

## Frequently Asked Questions (FAQs)

### Program Focus

- **Do you accept requests for capital funding?** At this time, the Foundation is not making capital project grants.
- **Can I request operating support for my University Lab?** Yes, we accept requests for general support for University labs whose work relates to the Foundation's priorities. To make such a request, select "Program" in your LOI application and choose "Pollinator Research" from the program area drop down. Here you can detail the work of the lab in the project summary section of the application. Any proposals that are classified as "Research Requests" should be Project specific requests.
- **How do I describe my work if I am seeking operating support as a non-college or university applicant?** If you are seeking operating support at the LOI stage (for non-academic applicants), please describe how your work aligns with the focus of One Hive Foundation in the organizational description.
- **Does the Foundation accept international requests?** The Foundation is willing to consider international project requests from Canada and US Territories.
- **What is the Foundation's policy on the use of Artificial Intelligence (AI)?** We recognize that applicants may use tools such as AI to help brainstorm ideas, clarify language, or assist with translation. These tools can support the application process, especially for non-native English speakers or those seeking to improve clarity. However, all submitted content must ultimately reflect your own original work, ideas, and voice. The use of AI or translation tools should be limited to supportive functions, not to generate full responses or replace your personal input. Applications that appear to be heavily or entirely AI-generated, or that do not demonstrate authentic, individual engagement with the application questions, may be subject to further review.



## Portal Access & Setup

- **How do I create an organizational profile?** To submit an application, you must register as an organization, not an individual. Please visit the [application site](#) and select “Register a new account.” Choose “Organization” and provide your institution’s name, department/lab, and contact details. If you’re unsure about your tax ID or affiliation, leave those fields blank and contact us to help link you correctly.
- **Why can’t I see the LOI opportunity after logging in?** After logging in, go to the “Opportunities” tab and click the “View” button next to the One Hive Foundation listing. Do not click the guidelines link—it will redirect you to the website. If you still don’t see the opportunity, your account may be pending approval or incorrectly set up.
- **What do I do if my account is stuck in “Pending” status?** Please [email us](#) and we can manually approve your account and link it to the correct record.
- **Can I submit on behalf of my PI or lab?** Yes, you may submit an LOI on behalf of your PI. Just make sure the organizational profile reflects their contact information, as they will be listed as the Primary Contact for the request.

## Budget & Financials

- **What’s the difference between “current operating budget” and “total operating budget”?** Current operating budget refers to your organization’s budget for the [current](#) fiscal year. Total operating budget refers to the budget for the specific lab or department for the [grant period](#) requested. These are ballpark figures to help reviewers understand scale. Full financials will be requested if invited to submit a full proposal.
- **For college/university applicants, should I enter lab-level or institution-level financials?** Please enter lab or department-level



financials, not institution-wide numbers. This helps us evaluate the scope of the specific project.

- **Do I need to convert CAD to USD?** Yes. Please enter all budget figures in USD. Our system does not automatically convert currencies.
- **What is the range of grant sizes One Hive anticipates awarding?** The Foundation will consider requests of up to \$75,000 per year and anticipates making grants at a variety of dollar amounts, including small grants. Applicants should calibrate their request based on budget size of the project or organization, expenses needed to carry out the program, availability of other private or public funds, and/or ability to help meet budgetary needs so staff can focus on program delivery.

## Deadlines & Submissions

- **Can I discuss a proposed project in advance of submitting an application?** Yes, the Foundation works closely with [Hemenway & Barnes LLP](#) for philanthropic advisory and grantmaking services. [Gioia Perugini](#) serves as the Foundation's primary advisor on grantmaking and is available to answer questions that cannot be resolved through these guidelines or FAQs.
- **What is the exact LOI deadline time?** LOIs must be submitted **by 5:00 PM Eastern Time** on the posted deadline date. Late submissions are not accepted unless pre-approved. If you encounter a problem and it is close to the deadline, please [email us](#) and we can correct the error the following business day. We encourage all applicants to start their application early and build in extra time for troubleshooting if necessary and avoid end-of-day urgency.
- **Can I submit multiple LOIs from the same institution?** Yes, multiple LOIs from different departments or labs within the same institution are allowed. Each must be submitted under a separate organizational profile to avoid data conflicts. Please email us if you encounter difficulty.



- **Can I correct or resubmit an LOI after submission?** If you submitted prematurely or need to make corrections, [contact us](#) immediately. We can reopen your application if it's before or immediately following the deadline.
- **What is the stipend policy if my proposal is accepted during the first phase?** The Foundation provides a proposal development stipend of \$500 to all organizations invited to submit a full proposal, paid at the time of the funding decision. All applicants who submit a full proposal receive the stipend, regardless of whether their request is funded.
- **What application information will be required in the two application phases?** In phase one, applicants complete and submit a letter of intent which includes an online form in the Foundation's Grant Portal with the organization's contact and demographic information and a short summary of the organization or proposed project. In phase two, invited applicants submit a full proposal which includes a longer narrative, detailed budget, and supporting financial information.
- **How are proposals reviewed?** Proposals are reviewed by the Foundation's Advisory Council. Refer to the Request For Proposals for review criteria.
- **What are the reporting requirements if my organization receives a grant?** Applicants can choose how they report to the Foundation – in writing, by phone, or another means identified by the applicant. This is meant to reduce the burden of a custom report format on the applicant.
- **What if my funding need is urgent?** Organizations are encouraged to submit an LOI for the posted deadlines. If your funding need is urgent and outside the normal grant process, please contact the One Hive team to discuss the need and timeline.



## Eligibility

- **Who is eligible to apply?** Verified 501c3 public charities, including research institutions, universities, or other nonprofit organizations in the US and Canada. Independent researchers affiliated with a 501c3 or projects with a public charity fiscal sponsor are also eligible to apply. Government entities and private foundations are not eligible to apply.
- **What is the geographic scope of the Foundation's grants?** The Foundation has a primary geographic focus in Vermont, followed by the northeast, but will also consider requests for work in other states across the US, US territories, as well as Canada that support the Foundation's focus areas as noted above.
- **Can Canadian nonprofits apply?** Yes, Canadian nonprofits are eligible. If your organization is not a registered charity, you may enter your CRA business number manually. Select "Canada" as your region during registration.
- **What if my university does not have 501c3 status but is a charitable organization?** Certain public universities that were formed before the current tax code may not have 501c3 status, but are considered a public charity "equivalent" and are eligible to apply. Generally, municipalities or governmental entities should apply through a 501c3 fiscal sponsor.
- **Do I need a fiscal sponsor to apply?** If your organization is not a 501c3 or equivalent as noted above, you must apply through a qualified fiscal sponsor. The fiscal sponsor will receive and manage the grant funds on your behalf. Grants cannot be awarded to individuals (with the exception of conference travel grants, detailed elsewhere).

## Technical Troubleshooting

- **Which browsers work best with the portal?** We recommend using Chrome or Microsoft Edge. Firefox and some Mac-based browsers may



experience compatibility issues. We also recommend not working on a mobile device.

- **How do I reset my password or confirm submission?** Use the “Forgot Password” link on the login page. If you do not receive a reset email, check your spam folder or contact us. A confirmation email is sent automatically upon successful submission.
- **Why am I getting error messages when submitting?** If you're encountering error messages during submission, it may be due to one or more of the following issues:
  - **Required fields missing:** Make sure all required fields (marked with an asterisk \*) are filled out or have the necessary files uploaded.
  - **Incorrect data format:** Double-check that any data-based or number-based fields are completed using the correct format.
  - **Unsupported characters:** Avoid using special characters. All numbers and dollar amounts must be entered as whole numbers (no decimals or symbols).
  - **Text formatting issues:** If you're pasting content from another source, use the “paste as plain text” option to prevent incompatible formatting errors.
  - **Problematic file uploads:**
    - Do not upload encrypted or password-protected files.
    - Extremely large files may fail to upload—try resizing or re-saving the file before re-uploading.
    - The total size of all attachments combined must not exceed **20 MB**.
  - **File type and quality:**
    - PDF files are preferred for document uploads.
    - Visual materials should be optimized for on-screen viewing—high-resolution files are not necessary.



- Excel spreadsheets must contain only **one tab**; if you upload a multi-tab spreadsheet, only the first tab will be visible.

If you have reviewed all of the above and are still experiencing issues, try refreshing the page or clearing your browser cache before submitting again.

