



MONTEREY
PENINSULA
FOUNDATION

HOME CYCLE FAQs

Why does Monterey Peninsula Foundation have two cycles?

The Foundation established this timeline to streamline our grantmaking calendar and create efficiencies for our nonprofit partners.

What are the grant application and reporting deadlines?

Monterey Peninsula Foundation has two grant cycles each year. All organizations must choose a Home Cycle before applying and adhere to respective dates for applications and reports.

- **Spring Cycle (formerly Winter Cycle)***

- December 1 application deadline for April Review
- Grant period for a single year grant is April 1-November 30 (8 months)
- Grant Report due December 1 (at the end of the grant period)

**K-12 schools (public, private and charter) and school districts must apply in the Spring Cycle. We ask that you contact the Philanthropy Office at grants@mpfca.org in advance of applying to discuss your funding request.*

- **Fall Cycle**

- June 1 application deadline for October Review
- Grant period for a single year grant is October 1-May 31 (8 months)
- Grant Report due June 1 (at the end of the grant period)

NOTE: These application and report dates will remain the same for each cycle in future years. 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.

Will we need to stay within the same grant cycle for 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 a 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?
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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 to ensure the best user experience. If there are any significant changes, we will communicate with grantees in a timely manner and implement the appropriate grace periods to allow for a seamless transition.

Who can I contact about a Home Cycle shift?

Please contact the Philanthropy Office at 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 for 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 [MPFFormstack.com/forms/grant_cycle](https://mpfformstack.com/forms/grant_cycle).

Spring Cycle

December 1 Application Deadline for April Review

Grant period for single year grant is Apr 1-Nov 30 (8 months)

Grant Report Due December 1 (at the end of the grant period)

- Grantees with fiscal years ending **12/31** may wish to consider this as their Home Cycle.
- K-12 schools (public, private and charter) and school districts must apply in the Spring Cycle. We ask that you contact the Philanthropy Office at grants@mpfca.org in advance of applying to discuss your funding request.

Fall Cycle

June 1 Application Deadline for October Review

Grant period for single year grant is Oct 1-May 31 (8 months)

Grant Report Due June 1 (at the end of the grant period)

- Grantees with fiscal years ending **6/30** may wish to consider this as their Home Cycle.

All application and report deadlines will remain the same going forward.

Monterey Peninsula Foundation will expect applicants to stay with the Home Cycle selected, providing a consistent schedule for each grantee, and facilitating greater forecasting abilities for the Foundation to meet the needs of the community.