



MONTEREY  
PENINSULA  
FOUNDATION

## GRANT CYCLE FAQs

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### Why does Monterey Peninsula Foundation have two grant cycles?

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

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### What are the grant application and reporting deadlines?

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- Monterey Peninsula Foundation has two grant cycles each year. All organizations must choose a Grant Cycle before applying and adhere to respective dates for applications and reports. In addition, **please contact Ambry Capistrano at [ac@mpfca.org](mailto:ac@mpfca.org) to schedule a required meeting to discuss your potential funding request.**

IMPORTANT: Please note the following dates for each grant cycle:

- **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)
  - 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.*

- **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)
  - Grant Report due June 1 (at the end of the grant period)

**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 make you ineligible to reapply for one year.

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

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Yes. We ask organizations to select the best timeframe for their needs. Once a Grant Cycle is selected, we require applicants to remain in that cycle for all future applications. By making the selection of a Grant Cycle that matches fiscal needs, applicants are more likely to have required documents ready to share with funders.

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

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We are happy to discuss specific situations. We ask that agencies take the time to think through their selection of a Grant 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 grant 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 grant period?

**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 make you ineligible to reapply for one year.

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

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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.

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### Who can I contact about a Grant Cycle shift?

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Please contact Ambry Capistrano at [ac@mpfca.org](mailto:ac@mpfca.org).

## MPF Grant 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.

### Fall Cycle

June 1 application deadline for an October funding decision

REPORTS 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.

### Spring Cycle

December 1 application deadline for an April funding decision

REPORTS 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.