Forward Together *from the* **North Bay Fires**

REDWOOD VALLEY AND SANTA ROSA COMMUNITY RECOVERY GRANT PROGRAM APPLICATION QUESTIONS

The application must be completed online.
To *start a new application:* https://www.grantrequest.com/SID_2295?SA=SNA&FID=35136
To return to a saved application: https://www.grantrequest.com/SID_2295?SA=AM

ABOUT THIS GRANT OPPORTUNITY

This grant program is made possible by the Redwood Valley and Santa Rosa Community Recovery Fund, a corporate advised fund of the Community Foundation of Mendocino County. The Fund was created by Mendocino Forest Products Company, Mendocino Redwood Company, Humboldt Redwood Company and Allweather Wood in response to the Nuns, Tubbs and Redwood Valley/Potter Valley fires.

For more information about the eligibility and criteria for this grant opportunity, please read the Redwood Valley and Santa Rosa Community Recovery Grant Program guidelines. Questions may be directed to Michelle Rich, 707-468-9882, michelle@communityfound.org .

Applications are due by October 8, 2018 5:00 p.m.

BEFORE YOU BEGIN

Note: To access your saved application you must use this link. This will allow you to log in to the Account Manager. Do not use the application link found on the Community Foundation website as it will create a new blank application.

Additional Helpful Tips:
- You may choose to prepare your response in a document outside of the online system (e.g. Microsoft Word) and then copy and paste the text into the online form. We recommend that you do not use formatting tools, as available in Microsoft Word, because the formatting will likely not transfer to the response area when pasted into the online system.

- Limit your use of bullets and other formatting.
- Copy and paste as needed.
- To exit the system, use the "Exit" link at the top right hand corner of the application.
- The "Contact Us" link in the top right hand corner of the application will email Michelle Rich at the Community Foundation of Mendocino County.
- Add mail@grantapplication.com to your safe senders list to ensure you receive all system communications.
- Note that you have the option to save your application and finish it later.
- The application works best in Internet Explorer or Firefox.
- Please note that you must both choose the file and hit the upload button for the file to successfully upload to the application.
- The file should also be closed on your computer in order to successfully upload the file.
- For more information on how to use the online application, please read the Online Grant System Guide.
- Feel free to direct questions regarding the guidelines, the application procedure, and/or individual proposals to Michelle Rich at (707) 468-9882 x 105 or michelle@communityfound.org .

Applications are accepted on an ongoing basis. The Community Foundation of Mendocino County will only process checks made payable to 501(c)3 organizations or public agencies. NO CHECKS WILL BE MADE PAYABLE TO INDIVIDUALS OR VENDORS.

ORGANIZATION INFORMATION

Organization Contact Information

Organization Name   Organization Tax ID

Organization Primary Contact First Name   Organization Primary Contact Last Name

Organization Primary Contact Title   Organization Primary Contact E-mail

Organization Primary Contact Cell Phone   Organization Primary Contact Office Phone

Organization Address

Organization City   Organization State   Organization Postal Code

Mission Statement

If you have not submitted an application to the Community Foundation of Mendocino County previously, provide the organization's mission and vision statements (if available). If you have applied to the Community Foundation of Mendocino County before, please leave blank. (Word Limit: 250)

Programs

If you have not submitted an application to the Community Foundation of Mendocino County previously, provide a brief explanation of the primary programs and services provided by the organization. If you have applied to the Community Foundation of Mendocino County before, please leave blank (Word Limit: 500)

Fiscal Agent/Fiscal Sponsor

Provide the name of the fiscal sponsor, if applicable (If you are not using a fiscal sponsor, leave the box blank):

Board of Directors

Upload a list of the organization's board members, including email addresses, professional affiliations (e.g. accountant, lawyer, community representative, parent representative, etc.) as a WORD document or a PDF. Please note that you must both choose the file and hit the upload button for the file to successfully upload to the application.

Organization Financial Information

Please upload the organization's financial information from the most recent completed fiscal year (990, audited financials, P&L, or balance sheet). If you have questions about the appropriate document to include for your organization please contact the Community Foundation of Mendocino County. Please attach as a WORD, EXCEL, or PDF document. Please note that you must both choose the file and hit the upload button for the file to successfully upload to the application.

GRANT REQUEST INFORMATION

Please provide name and contact information for the person responsible for this grant request.

□ Please check if the primary grant contact is the same as the Organization Primary Contact.

Request Primary Contact First Name   Request Primary Contact Last Name

Request Primary Contact Title   Primary Contact E-mail

Primary Contact Cell Phone   Primary Contact Office Phone

Select the primary geographic area(s) served:
- o   Redwood Valley
- o   Potter Valley
- o   Santa Rosa

Purpose of Grant

Describe in detail how the grant will help support community restoration for youth, the elderly, educators, emergency workers, or animals affected by the Nuns, Tubbs and Redwood Valley/Potter Valley fires.   (Word Limit: 500)

Budget Information

Amount Requested

Please describe how the funds will be used. (Word Limit: 500)

Verification of the expense
Please scan and upload the estimate/verification of the cost or service/budget of expenses below. If you do not have it, please explain. Failure to provide this information may result in a delay or denial of this request. Please note that you must click both choose file and upload to successfully upload attachments. File size limit not to exceed 1 MB.

Optional Supporting Information

Please include any supporting materials for your request that are not included above. This may include equipment specifications, cost estimates, pictures, or letters of support from key project partners. Accepted file types are PDF, DOC, DOCX, XLS, XLSX, PNG, or JPG.   Please note that you must both choose the file and hit the upload button for the file to successfully upload to the application.

ELECTRONIC SIGNATURE & APPLICATION FEEDBACK

Online Application Feedback

Tell us about your experience with our online application.
- Easy – no problems
- Challenging – had difficulties
- Frustrating – needed to call for help
- Impossible – could not resolve problems

Please share any feedback you may have about our online application process. We anticipate incorporating changes into future versions and appreciate your help.

Electronic Signature

By entering your signature information and clicking "I Agree" below, you certify that the information contained in this application is true and correct to the best of your knowledge.

Electronic Signature   *Electronic Signature Date*   □ *I agree*
Enter your full name and business title.