

Frequently Asked Questions – Local Share Account (LSA) Grants

Monroe County

- [I'm uploading addenda items, but I get a message saying my attachments are too big.](#)
- [Does the application packet with copies need to be postmarked by the deadline or in your office by that date?](#)
- [May we submit more than one application?](#)
- [We have three different projects; may we submit them in one application?](#)
- [Are matching funds required?](#)

Q: I'm uploading addenda items, but I get a message saying my attachments are too big.

A: There is a 1.5MB overall size limit for attachments. PDF (.pdf) and JPEG (.jpeg) file types are generally the smallest file types for text/image and images, respectively. There are several options for compressing files to a smaller size, but they differ across programs/file types. An internet search for instructions leads to a variety of instruction and options.

Q: Does the application packet with supplemental info need to be postmarked by the deadline or in your office by that date?

A: Neither. The electronic application is the only item that *must* be completed by the program deadline, but this includes the required supplemental information. The hardcopy application, to include the application fee of \$100, should be submitted within a week of the deadline.

Q: May we submit more than one application?

A: Yes. Eligible applicants may submit as many applications as they wish. Each application requires a \$100 application fee.

Q: We have three different projects; may we submit them in one application?

A: No. The applications are project-based. Please contact the program office prior to applying if you have questions. For example:

- You are paving several streets on the north side of town and paving several others on the west side. This can be **one** paving project application.
- You need renovations to the municipal building and a new plow truck. This is **two** applications.
- You are looking for a police car, salt spreader, and dump truck for the municipality. This is **one** municipal vehicle application.

Q: Are matching funds required?

A: Matching funds are not *required*, but are *encouraged*. The inclusion of match enhances the competitiveness of your application.