

# Guide for Submitting a Grant Application

- Determine if your organization is eligible

In order to be considered for funding, an organization must be designated as a nonprofit, tax exempt “charitable organization” (without private foundation status) and conduct programs within our focus areas and in our geographic funding area. The applicant should also be current on all reports due to the Foundation for any previous grants.

- Submit a grant proposal and the necessary attachments.

Complete the Monterey County Area Grantmakers Common Grant Application (CGA) and include the necessary attachments. Please submit only one copy of the complete grant application package.

You may download the Monterey County Area Grantmakers Common grant Application form our website, HYPERLINK "<http://www.hardenfoundation.org>" [www.hardenfoundation.org](http://www.hardenfoundation.org) or call our office to obtain the forms at 831-442-3005. Supporting materials submitted as part of your grant application cannot be returned. Please do not submit any materials for which you do not have a copy. Please do not submit your proposal in a binder or folder.

Applications may be mailed, dropped off, or sent via e-mail to the Foundation’s office. Faxed applications are not accepted. E-mail applications can be sent either as a Word document or scanned PDF document to: HYPERLINK "<mailto:grants@hardenfoundation.org>" [grants@hardenfoundation.org](mailto:grants@hardenfoundation.org). For applications submitted by e-mail in Word format, a copy of the signed Common Grant Application Form (page 7 of the Monterey County Area Grantmakers Common Grant Application) should be mailed to the Foundation.

Guide for submitting applications:

- Send one complete copy of your grant application.
- Use standard typeface no smaller than 11 points 1" margins.
- Use 8.5 x 11" white paper only with 1" margins
- Print your application single-sided.
- Do not bind your application or put application in a presentation binder.
- Clip the application together with a single clip. Do not staple any portion of the application.
- Faxed applications are not accepted.