

**MONTEREY
COUNTY AREA
GRANTMAKERS**

Common Grant Application

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Participating Grantmakers

**Community Foundation for Monterey
County**

First 5 Monterey County

Harden Foundation

Monterey Peninsula Foundation

United Way Monterey County

Before You Begin: Strategies for a Successful Grant Application

Dear Nonprofit Colleague:

To save you time and effort in the grant application process, five Monterey County area grantmakers have developed this common application form to help streamline the grant seeking process. Some strategies for successful grant seeking include:

- Research the funding interest of a grantmaker before applying and obtain a copy of its current grant guidelines.
- Familiarize yourself with the funder's application process and procedures.
- Follow the specified format and any specific instructions from the grantmaker.

All grantmakers listed on Page 2 accept this grant application, but may have additional instructions for the application. Please research the individual grantmaker's grant guidelines and instructions before applying for a grant.

WHAT IS THE PURPOSE OF THE COMMON GRANT APPLICATION FORMAT?

The five participating grantmakers in the Monterey County Area created the Common Grant Application Format in 2005 to simplify the process of requesting and making grants. It is designed to benefit both grantseekers and grantmakers. It is not simply a form to be filled in. It is a format to be used as an outline for organizing and writing proposals.

HOW SHOULD YOU USE THE COMMON GRANT APPLICATION FORMAT?

Read this entire document before you begin. Pay attention to the instructions for preparation that follow. You may duplicate the forms if necessary. Copies can be downloaded at the websites of the participating grantmakers.

TIP - Do not simply produce a mass mailing of a single proposal.

Take care to tailor each request, particularly in the narrative, to the specific interests of each funder.

HOW SHOULD YOU START?

Know your purpose. Clarify your organization's priorities and purpose in seeking funds.

WHAT SHOULD YOU DO NEXT?

Conduct research to identify grantmakers that make grants to your type of organization and in your geographic area. Review grant guidelines and make certain that the purpose of your proposal fits within the funder's guidelines.

TIP - Share your passion, your organization's uniqueness and strengths and how you will make a difference through your outcomes.

THE REVIEW PROCESS

During the review process, staff members may ask various people for information, including your organization's board members, other agencies and grantmakers, clients, and members of the community. If you do not wish us to contact any of these sources, please let us know.

**MONTEREY
COUNTY AREA
GRANTMAKERS**

Common Grant Application

PARTICIPATING GRANTMAKERS LIST

Information about individual grantmakers is available from each funder. Please contact the individual grantmakers about specific guideline or requirement questions.

Community Foundation for Monterey County

2354 Garden Road
Monterey, CA 93940
831-375-9712
Fax: 831-375-4731
www.cfmco.org
Contact: Kathy Coopman
Grants and Data Manager
kathy@cfmco.org

Harden Foundation

(Deadlines: March 1, September 1)
P.O. Box 779
Salinas, CA 93902
831- 442-3005
Fax: 831-443-1429
www.hardenfoundation.org
Contact: Maria Guerrero
Senior Program Officer
maria@hardenfoundation.org

United Way Monterey County

(Deadline: see UWMC website)
60 Garden Court, Ste. 350
Monterey, CA 93940
831-372-8026
Fax: 831-372-4945
www.unitedwaymcca.org
Contact: Yuri Anderson
Community Impact Director
yanderson@unitedwaymcca.org

First 5 Monterey County

1125 Baldwin St
Salinas, CA 93906
831-444-8549
Fax: 831-444-8637
www.first5monterey.org
Contact: Joanna Steinbruner
Administrative Manager
joanna@first5monterey.org

Monterey Peninsula Foundation

1 Lower Ragsdale Drive
Bldg. 3, Ste. 100
Monterey, CA 93940
831-649-1533
Fax: 831-649-1763
www.montereypeninsulafoundation.org
Contact: Laurel Lee-Alexander
Director of Grant Programs
lla@attpbgolf.com

Notes:

1 – The Monterey Peninsula Foundation's funding areas include Monterey, Santa Cruz and San Benito Counties.

2 - The Youth Fund has separate Grant Guidelines and Grant Application – do not use this application form for the Youth Fund.

MONTEREY COUNTY AREA GRANTMAKERS Common Grant Application Checklist

Indicate to which funder this application is directed (apply to each funder separately):

- ___ Community Foundation for Monterey County
- ___ First 5 Monterey County
- ___ Harden Foundation (Deadlines: March 1, September 1)
- ___ Monterey Peninsula Foundation
- ___ United Way Monterey County (Deadline: see UWMC website)

Each item listed on this Grant Application Checklist should be enclosed in this order with your application. Please do not type answers on this checklist; indicate the items enclosed by marking the corresponding box. Submit **one copy** of the completed Grant Application packet (see Section III, Submitting your Application), including the following:

I. General Information to Submit

A. General Forms

- This completed Grant Application Checklist (first two pages)
- A completed and signed Grant Application Form (two pages) – with signature of authorized representative

B. Organizational Structure

- A list of the current Board of Directors with related demographic information (include name, city of residence and profession of each Board member)
- Staff roster with name and title
- Organization Chart, if available

TIP – Follow the budget and financial instructions carefully and include all information requested.

C. Finances

- A detailed organization current annual budget (for the year reflected in the grant request), showing both income and expenses
- Complete financial statements for the most recently completed fiscal year: 1) Balance Sheet or Statement of Financial Position; and 2) Profit & Loss Statement or Statement of Activities
- Year-to-date organizational financial statements: 1) Balance Sheet or Statement of Financial Position; and 2) Profit & Loss Statement or Statement of Activities
- A detailed program/project budget, in your agency's normal format, showing revenues and expenses for the total program/project, and explaining how the funds requested in this application would be allocated (for the year reflected in the grant request)
(Note: requests for operating support will not require a program/project budget, but please indicate in your narrative how the requested funds will be allocated)
- A list of the ten largest financial gifts (grants or gifts from individuals or organizations) received in your most recent fiscal year (donors who have requested anonymity may be listed as Anonymous)

D. Other

- A letter from the Board Chairperson or Board member indicating approval for this grant application
- If applicable, a completed Grant Report for a previous grant, if not already submitted (Please refer to the specific grant agreement/contract from the grantmaker)
- An audited financial statement for your most recently completed fiscal year is required by First 5 Monterey County, United Way Monterey County and, if this request is for more than \$20,000, by the Monterey Peninsula Foundation

II. Narrative (3 - 5 pages only), including the following information:

Introduction and Background of Organization (incorporating the following points:)

1. Briefly describe your organization's history and major accomplishments
2. Describe your current programs and activities
3. Who is your constituency (be specific about demographics such as race, gender, ethnicity, age, sexual orientation and people with disabilities)? How are they actively involved in your work and how do they benefit from this program and/or your organization?

TIP - Be clear and succinct. Grantmakers appreciate a concise narrative.

Describe Your Request (incorporating the following points):

1. Problem statement: what problems, needs or issues are addressed, and how was this determined?
2. How does your work address and/or change the underlying or root causes of the problem?
3. If other than general operating support, describe the program for which you seek funding, why you decided to pursue this project and whether it is new or an expansion of an existing program
4. Include a list of all other grant requests (pending and approved) for this project, showing funding source and amount requested

Evaluation

1. For applicants to the Community Foundation for Monterey County or United Way Monterey County:

The **Common Impact Evaluation Plan** is required at the time of application to the Community Foundation for Monterey County and United Way Monterey County. Appendix 1 of this application contains the instructions for completing the Impact Evaluation Plan for these organizations. The last section of the common grant application contains information on evaluation requirements and the common evaluation reporting questions for the Community Foundation for Monterey County and United Way Monterey County, to be completed later in the year or cycle.

2. For applicants to First 5: The Common Impact Evaluation Form will be used by First 5 after the application process is complete. **Please contact First 5 for instructions on evaluation if this application is directed to First 5.**

3. For applicants to the Harden Foundation or the Monterey Peninsula Foundation, the Common Impact Evaluation Plan is NOT required. Please include in your 3-5 page narrative:

- a. What are the goals, expected outcomes and activities involved in this request, and when will each be accomplished?
- b. Provide a clear plan for the evaluation of the results of the program/project in relation to its stated objectives. How will you show that the expected outcomes were met? Include:
 - Expected Outcomes
 - How outcomes will be measured

TIP - Set measurable goals and specify your plans to communicate with the funder during the grant period.

III. Submitting Your Application

A. By E-mail:

Applications via e-mail are preferred by the following grantmakers:

- Community Foundation for Monterey County: grants@cfmco.org
- Harden Foundation: grants@hardenfoundation.org
- Monterey Peninsula Foundation: grants@montereypeninsulafoundation.org
- United Way Monterey County: yanderson@unitedwaymcca.org

The preferred format is one scanned PDF document comprising all parts of the application, signed as appropriate, in the order requested.

- If necessary, documents such as the narrative, financials, audit, board list and Impact Plan, may be scanned as separate PDF files
- Please do not scan the individual pages of a document as separate files. For example, don't create a separate PDF document for each page of the narrative
- If you are including a Grant Report for a previous grant, this should be a separate document

For other formats:

- Use standard typeface no smaller than 11 points with 1" margins
- Save in standard Word or Excel format
- To comply with audit requirements for signatures, if you email unsigned files:
 - MAIL a signed Common Grant Application Form (page 6 of this packet)
 - MAIL a signed Board Approval letter (Section I.D. of this checklist).

B. On Paper:

All Monterey County Area Grantmakers accept applications by U.S. mail or by hand delivery

Send one complete copy of your grant application.

- Use standard typeface no smaller than 11 points
- Use 8 ½ x 11" white paper only with 1" margins
- Print your application single-sided
- Collate the parts in the order listed on the checklist
- Do not bind your application or put your application in a presentation folder
- Clip the application together with a single clip. Do not staple any portion of the application
- Faxed applications are not accepted

MONTEREY COUNTY AREA GRANTMAKERS
Common Grant Application Form

Please provide the information requested on this form **completed on these two pages only**. Please do not type "see attached" on any item. You may print this form on your computer, or type directly on the form. Please do not bind your application or put your application in a presentation folder. Clip the application together with a single clip - do not use staples.

A. ORGANIZATION AND PROGRAM/PROJECT INFORMATION

1. Legal organization name:

2. Year organization was founded:

3. Tax status: Tax ID # (EIN): _____

___ 501 (c) (3) nonprofit

___ 501 (c) (____) Specify: _____

___ Other status: _____

4. Organization address:

5. Telephone:

6. Fax:

7. Organization website:

8. Executive Director or principal officer (Name and Title):

9. Email:

10. Contact for this proposal:

11. Daytime telephone:

12. Email:

13. Mailing address, if different from above:

14. Amount requested:

15. Period grant will cover:

16. Type of request (check all that apply):

___ General Support

___ Program/project support

___ Capital Project

___ Technical Assistance

___ Other

17. Program/Project Title:

18. Total Project Budget:
19. Total organizational budget (current year):
20. Percentage of budget spent on fundraising (derive from Line 16b on the organization's 990):
21. Fiscal Year ending date:
22. Summary of the organization's mission (two to three sentences):

23. Summary of the project or grant request (two to three sentences):

B. BOARD OF DIRECTORS INFORMATION

1. What is the minimum and maximum number of Board members required by your organization's Bylaws?
2. How much **money** did the Board of Directors (your organization's governing board) contribute to the organization in the most recent fiscal year?
3. What percentage of the Board of Directors donated funds?

C. ORGANIZATION AGREEMENT and SIGNATURE

The organization hereby agrees that funds, if granted, will be used only for the purpose described above unless written approval from the grantmaker is received.

Signature of authorized representative

Print Name and Title

Date Application Submitted

MONTEREY COUNTY AREA GRANTMAKERS

Helpful Hints – Preparing a Program/Project Budget

The budget tips and sample provided below are meant to serve as a guide, not a mandatory budget format. Your budget does not have to duplicate this format exactly.

TIPS ON PREPARING A PROJECT BUDGET FOR YOUR GRANT APPLICATION

- 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
- Indicate if requested expenses are one-time or ongoing
- Make sure that you have accounted for all costs, such as benefits and payroll taxes as well as salaries, so that there will be no surprises mid-project
- 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, copying, postage
- ✓ Rent and utilities
- ✓ Maintenance
- ✓ Staff training and development
- ✓ Administrative overhead
- ✓ Equipment—non-capitalized (minor)
- ✓ Equipment—capitalized (major)
- ✓ Other services

MONTEREY COUNTY AREA GRANTMAKERS SAMPLE FORMAT FOR A PROGRAM/PROJECT BUDGET

Organization Name: ABC Nonprofit
 Program Name: Kids and College
 Program Date: 7/1/12– 6/30/13
 Request to: (Name of Funder)

		Sources of Funds:					
Income:	(Name of this funder) This Request	<u>Other Proposals</u>	<u>Committed Funds</u>	<u>Program Revenue</u>	TOTAL	<u>Actual</u> (Leave this column blank until the final grant report)	
(Name of Funder)	\$25,000				\$25,000		
Foundation A	\$25,000	\$50,000			\$75,000		
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		
	\$50,000	\$52,500	\$2,500	\$15,000	\$120,000		

		(Name of Funder)	<u>(Other Source)</u>	<u>(Other Source)</u>	<u>Program Revenue</u>	TOTAL	<u>Actual</u> (Leave this column blank until the final grant report)
Expenses:							
<u>Ongoing:</u>	Salaries:						
	Program Manager	\$45,000	\$9,000			\$54,000	
	Part-Time Staff 1			\$2,500		\$2,500	
	Part-Time Staff 2		\$2,500			\$2,500	
	Taxes and Benefits	\$5,000	\$1,000			\$6,000	
	Professional Services (Evaluation)		\$5,000			\$5,000	
	Supplies		\$5,000			\$5,000	
	Travel		\$5,000		\$5,000	\$10,000	
	Publications and Postage		\$5,000			\$5,000	
	Rent and Utilities				\$5,000	\$5,000	
<u>One-time:</u>	Staff Training		\$20,000			\$20,000	
	Equipment				\$5,000	\$10,000	
		\$50,000	\$52,500	\$2,500	\$15,000	\$120,000	

MONTEREY COUNTY AREA GRANTMAKERS

Information about Evaluation Requirements

Evaluation is a useful tool both to demonstrate the impact that programs are having in the community and to help make improvements in program implementation. As previously stated, applicants submitting requests to Harden Foundation, First 5 Monterey County, and Monterey Peninsula Foundation must contact those grantors directly and ask to have the correct version of evaluation and reporting guidelines and forms e-mailed. Please note: the Monterey Peninsula Foundation's Grant Outcome Evaluation Report is available on the foundation's website, and the Harden Foundation's Grant Outcome Evaluation Report is available on the foundation's website.

Common Impact Evaluation Reporting Questions

Please retain this page for applications directed to **Community Foundation for Monterey County and United Way Monterey County. At time of reporting**, please write brief responses to each of the following questions, reflecting the experience of the time period you are reporting on.

Time Period _____

1. Of what aspect of your program or project are you most proud and why?

2. What challenges did you face and how did you respond to them?
.

3. What changes occurred, if any, in personnel, board membership, partners or in organization and how did you respond to them?

4. What were the lessons learned and what do you see as next steps?

5. Please write a brief story (1 to 3 paragraphs) that depicts the success of one of your clients or accomplishments.

6. **(Community Foundation for Monterey County only)** Please update the budget you submitted with the application to show other grants or other funding sources pursued and/or obtained, as well as your actual expenditures for this time period.

The Harden Foundation and the Monterey Peninsula Foundation **do not** require the submission of an Impact Plan. Please see the "Evaluation" section on page 4 for the evaluation information that is required as part of the 3-5 page Narrative.

MONTEREY COUNTY AREA GRANTMAKERS Common Impact Evaluation Form

Community Foundation for Monterey County, First 5 Monterey County, and United Way Monterey County - Impact Plan and Reporting Form- Funding Areas Cover Sheet

On this page, check the funder to whom this application is directed, and fill in the requested information. This sheet will accompany the Impact Plan and Reporting Form through the application process. You will fill out more than one copy of this page if you are applying to two or more of the local funders, one for each application. However, you will only need to fill out one Impact Plan and Reporting form if you are proposing to conduct the same evaluation activities.

Community Foundation for Monterey County (Please indicate one):

- Building Blocks Wellness Cultural Experiences and Creativity Heritage
- Community Engagement Economic Opportunity Healthy Places and Spaces
- Environmental Engagement Animal Welfare

First 5 (Please indicate one):

- Parents Feel Competent, Well-Informed and Capable of Supporting their Child
- Families Have Quality, Affordable Early Care and Education of Choice
- Children are Mentally and Physically Healthy

United Way (Please indicate one of the four Priority areas and one outcome under the area checked-Refer to the United Way Monterey County Priority Areas document for details)

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> <u>Basic Needs</u> | <input type="checkbox"/> <u>Self-Sufficiency</u> | <input type="checkbox"/> <u>Crisis to Stability</u> | <input type="checkbox"/> <u>Successful Kids/Strong Families</u> |
| <input type="checkbox"/> Food | <input type="checkbox"/> Life Skills | <input type="checkbox"/> Intervention | <input type="checkbox"/> Girls/Mothers' H.S. Education |
| <input type="checkbox"/> Shelter | <input type="checkbox"/> Education | <input type="checkbox"/> Prevention | <input type="checkbox"/> Family Rel/Natural Environment |
| <input type="checkbox"/> Access/Info | <input type="checkbox"/> Affordable Housing | | <input type="checkbox"/> Child/Teen Leadership, Skills, Confidence, Relationships |

**MONTEREY COUNTY AREA GRANTMAKERS
Common Impact Evaluation Form**

**Community Foundation for Monterey County, First 5 Monterey County,
United Way Monterey County-
Impact Plan and Reporting Form**

Organization Name: _____

Name of Program/Project Described Below: _____

Date Plan Created: _____

Program Outcome 1 _____

Target Population _____

EXPECTED ACTIVITIES	INDICATORS	DATA COLLECTION	EXPECTED RESULTS	ACTUAL ACTIVITIES	ACTUAL RESULTS

Program Outcome 2 _____

Target Population _____

EXPECTED ACTIVITIES	INDICATORS	DATA COLLECTION	EXPECTED RESULTS	ACTUAL ACTIVITIES	ACTUAL RESULTS

Program Outcome 3 _____

Target Population _____

EXPECTED ACTIVITIES	INDICATORS	DATA COLLECTION	EXPECTED RESULTS	ACTUAL ACTIVITIES	ACTUAL RESULTS

MONTEREY COUNTY AREA GRANTMAKERS

Common Impact Evaluation Form Community Foundation for Monterey County, United Way Monterey County - Impact Plan and Reporting Form Instructions

- I. Fill in the blanks at the top of the form. The "Date Plan Created" is usually the same as the date of application, but may be earlier if you have implemented the same plan previously.
- II. **Program Outcome** : Write a short statement of how you expect to impact/change your clients/target population? (Ex: Parents of children 8-12 years old (who are at high risk for obesity and diabetes, will provide improved daily food to children, reduce their child's sedentary time daily, and practice behaviors that increase daily exercise in their children.)
- III. **Target population**: Write a detailed yet succinct description of the important characteristics of your target population including numbers of people you expect to serve: (Ex: 50 Low income Hispanic parents of 50 overweight 8-12 year olds living in Salinas.)
- IV. **The Table**: Use the following guide to fill in each column in the table. Phrases or bullet points are recommended.
Columns 1- through 4 are to be completed at time of application:

Column: Information Requested

- 1 **EXPECTED ACTIVITIES: What activities are you planning to implement?**
In this box, enter short summaries of the kind and number of activities planned, the resources needed for them, and how they are tracked. Bullet points are encouraged. (This information is elicited in more detail in the body of the grant application) (Ex: 12 weekly sessions led by a trained peer counselor, for 4 hours per week, including online and written materials on healthy eating.)
- 2 **INDICATORS: What are you measuring that will show impact/change? In this box, enter a statistic, value, or pointer that directly or indirectly relates to your outcome** (Ex: level of daily physical exercise, intake of fresh vegetables to total intake, and level of daily sedentary time spent by children.)
- 3 **DATA COLLECTION: How are you measuring the indicator(s)? What data systems, surveys, and/or instruments are being used or accessed? In this box, enter what data are being collected or retrieved, who is responsible for it, and how often it is collected/analyzed.** (Ex: a self report standardized questionnaire of items on parent and child behavior will be conducted with parents prior to program start and 6 months post program. Peer counselors will administer the questionnaires; a student intern will assist with inputting and analyzing the information in Excel.)
- 4 **EXPECTED RESULTS: What results do you expect your activities to produce in your client/target population? or What will your indicator look like after the activities have taken place?** (Ex: level of physical exercise and intake of fresh foods will significantly increase and percent of daily sedentary time will significantly decrease, 6 months and 12 months after the program start date; it is estimated that time spent exercising will increase from an average of 5 to an average of 20 minutes per day, intake of fresh foods from 1 helping to 4, and sedentary time will decrease from 3 hours to 2 hours per day)

Columns 5 and 6 (shaded on the form) are completed at time of reporting.

- 5 **ACTUAL ACTIVITIES:** At time of reporting, enter the type and numbers of activities you actually implemented. If there was a change in activities from the plan (column 1), please explain in the narrative report.
- 6 **ACTUAL RESULTS::** At time of reporting, enter the results you actually observed in the indicator. If there was a notable difference in actual results from expected results, please explain in the narrative report.

MONTEREY COUNTY AREA GRANTMAKERS Common Impact Evaluation Form-Sample

Organization Name: Families for Health

Name of Program/Project Described Below: FitKids (Program to Reduce Obesity)

Date Plan Created: September 1, 2011

Program Outcome 1 Improve daily intake of healthy foods, reduce sedentary time, increase daily exercise of 8-12 year old overweight Hispanic children through parental behavior changes

Target Population Low income Hispanic overweight children (8-12 years) living in East Salinas; 50 parents and 50 children will be served

EXPECTED ACTIVITIES	INDICATORS	DATA COLLECTION	EXPECTED RESULTS	Actual Activities	Actual Outcome Results
<p>* Train peer counselors, leaders/presenters in Fit Kids program content and methods.</p> <p>* Implement Interactive educational sessions, employing role playing and practicing, held in community centers/homes with 50 parents - 4 hours weekly for 12 weekly sessions targeting use of healthy foods, reducing TV and other sedentary time, and increasing exercise in their children. 6 of 12 sessions will include children.</p>	<p>*Level of daily sedentary activity of children (home)</p> <p>* Level of fruits vegetables in daily diet</p> <p>* Level of daily physical exercise of children.</p>	<p>Conduct FitKids attitude and behavior questionnaires/inter-views with parents and children at start of program, at 12 weeks (end of sessions) and at 6 months follow-up. Peer counselors will administer surveys; student intern will assist with data analysis.</p>	<p>*Level of sedentary time (at home)will decrease from an average of 3 hours/daily to an average of 2 hours.</p> <p>* Level of intake of fruits and vegetables will increase from 1 helping/daily to 4.</p> <p>*Level of daily exercise will increase from an average of 5 minutes to an average of 20 minutes/daily.</p>	<p>* Trained 5 peer counselors, and 5 leaders/presenters.</p> <p>* Conducted the 12 weeks of sessions with 45 parents and 50 children.</p>	<p>At end of program (12 weeks):</p> <p>* level of sedentary activity of children decreased from 3 hours/day to 2 hours (significant)</p> <p>* Level of fruits/vegetables intake increased from 1 helping to 3/daily</p> <p>*Level of daily exercise increased from 5 minutes to 15 minutes/daily</p>