PLOUGHSHARES FUND

Application FAQs

1. How do I apply for a grant? We have an online application process. To start your application, click on the "Eligibility Quiz" link, and follow the on-screen instructions.

2. What is the eligibility quiz? It is a short quiz designed to help applicants evaluate if their proposals are eligible for Ploughshares Fund funding.

3. We are registered with the IRS but my organization did not show up in the search. What now? Did you forget the word "THE" before your organization name? Sometimes, the IRS database lists your organization a little different. Please check your 501c3 certification letters, if handy.

4. We've completed the initial form, what happens next? Once completing the form a username and password link will be sent to your email.

5. We are a foreign organization (foreign individual or US individual) and do not have an EIN number, can we still apply for a grant? If you are a foreign organization, foreign individual or US individual, you can still apply for a grant. Go through the eligibility quiz and if your proposal is eligible for funding, follow the on-screen instructions.

6. I already have an account, where do I find the application form? Log in to PhilanTrack with your username and password. Click on the "Proposals" tab and "Edit Proposal". Fill out the required information and "Save all and Submit" when finished.

7. Can multiple people log into the same account? Yes, you can have multiple logins with the same user credentials.

8. I'm submitting a report for a grant we received but I don't see it listed on the organization profile. What do I do? It is possible that the grant is listed with a different contact person when the grant was awarded. Please send an email to our Grants Manager (lorely(at)ploughshares(dot)org) to verify.

9. We have received grants for both our c3 and c4 arms and are listed separately. Can I use the same email log in information for two different organizations? Unfortunately, no. The PhilanTrack system requires that a unique email address be associated with each organization.

10. We're applying for a renewal grant, how do I file a progress/interim report? On your current grant record, there is a link to the Interim Report and Final Reports in the Grant History. Click on the Report tab and respond to the 6 questions listed.

11. Do you allow for administrative overhead for academic institutions to be included in the proposal? No, we do not. If you require a letter from Ploughshares Fund that states our administrative overhead policy, please send an email to our Grants Manager (lorely(at)ploughshares(dot)org).

12. I'm getting a lot of notifications from PhilanTrack saying that some of the requirements have changed but when I look at the record it all looks the same. What is going on? The system is set up to alert our grantees of any changes in their records. Since importing our historical data into the system, PhilanTrack has made improvements and we update our database entries to make full use of these new features accordingly.

If we are making changes to records that affect multiple grantees, we generally send out an email to alert all of the grantees and explain what the notifications will be about. If you are unsure about an email you received from PhilanTrack, please contact our Grants Manager, (lorely(at)ploughshares(dot)org), for clarification.

13. I can't access my organization's account, even though I'm the main contact for my organization. What do I do? If you are the main contact for your organization but cannot access your PhilanTrack record, please contact our Grants Manager, (lorely(at)ploughshares(dot)org), for additional help and directions.