



MONTEREY
PENINSULA
FOUNDATION

APPLICATION CYCLE CHANGE FAQ

Why is Monterey Peninsula Foundation changing its application cycles?

The Foundation made these changes to better incorporate the golf tournaments we host (AT&T Pebble Beach Pro-Am and PURE Insurance Championship, Impacting The First Tee) into the grantmaking schedule.

We are committed to working with grantees and applicants to select the best application timeframes for their needs.

What does this mean for the June 2019 Meeting application process?

We will add a transition cycle to facilitate granting across fiscal years for the 2019 Summer Cycle only. After reviewing your application, foundation staff will let you know if your proposal will be reviewed in June 2019 or July 2019. There is no change to the application or review process. Requirements will remain the same for June 2019 Meeting.

What does this mean for the application process in 2019-2020 and 2020-2021?

The three grant cycle change will go into effect **July 1, 2019**.

Only the Fall Cycle deadlines will shift in fiscal year 2020-2021. After July 1, 2020, the Fall Cycle deadline will have an August 1 application deadline for November committee review for future years.

Summer and Winter Cycles will remain as posted for future years.

Summer Cycle

April 1 deadline for July Review
Deadline remains same going forward

REPORTS DUE MARCH 1

- Grantees with fiscal years ending 6/30 may wish to consider this as their home cycle;

Fall Cycle

2019-20 July 1 deadline for Oct Review
2020-21 August 1 deadline for Nov Review
REPORTS DUE JULY 1

- Grantees with fiscal years ending 9/30 or 10/30 may wish to consider this as their home cycle;
- Deadline shifts to August in two steps, and the review date shifts to November in two steps.

Winter Cycle

2019-20 Dec 1 deadline for March Review
Deadline remains same going forward

REPORTS DUE NOVEMBER 1

- Grantees with fiscal years ending 12/31 may wish to consider this as their home cycle;

What does this mean for my upcoming report?

If your report is due **on/before July 1, 2019**, the deadline will remain the same. For example, if your report is due 5/1/2019, your report is still due on 5/1/2019.

If your report is due **after July 1, 2019**, please refer to the Online Portal for your report deadline.

Foundation guidelines remain the same. Final reports **must** be completed before the next grant application can be considered. For questions concerning final and mid-term report deadlines, please email hk@mpfca.org.

Will we need to stay within a given cycle for our future applications?

Yes. We ask applicants and grantees to select best timeframe for their needs. Once a home cycle is selected, we require grantees and applicants to remain within that cycle for future applications.

We believe the simplified deadlines will help grantees and applicants meet reporting and application deadlines, which are critical elements of our review process. By making the selection of a home cycle that matches fiscal needs, applicants and grantees are more likely to have required documents ready to share with funders.

Please complete the following questionnaire to select the home cycle: https://MPF.formstack.com/forms/grant_cycle.

We will contact you within two weeks of receiving your selection. We appreciate your patience as we work with all partners to make this important change.

If our situation changes, can we discuss the need to change cycles?

We view the first year of this change as a time of learning. We are committed to work with our grantees and applicants to find the appropriate timeframe to apply. We are always happy to discuss specific situations.

We ask that agencies take the time to think through their selection of a home cycle to ensure it is a good fit. Pertinent questions for grantees:

- When is the agency's fiscal year?
- What is the fiscal impact of when funds are received and when they are spent?
- What financial reports are required? When will they be produced? Are the appropriate fiscal year budgets drafted by the application deadline?
- Does cashflow impact the home cycle selection?
- Is there adequate funding to accommodate a timing change?
- Can we spend the grant funds within the required reporting period?

Is there anything else changing this year that we should be aware of?

As of July 1, 2019, we are eliminating the Year-to-Date financial requirement. Instead, applicants are required to submit your organization's most recent 990.

Please review the appropriate, updated requirement checklists to prepare for your application:

- [Public School \(K-12\) Application Requirement Checklist](#)
- [General Grant Application Requirement Checklist](#)

We hope to implement minor enhancements to improve user experience in the application and reporting portal. No significant changes are planned for the near future.

Who can I contact about the home cycle shift?

Call Foundation offices at 831.649.1533 and ask for the Philanthropy Department. You can also email grants@mpfca.org.