



MONTEREY PENINSULA FOUNDATION
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Monterey, California 93940
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www.montereypeninsulafoundation.org

FREQUENTLY ASKED QUESTIONS (FAQ) - GRANTMAKING

BACKGROUND

The 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. The Foundation's principal source of funds is the AT&T Pebble Beach National Pro-Am. The Monterey Peninsula Foundation also administers the Youth Fund, a youth-oriented fund that awards grants to youth-oriented nonprofit organizations and schools in Monterey and Santa Cruz Counties.

Q: How do I know if my organization is eligible for a grant from the Monterey Peninsula Foundation?

A: We award grants to tax-exempt organizations classified as 501(c)(3) nonprofit organizations - public charities as defined by the Internal Revenue Service, and schools. We also make a limited number of grants to governmental agencies. Priority is given to organizations located in Monterey, Santa Cruz and San Benito Counties in Central California, with limited grants to organizations in Northern California. Please review our Grant Guidelines and Information for more specific information on organization and program eligibility.

Q: What are the Monterey Peninsula Foundation's areas of giving?

A: Arts & Culture, Community & Environment, Education, Health & Human Services, and Youth.

Q: My organization doesn't have its IRS 501(c)(3) letter yet but we have applied for it. Can we still submit a grant application?

A: The Foundation can only provide support to nonprofit organizations that have officially been designated as such by the IRS, or schools. Additionally, the Foundation only considers requests from nonprofit organizations that have been in existence for at least three years.

Q: How do I apply for a grant?

1. Review the Grant Guidelines and materials.
2. If your organization is eligible, complete the **Monterey County Area Grantmakers Common Grant Application (CGA)** and include the necessary attachments.
3. You will need to send one copy of the complete grant application package:
 - A completed Common Grant Application Checklist and completed Common Grant Application Form
 - Additional information required (refer to the Common Grant Application Checklist)

You may download the Grant Application Guidelines, Common Grant Application Form and other information from our website, www.montereypeninsulafoundation.org or call to obtain the forms (831-649-1533, x30).

Q: What kinds of projects will the Foundation consider?

A: Capital projects, programs, and operating support.

Q: What is an appropriate request amount? Is there a maximum grant size?

A: The amount that you request from the Foundation should be proportionate to your organizational budget, project budget, and expected income from other sources. While there are no restrictions for the maximum grant amount applicants may request, the Foundation will take into consideration the applicant's track record in implementing projects of a similar size and scope. It is also expected that there will be other sources of support for the project.

Q: What are our responsibilities if my organization receives a grant?

A: If the grant application is approved for funding, the Foundation will send a Grant Agreement outlining the terms and conditions of the grant, which must be signed by an authorized management official of the grantee and returned to the Foundation. The recipient of any grant from the Foundation must use the funds awarded for the specific purpose of the original intent. The Foundation requires detailed accounting of the grant funds as part of the Grant Outcome Evaluation Report that must be submitted one year from receipt of the grant.

Q: What if our program or funding results change after we receive a grant and we'd like to request a revised use for our grant funds?

A: Funds not used in the manner specified in the Grant Agreement must be returned to the Foundation or be approved for reallocation by the Foundation. Any requests for a revision in use of funds must be submitted in writing to the Foundation and in turn receive written approval.

Q: Can anyone at the Monterey Peninsula Foundation help me write a grant application?

A: We do not provide assistance with writing grant applications. A good resource for grantwriting workshops and information is the Community Foundation for Monterey County's Management Assistance Program (www.cfmco.org, 831-375-9712).

Q: What are the deadlines for submitting a grant application?

A: There are currently no deadlines; the Foundation accepts grant applications throughout the year. We review grant applications on an ongoing schedule as the Foundation's Grant Committee meets four times/year from April - October, so you may submit your application whenever it is ready. Please note that grant funding decisions are not made from November - March due to coordination of the AT&T Pebble Beach National Pro-Am golf tournament. Applicants may submit an application during that time period and it may be reviewed for completeness and eligibility, but determination of any funding will be deferred until after the tournament.

Q: Where do I send a completed grant application?

A: Applications may be mailed to or dropped off at the Foundation's office. Please call (831-649-1533) before coming to the office to ensure someone is present to accept your grant application. Faxed applications are not accepted.

The Monterey Peninsula Foundation, Attention: Grant Programs
1 Lower Ragsdale Drive, Bldg. 3, Ste. 100
Monterey, CA 93940

Q: Can applications be submitted by e-mail?

A: The Monterey Peninsula Foundation accepts grant applications via e-mail (either as a Word document or scanned PDF document to: grants@montereypeninsulafoundation.org). For applications submitted by e-mail in Word format, a copy of the signed Common Grant Application Form (page 6 of the Monterey County Area Grantmakers Common Grant Application) should be mailed to the Foundation. This is necessary to provide a signed application form for audit purposes.

Q: If I have questions before submitting my grant application, who should I contact?

A: As a matter of fairness to all applicants and as a courtesy to the Monterey Peninsula Foundation, any and all questions regarding the Foundation, inquiries about possible grants and proposals should be directed to the Director of Grant Programs.

Q: Can I receive funds from the Monterey Peninsula Foundation if I have a personal dire need?

A: The Monterey Peninsula Foundation does not make grants or loans to individuals.

Q: Can you refer me to anyone else for funding?

A: The Community Foundation for Monterey County publishes a guide to local funders, "Grantmakers Survey." Contact the Community Foundation to receive a copy (831-375-9712). Also, the Foundation Center's "FC Search" CD Rom and books are available at the Seaside and Salinas (Steinbeck branch) public libraries as part of the nonprofit collection supported by the Community Foundation.

Q: How long does it take once a grant application is submitted to go through the review process?

A: After a complete (all submitted materials are current and complete according to the directions) grant application is received, the Foundation Grant Programs staff and Grant Committee review it. As a result of the initial review, a request for additional information from your organization may be required. Site visits may occur after a grant application is determined to be complete. A site visit by the Foundation staff or Grant Committee does not guarantee funding approval. Applicants should expect 90 -180 days for grant application review and determination of any funding. If a grant application clearly does not meet the criteria of the Foundation, the applicant will be notified immediately.

Q: My organization received a grant from the Monterey Peninsula Foundation last year. May I apply for a new grant?

A: Yes, unless your organization received a multi-year grant. Each eligible organization may submit one grant application in a twelve-month period. The Foundation also requires that applicants submit a completed Grant Outcome Evaluation Report for any grants previously awarded by the Foundation before new grant applications will be accepted for review. Grant Outcome Evaluation Reports are due within one year of the grant's award date.

Q: What specific instructions are there for formatting and submission of a grant application?

- Send one complete copy of your grant application.
- Use standard typeface no smaller than 11 points. Use 1" margins.
- Use 8 ½ x 11" white paper only. Print your application single-sided.
- Do not bind your application or put your application in a presentation folder.
- Clip the application together with a single clip. Do not staple any portion of the application.
- Faxed applications are not accepted.

FREQUENTLY ASKED QUESTIONS (FAQ) – YOUTH FUND

Q: Can I apply for a grant to both the Youth Fund and the Monterey Peninsula Foundation?

A: No. Organizations can apply once in twelve-month period to either the Youth Fund or the Foundation for a grant, with the exception of public and private schools, colleges and universities. Public and private schools serving K-12 can apply more than once per year to the Youth Fund. Colleges and universities may apply separately to the Monterey Peninsula Foundation and the Youth Fund.

Q: How do I decide if my organization should apply to the Foundation or the Youth Fund?

A: Review the Grant Guidelines for both the Foundation and the Youth Fund and determine if your program/project fits within the guidelines and how much funding you need. Youth Fund grants range from \$1,000 – \$10,000. Foundation grants generally range from \$10,000 - \$100,000 and higher for major or capital projects.

Q: How do I apply for a grant from the Youth Fund?

Applicants to the Youth Fund should use the Youth Fund Application (NOT the Monterey County Area Grantmakers Common Grant Application).

1. Review the Youth Fund Grant Guidelines.
2. If your organization is eligible, submit the necessary materials. A grant application (printed on 8 ½ x 11" paper, one-sided) should include all items listed below:

- A completed Youth Fund Grant Application Form (two pages)
- A copy of the organization's 501(c)(3) ruling from the IRS that confirms nonprofit status (not required for schools)

- A summary of the proposal/project (**one page maximum**) including the specific purpose of the grant request, community need or opportunities the project/program addresses, its objectives, and anticipated outcomes
- A detailed organization current annual budget (for the year reflected in the grant request), showing both income and expenses
- A detailed program/project budget, showing income and expenses for the program/project, and explaining how the funds requested in this application would be allocated
- If needed, a completed Grant Outcome Evaluation Report for a grant previously awarded by the Youth Fund in the past year

You may download the Youth Fund Grant Application Guidelines and Application Form from our website, www.montereypeninsulafoundation.org or call to obtain the forms (831-649-1533, x30).

Q: What kinds of projects does the Youth Fund support?

1. Special programs at public schools that serve grades K-12
2. School equipment for needy youth at private schools that serve grades K-12
3. Special programs and/or supplies for youth organizations
4. Team uniforms and equipment for boys' and girls' (K-12) athletic teams (i.e. Little League, Pop Warner Football league, etc.)
5. Scholarships or financial aid for Monterey County Junior Colleges and four-year universities, and limited scholarships for needy students at the K-12 level
6. Equipment and supplies for organizations that support mentally and physically challenged children
7. Drug or alcohol counseling for youth
8. Specialized equipment for blind youth
9. Youth symphony concerts, youth music festivals, youth theater groups, and musical performances geared towards youth, and art classes for youth
10. Instruments, uniforms, and equipment for youth orchestras and bands
11. Municipalities for special youth programs

Q: What are the deadlines for submitting a grant application to the Youth Fund and requirements if funded?

A: There are currently no deadlines; the Foundation accepts grant applications throughout the year. We review grant applications on an ongoing schedule as the Foundation's Youth Fund Grant Committee meets four times/year, so you may submit your application whenever it is ready. Please note that grant funding decisions are not made from November - March due to coordination of the AT&T Pebble Beach National Pro-Am golf tournament. Applicants may submit an application during that time period and it may be reviewed for completeness and eligibility, but determination of any funding will be deferred until after the tournament. If the grant application is approved for funding, the Foundation will send a Grant Letter outlining the terms and conditions of the grant, which must be signed by an authorized management official of the grantee and returned to the Foundation. The recipient of any grant from the Foundation must use the funds awarded for the specific purpose of the original intent. The Foundation requires detailed accounting of all funds awarded as part of the Grant Outcome Evaluation Report that must be submitted one year from receipt of the grant.

Q: How long does it take once a grant application is submitted to go through the review process?

A: After a complete (all submitted materials are current and complete according to the directions) grant application is received, the Foundation forwards the application to a member of the Youth Fund Grant Committee who reviews it for discussion with the entire Committee. Committee members may conduct site visits with the applicants or call the applicants with questions. A site visit or call by a Youth Fund Grant Committee member does not guarantee funding approval. Applicants should expect 90 -180 days for grant application review and determination of any funding. If a grant application clearly does not meet the criteria of the Youth Fund, the applicant will be notified immediately.