

Opportunity 2023

Community Foundation for Monterey County

Grantwriting Tips and Instructions

The Opportunity Fund is the Community Foundation's grant program which addresses one-time, non-recurring expenses. Applications are accepted throughout the year for grants to support emerging organizations and ventures, unanticipated needs and other time-sensitive efforts where a small amount of money will make a difference. Opportunity grants typically range between \$1,000-5,000. While larger grants (up to \$10,000) may be considered, they are the exception.

Before submitting a grant application, please review the Opportunity Grant [Guidelines](#), which include more information about funding priorities and requirements. You may also wish to review a [list of recent Opportunity grants](#).

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 all other inquiries including fiscally sponsored groups, contact Esther Figueroa at estherf@cfmco.org or 831.375.9712 or 754.5880 x107.

File Upload Instructions

For questions that require an uploaded document, please follow these steps.

1. Create or identify a 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

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: "New initiative to address..." or "Expanded classes in...".

Character Limit: 150

Requested Amount*

Use "3,000" format. Grants are expected to range from \$1,000 to \$5,000.

Character Limit: 20

Total Annual Project Budget

Character Limit: 20

Project Start Date*

What is the proposed 12-month period of this grant request? Remember, grant funds may not be used for expenses already incurred. Opportunity grant applications are generally processed in two months.

Character Limit: 10

Expected Project End Date*

Character Limit: 10

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 the events that led up to this point.

Character Limit: 2000

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

Be as specific as possible in describing the population to be served, including age, ethnicity and geographic area.

Character Limit: 250

How will your organization fund these activities in the future?*

Provide information about other funding sources supporting this project.

Character Limit: 1500

Organization Information

The questions in this section refer to the overall 501(c)3 nonprofit organization, NOT only this request.

Organization's Mission Statement*

Character Limit: 1000

Year Organization was Established*

Character Limit: 4

Number of Paid Full-time Employees

For the next three questions, answer if this is your first grant request to CFMC or if there have been any changes since submitting your last grant request to CFMC.

Character Limit: 4

Number of Paid Part-time Employees

Character Limit: 4

Number of Active Volunteers

Character Limit: 4

Board of Directors*

List all current board members with 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, the program budget should include all project income (committed and pending) and all expenses, clearly showing the specific expenses this grant would support.

File Size Limit: 2 MB

Organizational Budget*

Enter the organization's annual budget for the current fiscal year and upload a copy of the organizational budget, including both income and expenses.

Character Limit: 20

File Size Limit: 2 MB

Consulting Services

If this request would support a consultant's work, upload a copy of the consultant's budget and proposal. Include the consultant's proposal outlining their services and costs.

File Size Limit: 2 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: 12-month grant

Final Report Due: 12 months after the grant period begins

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. 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. Inability 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? *

Name of Authorized Board Member*

Character Limit: 100

Name of Executive Director or Other Authorized Representative*

(Second person, different than above)

Character Limit: 100

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