



New Online Grant Portal Information Sheet

1. Why is Monterey Peninsula Foundation changing to an online grant application?

The Foundation made these changes based on best practices for efficient and effective grantmaking, while taking into account the needs of our grantees and community partners.

2. What does this mean for the Foundation's grant application process?

Due to the conversion of our new online portal, Monterey Peninsula Foundation will no longer accept applications through www.grantrequest.com/SID_1818 as of **Friday June 8, 2018**.

All grant applications and reports must be submitted through the new Monterey Peninsula Foundation online portal.

With any new system or platform change, we do expect challenges and some delay in processing applications. We will try our best to provide technical assistance where available. We appreciate your patience.

3. Where is the new online grant application located?

You may access the new grant application portal on the Foundation website: www.montereypeninsulafoundation.org/grantmaking; and click on **"Apply for A Grant."**

4. What does this mean for my account?

All current and new grantees/applicants will need to create new log-ins for the new online portal. Once you have registered and logged into the new online portal, you should be able to access past grants and reports.

5. How do I access the new online portal?

You may access the new portal through the Foundation Website: www.montereypeninsulafoundation.org/grantmaking.

Click on **"Apply for A Grant"**

All first-time visitors MUST register as a **"NEW USER"**. To learn how to register as a new user, log-in, and other new portal information, please refer to the **2018 Online Portal Guide**.

6. What will happen to my current application or report that is saved, partially completed but not yet submitted on the old system?

If you are currently working on a grant application or report for the July 1 application deadline, we **strongly recommend** that you save your narratives in an editable document (i.e. Microsoft Word) and your financial documents in a file on your computer.

You will not be able to access partially completed applications **after Friday, June 8**. Any partially completed application will not be saved and you will not be able to recover information.

See #7 – What happens if our organization would like to apply for consideration before July 1, 2018?



New Online Grant Portal Information Sheet

7. What happens if our organization would like to apply for consideration before July 1, 2018?

The new online grant application is available. If you are in the process of applying to the Monterey Peninsula Foundation before June 8th, we **strongly recommend** that you save your narratives in an editable document (i.e. Microsoft Word) and your financial documents in a file on your computer.

Starting June 8, the old application system will no longer be accessible to applicants or grantees. All partially completed applications will need to be resubmitted in the new portal.

8. When will grant applications be reviewed?

Only complete applications from eligible organizations will be considered for funding by the Monterey Peninsula Foundation Grant Committee. Foundation timelines will remain the same, even though there are portal changes. Grant Committee will continue to meet and consider applications in March, June, September, and December.

However, with any new system or platform change, we do expect challenges and some delays in processing applications. We appreciate your patience.

See www.montereypeninsulafoundation.org/grantmaking/how-to-apply/guidelines/ for grant guidelines and application deadlines.

9. Will these changes affect current Monterey Peninsula Foundation grantees?

We have intentionally designed the new application portal and process to have a similar layout and requirements as the old application.

If you are a current or past Monterey Peninsula Foundation grantees, your past grant files, including reports, are saved in our new system. Similar to the old portal, your files will be linked to your account and you will be able to access those grant files in the new system.

See #4 – What Does This Mean for My Account?

10. Will these changes affect our funding schedule?

No, the funding schedule will remain the same. In general, grants are awarded for a one-year period. Grantees will have 10 months to spend funds and submit a grant report, to help them stay on the same funding schedule each year.

If you have questions about your current multi-year award, please contact Hana Kong, Program Officer – hk@mpfca.org or 831.649.1533



New Online Grant Portal Information Sheet

11. What if our school or school district previously applied?

Application process for schools and school districts will remain the same. All grant applications and reports must be submitted through the new Monterey Peninsula Foundation online portal.

Only public K-12 schools may use the Public K-12 School grant application. Use of incorrect application may result in the delay of review.

School districts, charter schools and private schools must have 501(c)(3) nonprofit status and apply using the new general grant application and are subject to the same requirements as nonprofit organizations.

See #5 – How do I access the new online portal?

12. Our school previously received a grant Sober Grad Night event. How will this affect us?

Schools interested in receiving support from the Monterey Peninsula Foundation for Sober Grad Night events must submit a request letter with the event specifics (i.e. date, location, etc.) at least four weeks before the event.

For questions concerning Sober Grad Night, contact Bre Warnars, Program Associate at bw@mpfca.org or 831.649.1533

13. Is there an audit requirement?

Organizations requesting more than \$25,000 are required to submit a financial review completed by a third party for the most recently completed fiscal year. However, a full audit is encouraged.

Organizations requesting more than \$75,000 are required to submit a full financial audit.

See www.montereypeninsulafoundation.org/grantmaking/how-to-apply/guidelines/ for additional grant guidelines.

14. How do I submit a Grant Report to the Foundation?

If you are in the process of completing your report to Monterey Peninsula Foundation before June 8th, we strongly recommend that you save your narratives in an editable document (i.e. Microsoft Word) and your financial documents in a file on your computer.

Grantees will not be able to access partially completed reports **after Friday, June 8**. You will need to complete your report through the new online portal.

See #5 – How do I access the new online portal?



New Online Grant Portal Information Sheet

15. Will the focus areas or funding priorities of the Monterey Peninsula Foundation be changing?

Monterey Peninsula Foundation is not changing its focus areas or funding priorities.

As a reminder, Monterey Peninsula Foundation awards grants to nonprofit organizations that benefit the community in the focus areas of Arts & Culture, Community & Environment, Education, Health & Human Services, and Youth. The Foundation's geographic funding areas include Monterey, Santa Cruz, and San Benito Counties in Central California, with limited grants to organizations in Northern California.

Visit www.montereypeninsulafoundation.org/grantmaking for more information about Foundation focus areas and funding priorities.

16. Are there any resources available to help with this transition?

A guide to help navigate the new online portal is available on the Foundation's website: www.montereypeninsulafoundation.org/grantmaking.

Click on "2018 Online Portal Guide."

17. Who should I contact for specific questions?

Monterey Peninsula Foundation staff is available to provide technical assistance. Please be patient while we are going through this transition. If you see an error in your file or have questions, please contact the Philanthropy Department at grants@mpfca.org or 831-649-1533.