Community Impact Fall 2020

*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, August 7, 2020 or earlier through its online grants manager,*** [***www.cfmco.org/apply***](http://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., August 7, 2020 or earlier**.

Please contact us if you have any questions, including information on fiscal sponsorships and collaborative applications, at 831.375.9712, 754.5880 or [emai](http://www.cfmco.org/index.cfm/id/599/Contact-Us/)l.

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

Organizational Development Capital (buildings and facilities) Operating

## Program Area\*

To which Community Impact program area are you applying? Note: beginning in 2021, we will accept applications addressing all our program areas in one grant cycle. The application deadline will be by the first Friday in March 2021.

**Choices**

Arts, Culture

Historic Preservation Community Development Environment

Animal Welfare

## Request Summary\*

Describe your request. Provide an overview of the proposed activities and state how the funds would be used. Please note that this summary may be shared with our donor advisors.

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*

## Previous Community Impact Grant

If the organization received a Community Impact 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

## Expected Program Outcomes\*

State the overall broad changes you expect this work to have on your clients and the community you intend to serve.

Example: *1) Students are academically prepared for college and become productive members of our community.*

*2) All youth have access to reliable guidance and resources to make informed decisions about post-secondary education.*

*Character Limit: 1000*

## 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) 80% of program participants will rate the workshops as very or extremely helpful to better understand the college admissions process.*

*2) Program capacity will expand by 15% to allow for 150 additional youth to participate (increasing the number involved in our program to the total number of 1,200) and 80% of participants self-report being able to meet with a guidance counselor or equivalent regarding A- G prep classes.*

*Character Limit: 1000*

## Data Collection\*

How will you collect and analyze this information?

Example: *1) Pre and post participant surveys to be administered by unpaid Volunteer Manager on the first day of the class and one month after the class has finished. Analysis to be completed by end of each fiscal year.*

*2) Participants will provide information in a follow-up interview.*

*Character Limit: 1000*

# Organization Information

## Year Established\*

*Character Limit: 4*

## 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*

## 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*

# 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;](http://www.cfmco.org/wp-content/uploads/2017/12/Program-Budget-Template-A1.xlsx) 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.](http://www.cfmco.org/wp-content/uploads/2017/12/Sample-Program-Budget-Form-A2.pdf) 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*

# Fiscally-sponsored Organizations Only

Community Foundation accepts applications from unincorporated 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: 200*

## Fiscal Sponsor's Tax Exemption

What is the nonprofit fiscal sponsor's tax exempt number or employer identification number (issued by the IRS)?

*Character Limit: 10*

## 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 (of the sponsored group)

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

*Character Limit: 1500*

## Memorandum of Agreement

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

*File Size Limit: 2 MB*

# Collaborative Proposals Only

Nonprofit organizations partner and collaborate with others.

Complete this section **ONLY** if this application is being submitted by an organization who has already received a Community Impact this calendar year. To be eligible for a Community Impact collaborative grant, the proposed grant activities have been planned by and will be implemented by all listed collaborators, some of which may receive a portion of the requested grant funds (list this clearly in the Program Budget). Organizations applying for a collaborative grant are strongly encouraged to speak with their [program officer](https://www.cfmco.org/nonprofits/grants/community-impact/contact-us/) before submitting this application.

## Collaboration Description

If the organization is partnering with other agencies for this request, briefly explain the nature of this collaboration and each partner's role and responsibilities.

*Character Limit: 1000*

## Upload a copy of the memorandum of agreement among all the partners in this collaborative request.

Review the [Community Impact grant guidelines](http://www.cfmco.org/communityimpact) for more on collaborative grant proposals. Call your program officer if you have any questions, 831.375.9712 or 754.5880.

*File Size Limit: 2 MB*

# Organization Agreement

Grant applications are due by **5:00 p.m., August 7, 2020 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**: 17-month grant, January 1, 2021 - May 31, 2022

**Final Report Due**: May 31, 2022

**Purpose and Use of Funds**: Grant funds must be spent within **17** 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 syste[m at www.cfmco.org/apply](https://demo.grantinterface.com/Form/Update?form=218420).

**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-](http://www.cfmco.org/nonprofits/grants/community-impact/contact-us/) [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: 2000*