

Fund for Homeless Women 2018

Community Foundation for Monterey County

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*

Character Limit: 4

Number of paid part-time employees*

Character Limit: 4

Number of active volunteers*

Character Limit: 4

What percent of the board made a financial contribution to the organization in the last year?*

Board members donate time and in-kind donations. This and the following question refers to the total amount of money the board donated in the most recent year.

Character Limit: 3

What was the total amount donated by the board in the last year?*

Character Limit: 20

Board of Directors*

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

Character Limit: 3000

Grantwriting Tips and Instructions

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. Have someone review your document to ensure clarity. If they have questions, so will our reviewers.
4. Watch character count limits on the narrative response questions. The character counter is below each narrative box and the total count **INCLUDES SPACES**.
5. The character counts are **maximum limits**. You are not required to use all the space.
6. You may download a printer-friendly PDF of your application by clicking the "Application Packet" link at the top of this page.

For technical inquiries, please contact Karina Gutierrez-Barboza at grants@cfmco.org or 831.754.5880.

For all other inquiries, please contact Janet Shing at janet@cfmco.org or 831.375.9712 x137.

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 to describe this request. This phrase should describe the intended outcomes rather than the planned activities. This phrase also serves as the title of your request in our records.

Character Limit: 150

Request Amount

Use "25,000.00" format.

Character Limit: 20

Total Project Budget

(for the time period of this request)

Character Limit: 20

Project Start Date*

This work may extend for more than a year but for grant reporting purposes, what is the proposed 11-month period of this grant request? Remember, grant funds may not be used for expenses already incurred.

Character Limit: 10

Expected Project End Date*

Character Limit: 10

Grantmaking Priority*

Indicate which grantmaking priority this proposal addresses (check all that apply):

Choices

Emergency assistance, e.g., one-time motel voucher, transportation, or personal care (up to \$10,000)

Expanded transitional/permanent housing options and/or supportive services

Proposed Program and Evaluation Plan

If you are requesting funding under both priorities, emergency assistance and innovative ideas, answer the following questions for both projects.

Community Need*

Describe how you know that the proposed services are needed. Cite evidence or data used to verify the community need.

Character Limit: 2000

Program Description and Proposed Activities*

Explain the proposed activities, services, scope of work and why you believe this will be effective.

How will this program help to increase access to shelter and safety for homeless women who are unsafe and in danger of harm? Include the organizational structures and personnel in place to effectively administer the proposed program.

Character Limit: 4000

Community Partners*

Explain how the proposed program will leverage other human and financial resources and collaborate with community partners. What other skills, knowledge and capacities are in place to support the program goals?

Character Limit: 2000

Evaluation Plan*

What will success look like at the end of the grant period? Provide a clear plan to evaluate the results of the program in relation to the goals and activities stated in the question above regarding Program Description and Proposed Activities, including how you will monitor and measure success.

Character Limit: 2000

Previous Grant

If your organization received a Fund for Homeless Women Fund grant last year, briefly summarize what has been accomplished to date.

Character Limit: 2000

Applications for Emergency Assistance Small Grants Only

Include the criteria and process you will use to determine which individuals will receive support and who within the organization (staff and/or volunteers) will deliver this assistance. Describe the types of direct assistance you intend to provide (e.g., transportation, personal care, etc.).

Character Limit: 2000

Financial Information

Date of Fiscal Year End*

Character Limit: 10

Budget Narrative*

What is the total program budget? What time period does it cover? What other funding is committed and pending? How would a Fund for Homeless Women grant be used and why is it needed at this time? If this is an ongoing program, what are your plans for how it can be sustained? If applying for both Emergency Assistance and Shelter/housing Expansion, state the requested amount for each purpose.

For Emergency Assistance applications, indicate how funds would be used, expected results and how these expenses will be tracked.

Character Limit: 2000

Program Budget

Upload a program budget. You are not required to use this template; however, your program budget should include all program income (committed and pending) and the specific expenses this grant would support. A program budget is **not** required for applications only for an Emergency Assistance grant.

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.

File Size Limit: 2 MB

Balance Sheet or Statement of Financial Position*

Upload a balance sheet for the most recently completed year. This financial statement lists the organization's assets and liabilities by category at a specific point in time. Examples of asset lines are cash, accounts receivable, property and equipment. Examples of liability lines are accounts payable, salaries and wages, accrued vacation, vehicles and long-term debt.

File Size Limit: 2 MB

Profit & Loss Statement or Statement of Activities*

Upload a profit and loss statement for the most recently completed year. This financial statement lists income and expenses by categories. Examples of income are grants, individual donations, earned revenue and events. Examples of expenses are salaries and wages, payroll taxes, insurance, contract services, occupancy/utilities/rent and vehicle operation/maintenance.

File Size Limit: 2 MB

Fiscally-sponsored Groups Only

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 Janet Shing before submitting this application, 831.375.9712.

Mission of Fiscally-sponsored Group

Character Limit: 1000

What is the legal name of the nonprofit fiscal sponsor?

Character Limit: 250

Fiscal Sponsor's Tax Exemption

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

Character Limit: 9

Annual Budget (of the sponsored group)

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

File Size Limit: 2 MB

Leadership

List the names of the advisory members (of the sponsored group) and/or the leaders responsible for implementing the proposed activities. Include their city of residence and profession/expertise.

Character Limit: 3000

Memorandum of Agreement

Upload a signed memorandum of agreement with the sponsored group or collaborating organizations verifying the terms of the arrangement and signed by all parties.

File Size Limit: 2 MB

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.

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: 100

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

Character Limit: 2000

