

# The Robert and Virginia Stanton Endowment 2021

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*Community Foundation for Monterey County*

## *Grantwriting Tips*

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1. Be clear and concise in your responses.
2. Your responses will be saved every 100 characters typed. However, 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.

Technical: Karina Gutierrez-Barboza, [grants@cfmco.org](mailto:grants@cfmco.org), 831.754.5880.

All other questions:

Michael Castro, Community Initiatives Manager, [michaelc@cfmco.org](mailto:michaelc@cfmco.org), 831.375.9712 x 127

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.
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.

## Organization Information

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### Year Established\*

Character Limit: 4

### Organization's Mission Statement\*

Character Limit: 500

### Description of Organization\*

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

Character Limit: 1000

### Number of paid full-time employees\*

Enter a number (an integer) for the next three questions.

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.

Character Limit: 100

### 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. Please use the text box or upload a document below. If you would like attach a separate document that includes this information rather than providing the information in the box below, please: 1) Type "see attached" in the text box and 2) Upload the document below.

Character Limit: 3000 | File Size Limit: 3 MB

### Ten Largest Financial Gifts\*

List the ten largest financial gifts (grants or donations from individuals or organizations including name of donor/organization and amount of gift) that the organization received in the most recent fiscal year. Donors who have requested anonymity may be listed as Anonymous.

Character Limit: 1000

## Grant Request

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### Program Name\*

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

*Character Limit: 100*

### Request Amount\*

*Character Limit: 20*

### Request Type\*

What type of support are you requesting?

#### Choices

Capital  
Operating  
Program

### 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. Stanton Endowment grants are made on an 11-month reporting period with the expectation that final reports will be submitted one month before a new grant is approved.

*Character Limit: 10*

### Expected End Date\*

*Character Limit: 10*

### Request Summary\*

Describe your request. Provide an overview of the proposed activities and state how the would the funds be used.

Example: Grant funds will be used for Phase 2 of an earthquake retrofit to the Monterey County Historic Building in Pacific Grove. This request will give us the funds needed to complete the project and serve an estimated 20,000 annual visitors and students. Funds will be used to pay contractors for their services and purchase materials for the retrofit. When the project is complete, this important building will be available to the public and assured of its ongoing structural integrity.

*Character Limit: 1000*

### Community Need\*

Describe how you know that the proposed services are needed. Cite evidence or data used to verify the community need. If requesting general operating support, answer this question in the context of the overall organizational mission.

*Character Limit: 3000*

## Population Served\*

Describe the population to be served. Be as specific as possible, including age, ethnicity and geographic area. Include the total number of people to be served by this grant, if awarded.

Example: 2000 middle and high school students in King City who use the Stanton Theater for school performances and concerts. 87% of the population in King City identifies as Hispanic and 37% live below the poverty line.

*Character Limit: 1000*

## Proposed Activities\*

Explain the proposed program's activities, scope of work and why you think the program will be effective. If requesting general operating support, please answer this question in the context of the overall organizational mission.

*Character Limit: 4000*

## Previous Stanton Endowment Grant

If the organization received a Stanton Endowment grant in the previous year, briefly describe the progress made to date. What activities have been conducted? How many people were served or involved? Briefly describe any unexpected challenges or changes that have affected the work, if applicable.

*Character Limit: 3000*

## Evaluation Plan

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### Expected Program Outcomes\*

State the overall changes you expect this work to have on your clients and the community you intend to serve. We will expect you to report on these outcomes in your final report.

*Example: With the completion of the building addition made to the Historic Building, we expect to improve our ability to serve the community by increasing our capacity by 25%, which is an additional 1000 people served.*

*Character Limit: 2000*

## Financial Information

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### Date of Fiscal Year End\*

*Character Limit: 10*

### Organizational Budget (current year)\*

*Character Limit: 20*

### Program Budget\*

Upload a program budget, showing all income (committed and pending) and the specific expenses this grant would support. Refer to the program budget template to better understand the information we are looking for. If you are applying for general operating support, upload a document that more broadly describes how grant funds would 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*

### 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*

**Note: If your fiscal year-end date is such that your year-to-date statements cover a period of three months or less, provide financial statements for a second complete year instead.**

### *Fiscally-sponsored Organizations Only*

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Community Foundation accepts applications from non-incorporated groups when a 501(c)3 nonprofit fiscal sponsor serves as the legal and financial manager. Fiscal sponsors agree to be responsible for managing grant funds.

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

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

*Character Limit: 2000*

### **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*

### **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**

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

*Character Limit: 1500*

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

*File Size Limit: 2 MB*

## ***Organization Agreement***

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Grant applications are due by **5:00 PM, July 9, 2021 or earlier.**

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:** 11-month grant, November 1, 2021- September 30, 2022

**Final Report Due:** September 30, 2022

**Purpose and Use of Funds:** Grant funds must be spent within **11** 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.

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](http://www.cfmco.org/apply).

**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. When 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 your program officer or the appropriate staff contact immediately, 831.375.9712 or 754.5880, [www.cfmco.org/nonprofits/grants/community-impact/contact-us/](http://www.cfmco.org/nonprofits/grants/community-impact/contact-us/)\*

**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*

**Name of Executive Director or Other Authorized Representative of Fiscal Sponsor (Fiscally Sponsored Applications Only)**

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: 100*

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

*Character Limit: 1000*