCorporateGiving@nscorp.com](mailto:NSCorporateGiving@nscorp.com) with an updated Federal W9 form for your application to be reconsidered. Please visit the IRS website: [How to complete Form W-9 \(irsvideos.gov\)](https://www.irs.gov/efile/irs-videos) to ensure your form has been completed correctly and to its entirety.

### **What is an impact report and when does it need to be uploaded?**

Organizations will receive an email from CyberGrants if an impact/outcomes report has been assigned on their account with an assigned due date. The impact report asks questions about how funding has been used. Organizations that do not complete this requirement may not be eligible for future grants.

### **What is a tax acknowledgement letter? How does an organization send a tax acknowledgement letter?**

Organizations will receive an email from CyberGrants when a tax acknowledgement letter has been assigned to their account with a due date. Please see information about what should be included in the letter [here](#).

### **Does an organization need to create multiple accounts for different application types?**

No, an organization can use the same account to apply each year across each application type.

### **I am having trouble logging into my grant application account, who should I contact?**

Issues logging in or creating an account are handled by the CyberGrant's support team by selecting "Need Support?" at the bottom of the login page. Please note, you must log into the same account type that the application was created with (i.e., Standard Login or FrontDoor login).

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### **What should an organization do if they are approved for a different grant amount than requested and it doesn't cover the entire project?**

Unfortunately, there may be times when Norfolk Southern is unable to grant the full request amount. In those cases, rather than reject the grant, we hope that providing some grant funding may benefit the organization. If the grant request was for a specific item such as equipment and you wish to purchase alternative equipment, please reach out to [NSCorporateGiving@nscorp.com](mailto:NSCorporateGiving@nscorp.com).

### **Who is eligible to apply for the Community Projects Grant and the In-Kind Donation Grant?**

Organizations must align with one of Norfolk Southern's focus area and qualify as a tax-exempt nonprofit organization based as either a public 501(c)(3) of the Internal Revenue Code as listed in the IRS Master File, or state, county or municipal government entity that seeks to serve the needs of the community at large.

### **What type of materials are donated through the In-Kind Donation Grant?**

Donations are limited to materials that are available and are subject to change. Examples of materials that would be eligible for donation are furniture, cabooses, rail, containers, and signal material. Note: At this time, rail ties are not available through this grant; any inquiries regarding rail ties should be directed to National Salvage: [Home | National Salvage \(nsscorp.com\)](http://Home | National Salvage (nsscorp.com)).

### **Who is responsible for the transportation of donated materials?**

The donation recipient is solely responsible for pickup and transport of donated material within 60 days of approval.

### **How does an organization complete the Right of Entry Form and when is it required?**

A Right of Entry Form is required to be submitted and approved prior to applying for the Community Projects Grant if temporary access to NS property is needed. Please visit [Access to NS Property | Norfolk Southern](#) to complete the form. Note: there are fees required to be paid for this form and there is a potential for reimbursement if the Community Projects Grant is approved.

### **How does an organization obtain a lease and when is it required?**

A lease is required prior to applying for the Community Projects Grant if long-term access to NS property is needed. Please visit [Property Sales Leases | Norfolk Southern](#) or contact NS Real Estate via email at [realestateinquiry@nscorp.com](mailto:realestateinquiry@nscorp.com) to obtain a lease. Note: Please notify NS Real Estate if you intend to apply for the Community Projects Grant.