# Jean P. Fitton 2021

*Community Foundation for Monterey County*

## Grantwriting Tips and Instructions

The Jean P. Fitton Fund is an endowed field of interest fund of the Community Foundation for Monterey County (CFMC). The purpose of the fund is to support K-12 public school teachers of merit and commitment in Monterey County and enable schools to attract and retain gifted and talented educators. Grants totaling around $35,000 will be awarded each year.

Before submitting a grant application, please review the grant guidelines and familiarize yourself with our online grants manager.

### 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.

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

For all other inquiries regarding your proposal, contact Janet Shing at janet@cfmco.org or 831.884.5737.

### 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 that 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 right away, and 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 you just uploaded (it does not indicate an error). (Note file size limits for each document.)

## *Grant Request*

Describe your work and the objectives you are trying to achieve. Please read all the questions thoroughly before answering.

### Program Name*

Provide a brief one-line phrase to describe this request. This phrase describes the planned activities and serves as the title of your request in our records. Examples include: "Middle school math/science teacher enrichment" or "K-12 teacher professional development"

*Character Limit: 250*

### Requested Amount*

*Character Limit: 20*

### Total Project Budget*

(for the time period of this request)

*Character Limit: 20*

### Grantmaking Priority*

Indicate which grantmaking priority this application addresses (check all that apply).

#### Choices

Enrichment program for public elementary, middle and/or high school teachers
Cash awards for public K-12 teachers
Nonathletic scholastic and arts programs for teacher professional development
Necessary equipment and facility acquisition or improvements

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

*Character Limit: 2000*

### What community issue(s) does this project address? Why is this critical now?*

Describe how your school/district currently supports its teachers and how you know that the proposed activities are effective. Cite evidence or data to help us understand the need.

*Character Limit: 2000*

### How many teachers are expected to be served by this grant?*

Be as specific as possible in describing the population to be served, including estimated number of students to benefit indirectly, student demographics and geographic area.

*Character Limit: 250*

## *Organization Information*

**The questions in this section refer to the OVERALL 501(c3) nonprofit organization, NOT only this request.**

### Organization's Mission Statement*

*Character Limit: 1000*

### Year Organization was Established*

*Character Limit: 4*

### Board of Directors*

List all current board members with 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 often, in-kind donations. This and the following question refers to the total amount the Board donated in cash.

*Character Limit: 3*

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

*Character Limit: 20*

## *Financial Information*

### Date Fiscal Year Ends*

*Character Limit: 10*

### Project Budget*

Upload a budget for this request. You are not required to use this template; however, the project budget should include all project income (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 project budget.

*File Size Limit: 2 MB*

### Organizational Budget*

Enter the organization's annual budget for the current fiscal year.

*Character Limit: 15*

## *Organization Agreement*

Grant applications are due by **5:00 PM, October 1, 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 characteristics 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, December 1, 2021 - October 31, 2022
**Final Report Due**: October 31, 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.

**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.

**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, 831.884.5737 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: 100*

## Use this space for any optional comments or explanations regarding this grant application.
*Character Limit: 2000*