



Frequently Asked Questions

If my project costs run over, can I get reimbursed for the extra expenditures I had to make?

If your project costs look like they will go over then you can submit a revised budget. If the cost increases are necessary and further the charitable, educational or research goals of the project, they may be approved depending on your sponsor's support of the project and funds availability. It's better to revise the budget before expenses are incurred, but if you are willing to take the risk of having to absorb the extra costs yourself, you can submit a revised budget with your final report.

Do I need to keep receipts for all my expenses

Yes. Canopy doesn't work on a flat grant award. For specific budgeted expenses we need receipts and proof that the funds were spent for the items/purpose you initially requested. If the items weren't purchased or you were able to spend less than the budgeted amount on some types of items then you have to return the unspent portion of the funding.

For example, if you requested \$5,000 for a particular type of seed for a greenhouse research project, you will have to provide a copy of the receipt for purchasing those growing pots. Further, if the final cost of the seed, including shipping, was less than \$5,000 you would have to repay the portion of the money you budgeted but didn't spend for the seed.

Can you explain the specific situations where I have to return unspent money to Canopy at the conclusion of my Grant.

There are more details about this in the Grant Contract you sign with Canopy. Basically, it depends on what the money you didn't spend was budgeted for. If you over budgeted for one item, and under budgeted for another item, things may get shifted rather than returned (so long as the shift maintains and furthers the charitable, research or educational nature of the project).

Here's an example where you'd have to return part of the money.

Let's say you applied, and were approved for a Canopy Grant for the following:

\$1,000 in plane tickets

\$150/day x 4 days Per Diem fees (to cover food and lodging) based on GSA rates

Canopy sent you a check for \$1,600 dollars.

During the project, you got the plane ticket for \$800. In addition, you only spent \$50/day between food and lodging (totaling \$200). So you only spent \$1,000 even though we sent you \$1,600.



In this example:

You would need to pay \$200 back to Canopy (for the cheaper plane flight.)

You would not return any of the per diem fees that were paid to you since those are a flat “per day” rate.

In another version of this example:

Plane ticket was \$800... But the travel time of your project ended up only being 3 days instead of your budgeted 4 days. In that case, you would have to return \$150 (one day of the per diem amount) in addition to the \$200 cheaper plane ticket.

Here’s an example where you wouldn’t return any money:

Your plane ticket cost \$150 more than you budgeted... but your travel time only took 3 days instead of 4 days. Instead of returning the \$150 for the shorter travel time, you could apply that \$150 to the plane ticket, and you would return no money.

Can I get paid for my time on a project

Yes.

I saw on the application that in order for my application to be approved I need to have a “Champion” who is someone already involved with Canopy. How do I find a “Champion” for my project?

If you don’t already know someone within the Canopy community who can function as a champion, you can submit your application and enter “Champion Needed.” Existing Canopy Project Directors, Board Members and Sponsors may review your project and decide they want to Champion your project.

I don’t have funding for my project. Will you help me find a Sponsor?

Project Directors are responsible for finding their own funding for their projects.

That being said, if you apply for a project, and someone decides to get involved as a Champion for your project, they may have a connection to a funding source.

What Responsibilities Will I have as a Canopy Grantee

- [varies] There are reporting requirements during and at the conclusion of grants in order for fund disbursement.
- [~1 hour] Participate in an online video conference Project Review at the conclusion of your project.
- [~2 hours total] Participate in 2 other online video conference Project Reviews of other projects, not related to your project.



- [varies based on your interest level] Read through other Project Applications. Decide whether you want to vote to approve or not approve them as Canopy Projects, or you may abstain from any vote.

Who makes decisions about which projects are Approved

Existing Project Directors (as well as those that have completed projects within the last year) make the decision about what projects are approved. The Board will block projects from approval if the project is not in accordance with IRS 501(c)(3) rules or Canopy bylaws.

Do I have to pay income taxes on a Canopy Grant that I've received?

In general, Canopy will issue a 1099-MISC that shows all the money you've received from us in the previous calendar year. Whether you owe taxes on the money, even if we've sent you the 1099-MISC, depends on a number of factors (for example your supply expenses vs money that went to your time) and you should consult a tax professional. There are also circumstances where we do not have to issue a 1099-MISC for funds that we've disbursed, in which case it is likely there are no taxes due.