

Anita Tarr Turk 2020

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*

Provide a brief one-line phrase that best describes this request. Example: *Breast cancer research project (2 yr).*

Character Limit: 100

Requested Amount (over two years)*

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.

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: 23-month grant, December 1, 2020 - October 31, 2022

Annual Report Due: October 31, 2021

Final Report Due: October 31, 2022

Purpose and Use of Funds: Grant funds must be spent within **23** 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: The grantee is expected to submit a final report, through this online grant system as scheduled. The final report consists of responses to questions describing progress made toward the purpose and objectives of the grant, and a final expense report showing how grant funds were spent based upon the budget submitted to the CFMC. The grantee 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. Ability 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.

Public Information: The CFMC encourages grantees 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. IF a grant is approved, you will be able to save and upload photos directly related to the funded activities to your online account under Photo Release.

Do you understand and agree to the terms and requirements of this grant?*

If you have any questions, contact Janet Shing, Director of Grantmaking, before submitting this grant application, 831.375.9712 or 754.5880 x137 or janet@cfmco.org.

Choices

Yes

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