



MONTEREY PENINSULA FOUNDATION

Grant Application Compliance Checklist – Public Schools

Complete – Review Date:

Incomplete – Please submit the **unchecked** items below to grants@mpfca.org.

School Name:

Date:

Program:

Date of Last Grant:

Request Amount:

Grant Period:

General

A submitted Grant Application (Public Schools) through online portal

A completed Grant Report from a previous grant, if applicable

School

Describe the school's history and major accomplishments.

Describe the school's current programs. How many students does the school serve annually?

School Board list including name, city of residence, and profession.

- Number:

Grant Request

Describe the community need that this program will address.

Summarize the program for which your school is requesting funds.

Describe the student population that this program serves. (Be specific about demographics such as age, gender, ethnicity, and geographic locations.)

List up to three main goals of the program, including expected outcomes and activities for each goal. How will the school collect information to measure the success of the program?

A detailed program budget showing income and expenses, and explaining how grant funds would be allocated for the year(s) reflected in this grant request.

- Period ending date:

List all other funding sources for this program including: the funding source, the amount requested, and whether it is pending or approved.

Organization completed Cycle Shift Form

Signatures of Principal and Contact for Grant Request

Notes: