

GRANT APPLICATION CYCLE FAQ



MONTEREY
PENINSULA
FOUNDATION

GRANT APPLICATION CYCLE FAQ

Why does Monterey Peninsula Foundation have three cycles?

The Foundation established this timeline 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.

What are the grant application and reporting deadlines?

Monterey Peninsula Foundation has three grant cycles each year (Summer, Fall, and Winter). The application and reporting deadlines are:

- **Summer Cycle**
 - April 1 application deadline for July Review
 - Grant timeframe is July 1-Feb 28 (8 months)
 - Reports due March 1
- **Fall Cycle**
 - July 15 application deadline for October Review
 - Grant timeframe is Nov 1-June 30 (8 months)
 - Reports due July 1
- **Winter Cycle**
 - December 15 application deadline for April Review
 - Grant timeframe is April 1-Nov 30 (8 months)
 - Reports due December 1

NOTE: You must strictly adhere to your application and report deadlines. Submitting your application or report late may result in the denial of your new application and ineligibility to reapply for one year.

For more information on home cycle selection, please refer to page 3 (MPF Home Cycle Selection Information).

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

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

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

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

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

[General Grant Application Requirement Checklist](#)

NOTE: You must strictly adhere to your application and report deadlines. Submitting your application or report late may result in the denial of your new application and ineligibility to reapply for one year.

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

We will continue to implement minor enhancements to the application and reporting portal. If there are any significant changes, we will communicate with grantees in a timely manner as well as implement the appropriate grace periods to allow for a seamless transition.

Who can I contact about the home cycle shift?

Please contact the Philanthropy office at 831.649.1533 or grants@mpfca.org.

MPF Home Cycle Selection Information

While there are many things to consider, fiscal year timing is an important one. The closer to the start of your fiscal year, the more likely you are to have budgets and materials appropriate to submission. The notes below can help you determine what is right for your organization. When you are ready to submit your choice, please complete the form at MPF.formstack.com/forms/grant_cycle.

Summer Cycle

April 1 deadline for July Review

REPORTS DUE MARCH 1

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

Fall Cycle

July 15 deadline for October Review

REPORTS DUE JULY 1

- Grantees with fiscal years ending between **6/30 - 11/30** may wish to consider this as their home cycle

Winter Cycle

December 15 deadline for April Review

REPORTS DUE DECEMBER 1

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