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HOW TO SUBMIT A SUCCESSFUL GRANT APPLICATION

SHAPING A STRONG GRANT APPLICATION

1. Do your research. If the grantmaker has a website, review it and download the applicable materials. Review the grantmaking procedures and guidelines before contacting the grantmaker with questions.
2. Make sure you understand the expectations and procedures of the grantmaker. If in doubt, ask for clarification.
3. **Contact Philanthropy Team to schedule a pre-application meeting to discuss your potential funding request.**
4. Follow the directions outlined in the application/guidelines. Use a grant application checklist if provided and include only the materials specified. Proofread carefully - make sure numbers add up and typos are removed.
5. Grantmakers frequently read many letters and applications in a short period of time; an application that is easy to read and with clear content is more likely to be given serious consideration.
6. Don't ask, "What would you fund?" or "What amount should I ask for?" Grantmakers can give guidance, but most do not want to give the impression that they can "guarantee" a grant for a certain project or for a certain amount. Ask yourself the question "What is our organization's greatest current need, and how does it fit into this grantmakers guidelines?"
7. Keep a copy of your grant application and all correspondence for your files.
8. Make note of application and reporting deadlines. Missed deadlines are likely to cause issues with future funding.

EFFECTIVELY MANAGING A GRANT AWARD

After a grant is received, the grantee will carry out the activities it proposed in its grant application. The grantee will need to show the funder that it is meeting its stated objectives and following grant requirements. The following helpful hints may help in managing grant awards:

1. Read all the materials sent with the grant, including the grant award letter and other documents.
2. Notify the appropriate staff/volunteers about the grant award.
3. Maintain a file for the grant award to include a copy of the grant application, the grant agreement, correspondence, and reporting deadlines.
4. Review the grant agreement with the person who will be responsible for managing the grant award. Make note of any special tasks and deadlines. The individual responsible will need to:
 - a) Create a grant award calendar and note all reporting dates.



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- b) Review the final report requirements, make note of any information that should be collected, and develop a plan to collect this information.
- c) Maintain a record of income and expenses related to the program/project, using generally accepted accounting practices.
- d) Send the final grant outcome report on time. If a specific form or format is required, use it. If you are unable to send the grant outcome report on time, request an extension from the grantmaker, explaining why the report will be late.
- e) Contact the grantmaker if there are any questions about the grant award, a change in the purpose of the funded program/project, or a need for an extension of the grant.

DEVELOPING A BUDGET

The budget tips and sample provided below are meant to serve as a guide, not a mandatory budget format.

- Clearly depict how much money is needed and how it will be used.
- The budget should include sources (income) and uses (expenses) of funds.
- Sources of funds should include names of other funding organizations and amounts pledged or received as well as amounts still needed to be raised and possible sources for those funds.
- Indicate the time period covered by the budget.
- Finally, make sure all the numbers add up.

SAMPLE BUDGET CATEGORIES

Below is a list of suggested budget categories to use when developing your proposal budget. The clearer you are about where funds are coming from and how they will be used, the easier it will be for the reviewer to assess your financial need.

Sources of Funds

- ✓ Federal/state/local grants or contracts
- ✓ Bequests
- ✓ Corporate and foundation grants
- ✓ United Way and Federated Campaigns
- ✓ Other fundraising, such as individual gifts and special events
- ✓ Other types of income (fees, membership dues, sales of publications or merchandise, etc.)

Uses of Funds (Expenses)

- ✓ Salaries, benefits and payroll taxes
- ✓ Professional or consulting fees
- ✓ Insurance
- ✓ Travel and transportation
- ✓ Supplies
- ✓ Rent and utilities
- ✓ Staff training and development



GRANT APPLICATION CHEAT SHEET

The information below is needed or required to complete your new application.
We strongly recommend compiling all information before starting the application in our system.

BEFORE YOU BEGIN

- Visit our website to review the Foundation's Grant Guidelines:
<http://www.montereypeninsulafoundation.org/grantmaking/how-to-apply/guidelines/>
- Contact Ambry Capistrano (ac@mpfca.org) to schedule a meeting to discuss your potential funding request.
- Available on our website are budget templates and a guide to navigating the Online Portal, as well as helpful hints for grant seekers.
- **You must complete the application in one session as the application cannot be paused/saved.** You can use the grant application template located on the dashboard in the grant portal to compose your answers and collaborate internally, then enter them into the online application.
- Add noreply@salesforce.com to your safe senders list to ensure receipt of our emails. Check your spam/junk folders periodically to make sure you have important correspondence.

TIMEFRAME FOR APPLYING

We ask that grant applications and reports be submitted by the following dates:

- **Fall Cycle**
 - June 1 application deadline for an October funding decision
 - Grant period for a single year grant is October 1-May 31 (8 months)
 - Reports due June 1 (the following year)
- **Spring Cycle**
 - December 1 application deadline for an April funding decision
 - Grant period for a single year grant is April 1-November 30 (8 months)
 - Reports due December 1 (the following year)

Before submitting your application, contact Ambry Capistrano at ac@mpfca.org to set up a virtual meeting to determine eligibility and to discuss your potential funding request.

Only complete grant applications from eligible organizations will be considered for funding. Applicants should make every effort to ensure their application includes all financial, budget, and other attachments required in our online application process. If an application is received incomplete, it may delay the review.

***Note:** Grant Cycle selection and timelines are enforced. You must apply in the same Grant Cycle that you selected and must meet the cycle deadlines to qualify for grant support. If you have questions or concerns, please contact us.



HELPFUL APPLICATION TIPS

- The Character limits are throughout the application in the parenthesis – i.e. (2000) or (3000). The character count includes all punctuation and spaces. Although Microsoft Word may say that you are under the character count, our system includes all paragraph separations and spaces.
- If you are over the character limit, the application will not let you go to the next page.

SAMPLE PROGRAM BUDGET

Organization Name (required): ABC Nonprofit

Program Name (required): XYZ Program

Program Date (required): 10/1/23 – 5/31/24

INCOME (required):	Monterey Peninsula Foundation	Other Proposals	Committed Funds	Program Revenue	TOTAL	Actuals (Leave this column blank until grant report)
Monterey Peninsula Foundation	\$25,000				\$25,000	
Foundation A		\$57,500	\$25,000		\$82,500	
Foundation B			\$2,500		\$2,500	
State Grant		\$2,500			\$2,500	
Annual Silent Auction				\$10,000	\$10,000	
Donations from individuals				\$5,000	\$5,000	
	\$25,000	\$60,000	\$27,500	\$15,000	\$127,500	

EXPENSES (required):	Monterey Peninsula Foundation	Other Proposals	Committed Funds	Program Revenue	TOTAL	Actuals (Leave this column blank until grant report)
Program Manager	\$25,000	\$14,000	\$25,000		\$64,000	
Part-Time Staff		\$10,000	\$2,500		\$12,500	
Taxes and Benefits		\$1,000			\$1,000	
Evaluation		\$5,000			\$5,000	
Supplies		\$5,000			\$5,000	
Travel				\$10,000	\$10,000	
Publications and Postage		\$5,000			\$5,000	
Rent and Utilities				\$5,000	\$5,000	
Staff Training		\$20,000			\$20,000	
	\$25,000	\$60,000	\$27,500	\$15,000	\$127,500	