

Anita Tarr Turk 2018

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**.
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.

Please contact us if you have any questions, including information on fiscal sponsorships and collaborative proposals, at 831.375.9712, 754.5880 or email.

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*

Research project title and researchers' name (two-years)

Character Limit: 100

Requested Amount*

Use the format "100,000.00".

Character Limit: 20

Request Summary*

Upload a description of your request including

- the breast cancer research topic (this could be the principal investigator's abstract)
- the principal investigator's or researcher's name
- research institution
- project year and expected duration (e.g., completed first of four years)
- brief description of how your organization selects research projects

File Size Limit: 2 MB

Organization Information

Year Established*

Character Limit: 4

Organization's Mission Statement*

Character Limit: 1000

Board of Directors*

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

Character Limit: 3000

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.

Character Limit: 3

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

Character Limit: 20

Financial Information

Date of Fiscal Year End*

Character Limit: 10

Organizational Budget (current year)*

Character Limit: 20

Balance Sheet or Statement of Financial Position (for most recently completed year)*

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, prepaid expenses, property and equipment. Examples of liability lines are accounts payable, salaries and wages, accrued vacation, plus equity/real estate, vehicles and long-term debt, etc.

File Size Limit: 3 MB

Profit & Loss Statement or Statement of Activities (for most recently completed year)*

Upload a profit and loss statement for 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 expense lines are salaries and wages, payroll taxes, insurance, contract services, occupancy/utilities/rent and vehicle operation/maintenance.

File Size Limit: 3 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: 50

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

Character Limit: 2000 | File Size Limit: 2 MB