

Expanded Learning (2022-23)

Community Foundation for Monterey County

This document is for draft purposes only. Community Foundation only accepts complete Community Impact grant applications received by 5 pm, May 13, 2022 or earlier through its online grants manager, www.cfmco.org/apply

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**. (Suggestion: Draft your responses in Word using word/character count to ensure your answers are under the maximum.)
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.

Applications are due by **5:00 p.m., April 6, 2022 or earlier**.

Contact Laurel Lee-Alexander, Vice President of Community Impact, if you have any questions, including information on fiscal sponsorships and collaborative applications, 831.375.9712, x112 or <mailto:laurel@cfmco.org>.

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: *After-school enrichment program*

Character Limit: 100

Requested Amount*

Use the format "25,000".

Character Limit: 20

Request Type*

What type of support are you requesting?

Choices

Program

Operating

Request Summary*

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

Example: *Grant funds will be used for the After-School Program which provides homework assistance. The Program annually serves 1,200 at-risk high-school students from 8 schools, 90% of whom graduate from high school. College student volunteers are recruited and trained to act as mentors and serve as role models through regular meetings. The Program strives to improve students' lives both academically and socially. The funds requested will be used to pay for salaries (\$15k), mentor stipends (\$3k) and supplies/materials (\$2k).*

Character Limit: 1000

Description and Total Number 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. Use phrases or succinct sentences.

Example: *1,200 high school students from Castroville, Marina, Salinas, Gonzales and Greenfield. The majority of participants are Latino and from low-income families. Approximately 15% are of Asian, African-American or multicultural backgrounds and 5% are indigenous Oaxacan.*

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 operating support, answer this question in the context

of the overall organizational mission.

Character Limit: 3000

Detailed Program Description and Proposed Activities*

Explain the proposed program's activities, scope of work, schedule of programs, 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

Evaluation Plan

Expected Measurable Results*

Describe the observable changes you will monitor and measure over the grant period to demonstrate progress towards the above program outcome(s). Choose 2-3 indicators that best represent your program outcomes and desired goals.

Example: 1) *Program capacity will expand by at least 15% to allow for 100 additional new participants from focused communities.*

2) *80% of participants self-report an increase in their academic progress/knowledge and/or increase in well-being (social/emotional health).*

In addition to grantee-defined measurable outcomes, grantees should be prepared to report the following in a grant outcome evaluation report:

1. How has the program increased access for students to out-of-school time programming (after school, before school, during school breaks/intersession, summer)?
2. How has this grant leveraged additional funds for this program?
3. Using the scale below, how has progress been demonstrated towards the grantee-defined outcomes? Provide a brief overview.
 - a. Met the goal
 - b. Approaching the goal
 - c. Not yet started

Character Limit: 1000

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*

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 their city of residence and profession/expertise.

Character Limit: 3000

Financial Information

Date of Fiscal Year End*

Character Limit: 10

Program Budget*

Upload a program budget for this request. You are not required to use this template; however, it shows the level of information we are looking for, including, all project income sources (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 program budget. If you are applying for operating support, upload a document that more broadly describes how grant funds are expected to 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

Organization Agreement

Grant applications are due by **5:00 p.m., the first Friday in March, March 4, 2022 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: 12-month grant, June 1, 2022 - May 31, 2023

Final Report Due: June 30, 2023

Purpose and Use of Funds: Grant funds must be spent within **12** 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?

Contact us if you have any questions, 831.375.9712, x112, laurel@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