

Opportunity 2024

Community Foundation for Monterey County

Grantwriting Tips

1. Be clear and concise in your responses.
2. If you need to leave this form and return later, scroll to the bottom of the page and click "Save Application" before logging out.
3. Watch character count limits on the narrative response questions. The character counter is below each narrative box and the total count **INCLUDES SPACES**. (Suggestion: Draft your responses in Word using word/character count to ensure your answers are under the maximum.)
4. The character counts are maximum limits. You are not required to use all the space.
5. Have someone review your document to ensure clarity. If they have questions, so will our reviewers.
6. You may download a printer-friendly PDF of your application by clicking the "Application Packet" link at the top of this page.

Grant applications will be reviewed in three cycles during the year received by February 29, June 30 and October 31, 2024.

Contact Jessica Alcantar-Tinajero, grants@cfmco.org, if you have any questions about using our online grants manager or submitting a grant proposal with a fiscal sponsor. Contact staff if you have other questions or wish to discuss your proposal idea, 831.375.9712 or 754.5880:

Esther Figueroa, x107, estherf@cfmco.org

Janet Shing, x137, janet@cfmco.org.

File Upload Instructions:

For any question below that requires a document to be uploaded, please follow these steps.

1. Create or identify an existing document on your computer that addresses the request. Include the name of your organization on all documents and in the name of each document you upload. USE WORD, EXCEL OR PDF FORMATS ONLY.
2. Return to the appropriate question of your online application. Click on the "upload a file" button. Locate the document on your computer. Click "Open".
3. Your file will begin uploading; you may see a progress indicator. (Note: You no longer have to click "Save" at the bottom of the page to upload files.) When the upload is complete, the file's name will appear as a blue link under the corresponding "upload a file" button. We recommend that you click this link to check the file. The red "X" on the right allows you to delete the file (it does not indicate an error.) Note file size limits for each document.

Grant Request

Program Name*

Provide a brief one-line phrase that best describes this request.

Example: *"Expanded classes in..." OR the program/project name*

Character Limit: 100

Briefly describe your request. Include how grant funds would be used.*

Character Limit: 2000

Requested Amount*

Use "10,000" format. Grants are expected to range from \$5,000 to \$20,000.

Character Limit: 20

What community issue(s) does this project/program address?*

Include the number of people expected to benefit from services and activities supported by this grant. Be as specific as possible in describing the population to be served, including age, ethnicity and geographic area.

Character Limit: 2000

Evaluation Plan

Expected Outcomes*

State the overall broad changes you expect this work to have on your clients and the community you propose to serve.

Example: Students are have an increased interest in science, math and art.

Character Limit: 1000

Organization

Will this grant be managed by a nonprofit fiscal sponsor?*

501(c)3 nonprofit fiscal sponsors serve as the grant applicant on behalf of a group which does not have its nonprofit status recognized by the IRS. Fiscal sponsors agree to be responsible for managing grant funds and reporting requirements.

If your group is not an incorporated nonprofit organization, please speak with staff before submitting this application, 831.375.9712 or 754.5880.

Choices

No

Yes

Fiscally-Sponsored Groups

Community Foundation accepts applications from unincorporated groups when a 501(c)3 nonprofit fiscal sponsor serves as the legal and financial manager.

Complete this section **ONLY** if this application is being submitted by an unincorporated group working with fiscal sponsor.

What is the legal name of the nonprofit fiscal sponsor?

Character Limit: 200

Fiscal Sponsor's Tax Exemption

What is the nonprofit fiscal sponsor's tax exempt number or employer identification number (issued by the IRS)?

Character Limit: 10

Provide a brief summary of the sponsored group's mission/purpose.

Character Limit: 2000

What is the current annual budget of the sponsored group?

Character Limit: 20

Organizational Budget (of the sponsored group)

Upload a detailed organizational budget (for the year reflected in the grant request) including both income and expenses.

File Size Limit: 2 MB

Leadership (of the sponsored group)

List the names of the advisory members and leaders responsible for implementing the proposed work. Include their city of residence and profession/expertise.

Character Limit: 1500

Memorandum of Agreement

Upload a copy of the memorandum of agreement between the fiscal sponsor and the sponsored group.

File Size Limit: 2 MB

Name of Executive Director or Other Authorized Representative of Fiscal Sponsor

Nonprofit fiscal sponsors agree to be accountable to the Community Foundation for the management and reporting of expenses related to this grant. IF a grant is approved, I agree to be responsible for maintaining financial records and the final expense report.

Character Limit: 100

Title

Character Limit: 250

Financial Information

Date of Fiscal Year End*

Character Limit: 10

Program Budget*

Upload a program budget for this request. You are not required to use this template; however, it shows the level of information we are looking for, including, all project income sources (committed and pending) and all expenses, clearly showing the specific expenses this grant would support. Contact us if you have questions after reviewing this sample program budget. If you are applying for operating support, upload a document that more broadly describes how grant funds are expected to be used.

File Size Limit: 2 MB

Organization Budget*

Upload a detailed organizational budget (for the year reflected in the grant request) including both income and expenses. (If this request is for a fiscally sponsored group, this and the following financial statements are for the sponsoring 501(c)3 nonprofit organization.)

File Size Limit: 3 MB

Organization Information

Organization's Mission Statement*

Character Limit: 1000

Description of Organization*

Provide a brief history of your organization, its programs and recent accomplishments.

Character Limit: 1500

Number of paid full-time employees

For the next three questions, answer if this is your first grant request to CFMC or if there have been any changes since submitting your last grant request to CFMC.

Character Limit: 4

Number of paid part-time employees

Character Limit: 4

Number of active volunteers

Character Limit: 4

Board of Directors*

List all current board members with their city of residence and profession/expertise.

Character Limit: 3000

Organization Agreement

We, the undersigned, certify that the practices of this organization conform to the non-discrimination policy as follows. This organization does not discriminate in its employment practices, volunteer opportunities or delivery of programs on the basis of race, religion, gender, national origin, age, disability, veteran status, marital status, sexual orientation, or any other characteristic protected by law.

We, the undersigned, hereby state that the information presented in this application is complete and factual. By typing our names below and submitting this application, we confirm our authority and have notified and secured approval from all parties. We hereby agree that funds, if granted, will be used only for the purpose described above unless written approval from the Community Foundation for Monterey County is received.

GRANT AGREEMENT

A grant from the Community Foundation for Monterey County (CFMC) is to be used only for the purposes described herein and is subject to the grantee's acceptance of the conditions specified below. Reviewing the grant agreement now will expedite payment IF a grant is approved.

Grant Period: 12-month grant

Final Report Due: 12 months after the grant period begins

Purpose and Use of Funds: Grant funds must be spent within **12** months of the grant date and for the purposes stated in the grant proposal and specified above. Grant funds may not be used for any expenses incurred prior to the grant date. If something unexpected occurs or additional time to complete the funded activities is needed, you may request an extension or budget modification by email. No changes may be made in timing or budgetary use of the grant funds without the CFMC's advance written approval.

Required Reports: Organizations receiving a grant are expected to submit a final report, through this online grant system as scheduled. The final report consists of responses to questions describing funded activities and progress made towards the proposed objectives and goals. The organization is responsible for maintaining records of grant funds received and the expenses incurred until all grant requirements have been fulfilled and will provide additional detail to the CFMC in a reasonable time should it be requested. Inability to submit completed,

timely reports may affect future eligibility for future grants. If the organization applies for another grant before this grant award is expended, you may be asked to submit a progress report on the grant objectives and expenditures, depending on the grant program.

Details regarding a grant, including annual report due dates and online materials submission (e.g., reports, photos, etc.) are saved in your online account. Email correspondence is used through our online grants manager. It is your responsibility to keep your online account and contact information current by informing us of any changes. More information is available in the Overview Guide to using our online grants system at www.cfmco.org/apply.

Public Information: The CFMC encourages organizations to make announcements of grants upon receipt of the grant payment. The CFMC communications department is available to provide assistance in your communication efforts. We also welcome your photos reflecting the services made possible by the grant.

By submitting this grant request, you are indicating that you understand and agree to the terms and requirements of this grant.

Name of Authorized Board Member*

Character Limit: 100

Name of Executive Director or Other Authorized Representative*

(Second person, different than above)

Character Limit: 100

Title*

Character Limit: 50

Use this optional space for any optional comments/explanations regarding this grant application.

Character Limit: 2000