

Monterey Peninsula Regional Parks District 2024

Community Foundation for Monterey County

Grantwriting Tips and Instructions

The purpose of Monterey Peninsula Regional Parks District's (MPRPD) Transportation grant fund is to increase access to MPRPD's parks and preserves. The Transportation grant fund expects to award \$50,000 this year.

Before submitting a grant application, please familiarize yourself with our online grants manager.

Grants are expected to range between \$500 - \$10,000. Organizations may receive up to two grants per fiscal year (July 1 - June 30) for a maximum of \$4,000 per year. Schools districts are eligible to receive up to \$10,000 per year. Organizations are encouraged to:

1. Review the grant guidelines and the application questions.
2. Confirm that the organization has the required Special Use Permits and/or memorandum of understanding in effect. More information is available at www.mprpd.org/special-use-permits
3. Submit completed grant application at least two months before planned visit.

Funding decisions are generally made within two months of submitting a complete application. For questions, contact Janet Shing at janet@cfmco.org or 831.375.9712 or 754.5880 x137.

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.

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

Grant applications will be considered throughout the year until all available funds have been awarded.

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, for example, "Field trip to _____".

Character Limit: 250

Requested Amount*

Character Limit: 20

Briefly describe your request.*

Are there specific dates or a timeframe when the group plans to visit? Describe your plans or field trip, for example, how many people does the organization expect to transport and host at a Monterey Peninsula Regional Parks District site? Describe the population to participate. Be as specific as possible, including participants' ages or age ranges, race/ethnicity and cities of residence.

Character Limit: 3000

Which MPRPD site does the group plan to visit? Check all that apply.*

Choices

- Cachagua Community Park
- Eolian Dunes Preserve
- Frog Pond Wetland Preserve
- Garland Ranch Regional Park/Kahn Ranch
- Palo Corona Regional Park

Special Use Permit*

Has the organization already received its Special Use Permit from or submitted its Special Use Permit application to MPRPD? If not, please explain.

Does the organization have an existing memorandum of understanding or agreement with MPRPD? MPRPD requires a Special Use Permit for group visits. More information, including MPRPD's Special Use Permit application, is available at www.mprpd.org/special-use-permits.

Character Limit: 2000

Itemized Budget*

If available, upload a document with detailed budget information related to the MPRPD visit. Alternatively, a list of how grant funds would be used can be provided below.

Character Limit: 3000 | 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: 11-month

Final Report Due: By the end of the grant period

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 organization 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 organization 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.

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.

By submitting this grant application, we understand and agree to the grant agreement above.

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.

Character Limit: 2000