



2023 WHALE TAIL® Grant Application Cover Sheet

Name of Applicant Organization:	
Requested Grant Amount: \$	
Total Project Budget (if larger than Grant Request): \$	
Name and Title of Contact Person:	
Email (where you will receive grant notifications):	
Organization Mailing Address:	
Telephone:	
Website:	
Project Title:	
Brief Project Summary. No more than 3 sentences, focusing on WHAT you propose to do (<i>not</i> WHY):	
Location(s) of the community(ies) you will engage:	
Number of people who will be directly reached by the project:	
Project Start Date:	Project End Date:

The Project Start and End Dates are the dates of your grant-funded project. Grant project tasks must begin between March 20 and June 30, 2024, and end by April 15, 2026.

Which describes your organization? (Mark all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Non-profit corporation | <input type="checkbox"/> Project of non-profit fiscal sponsor |
| <input type="checkbox"/> Government entity | <input type="checkbox"/> Public school |
| <input type="checkbox"/> CA Native American Tribe | |

How did you find out about this grant program?
Name and title of person submitting proposal (May be same or different from Contact Person):
Signature of person submitting proposal:
Date:

APPLICATION QUESTIONS

Read the [Grant Guidelines](#) and all the application questions before starting your proposal. Use black, 12-point font. Please do your best to stay within a limit of 15 pages for Questions 1-11. (The remaining items may exceed that page limit if necessary.) There's no minimum page amount, as long as all relevant questions are answered. If a question is not relevant to your project, write N/A. You do not need to include the text of the questions themselves in your proposal, but please include the question numbers and bolded titles.

WHO

1. **Organization's History** – *Briefly* describe your organization, its history (including the year it was founded), and its mission.
2. **Participants** – Describe who you will engage with your project, in as much detail as you can, such as number of people; geographic area; demographics such as race, ethnicity, socioeconomic information, age/grade level, sexual orientation, gender identity, and/or other identities as relevant to your project and participants. If working with schools, include the school name(s) and district if possible. If your project reaches an *indirect* audience, briefly describe and quantify that wider group. Describe your plan for recruiting your participants, or a description of how you already recruited them. (Please note that if selected for funding, your final report must include detailed information on who you engaged with your project.)
3. **Organization and Staff** - Explain whether and how your organization identifies as part of the community you plan to reach. Explain why and how your organization and/or staff is particularly suited to working with your proposed participants to carry out the project. Describe the key staff members who will carry out the project: their positions, their specific roles in the project, and their relevant qualifications and experience. Be sure to include the people who will interact directly with participants, including volunteers if they are leading your programming. If positions are not yet filled, explain the desired qualifications for those positions.
4. **Partners** - If any partnerships are integral to your project, describe them. (If you addressed this as part of another question, you may refer us to that question number rather than repeating the information.)

WHY

5. **Issue, interest, or need for the proposed project** – Please explain the issue, interest, or need(s) that your project is intended to address and explain why *this project* is suited to be successful in that effort. How did you come to identify and understand this issue, interest, or need? Why is this project of value to the community you want to engage? (This question is *not* about the financial needs of your organization.)

WHAT AND HOW

6. **Goals and Objectives** – Provide a concise list of the goals and objectives of your project. (Specific objectives are measurable and relate to what you will do in your project to accomplish the broader, longer-term goals. [Here are some examples](#) of what goals and objectives might look like.)
7. **Project Description** – Provide a **detailed description** of what you are planning to do, including all project elements, such as any events, field trips, classroom activities, trainings, presentations, meetings, development of educational resources or tools, or other aspects of your project. Describe what participants will do and experience during your project. Include details such as the number of days, number of hours per day, and general timing of any participant programming as

applicable. **Be sure to discuss your project design considerations such as cultural relevancy, age-appropriateness, accessibility, and/or education strategies.** If you will create resources or tools or some other kind of product to be used by your organization or by others, explain the product and how it will be distributed (if applicable) or experienced. If you will use an existing curriculum, handbook, or other program material, *briefly* describe it and explain why you have chosen it, and include a copy with your application (as a digital file or mailed as a hard copy – see [Grant Guidelines](#) “Deadline and Submission Process”) or include a link if it’s viewable online. (If you propose to use the Coastal Commission’s curricular materials, do not include a copy; please just reference the specific material you plan to use and why.)

8. **Project History and Future** – Is your proposal for a new project or for an existing project? If it’s an existing project, how long has it been operating, how was it funded in the past, and what results have you achieved? Was this *project* previously funded by a WHALE TAIL® Grant? If so, include a *brief* summary of what was accomplished through the previous grant and how the new proposal relates to the previous work. If funded, do you intend to continue this project past the grant period? If so, explain the longer-term funding plan.
9. **Tracking and assessing your impact** – Describe your project evaluation plan. How and when will you track and assess your project outcomes and success relative to your project goals and objectives? Possible examples of outcome indicators might include participant satisfaction with the project experience; changes in knowledge, skills, attitudes and/or behaviors; and changes to the environment. Consider whether quantitative methods such as pre-tests/post-tests and surveys; qualitative methods such as interviews, observation, and focus groups; or a combination of methods is most appropriate for learning about your program and its impacts. How will you use the results to improve your project in the future? If you already have specific tools you plan to use (such as surveys or tests), include them as attachments. You are encouraged to include impact tracking and assessment in your timeline and budget. Grant recipients will be required to report on project impact in their final grant report.
10. **Permits** (if any) – If permits will be required for your project, explain whether you already have them or whether you will need to acquire them during the project timeline.

WHEN

11. **Task timeline** – Provide a timeline of the necessary tasks for your project. Grant project tasks must begin between March 20 and June 30, 2024, and the project may be of any length as long as funding ends by April 15, 2026. (This timeline should only include tasks and dates within the grant funding period, even if your project extends beyond the grant period.) [Here are some examples](#) of what a task timeline might look like.

ADDITIONAL DOCUMENTATION (THE FOLLOWING ITEMS ARE NOT INCLUDED IN THE 15-PAGE LIMIT):

12. **Budget** – Use our Grant Project Budget Form, *or* a similarly formatted budget that includes the same information, to explain your grant request. The form is at the end of this application packet *or* can be downloaded in an [Excel format](#). Please take careful notice of the footnotes, which contain important information. *If your total project budget is larger than your grant request*, complete the Total Project Budget Form as well (located at the end of the packet).
13. **Authorization** - A letter of authorization *or* a resolution from the applicant organization’s governing body that contains the following: support for and authority to submit the proposal, authority to enter into a contract with the California Coastal Commission if the grant is awarded, and designation of the applicant’s authorized representative—the person who would sign a grant contract (name and title). If the authority to perform such tasks has already been delegated by the governing body, a letter from the person who has that delegated authority is sufficient. If your

organization is the project of a non-profit fiscal sponsor, this document will come from them. Examples of letters of authorization and resolutions can be found [here](#). This required item is the only item that may be submitted after the proposal deadline. *If it must be late, for example due to your board meeting schedule, please submit your resolution or letter by December 31, 2023.*

14. **Proof of tax status** - For non-profits, proof of 501(c)(3) status in the form of an **exemption letter from the IRS or California Franchise Tax Board**. If you are a project of a non-profit fiscal sponsor, this document will be for that organization.
15. **Leadership** - The names of **board members and/or organization leaders**. If any of these people are on the staff or members of the California Coastal Commission, please note that.
16. **Organization Budget** - The organization's most recent **annual budget** (previous year's budget is fine), including sources of funds. Budget information is not necessary for public schools or government agencies.
17. **Letters of Support and other supporting materials (OPTIONAL)** - Any other supporting material you would like to provide such as newsletters, press clippings, or letters of support from project partners or others (such as partner schools that are already identified, or landowners where ecological restoration will occur). Any letters of support may be addressed to "California Coastal Commission" or "Whale Tail Grants Review Panel."

Submit your complete application package by 5:00pm, November 6, 2023, by:

Email: whaletailgrant@coastal.ca.gov

OR

[Upload](#)

OR

Mail:

Whale Tail Grants
California Coastal Commission
455 Market Street, Suite 200, Room 228
San Francisco, CA 94105

Refer to [Grant Guidelines](#) for complete instructions on how to submit your proposal.

Make sure you have all the following before you submit your proposal:

- Completed and signed Cover Sheet**
- Answers to Questions 1-11**
- Curriculum sample, *if applicable* – see #7**
- Examples of assessment tools, *if applicable* – see #9**
- Grant Project Budget Form showing your grant request – see #12**
- Total Project Budget Form, *ONLY* if project budget is larger than grant request – see #12**
- Letter of Authorization or Resolution – see #13 (*This item can be sent late if necessary.*)**
- 501(c)(3) status letter from the IRS, *if applicable* – see #14**
- Names of board members and/or organization leaders – see #15**
- Your organization's most recent annual budget, *if applicable*– see #16**
- Optional:* Letters of support, press clippings, or other supporting materials – see #17**

WHALE TAIL® GRANT PROJECT BUDGET FORM

PERSONNEL EXPENSES REQUESTED (Rate and # of hours requested for each position)

Job title #1:		
Rate (\$/hour):	Time (hours):	Total (Rate x Time): \$
Job title #2:		
Rate (\$/hour):	Time (hours):	Total (Rate x Time): \$
Job title #3:		
Rate (\$/hour):	Time (hours):	Total (Rate x Time): \$
<i>(Add additional positions as needed. Include title, rate, hours, and \$ amount.)</i>		
Total Benefits requested ⁽¹⁾ : \$		

1. Total Personnel Expenses requested (all positions plus benefits): \$

OPERATING EXPENSES REQUESTED⁽²⁾

Supplies/Materials: \$
List your anticipated major purchases of supplies/materials and estimated costs:
Travel ⁽³⁾ : \$
Briefly explain any proposed travel costs:
Food ⁽⁴⁾ : \$
Briefly explain the purpose of this food or beverage request:
External Contract(s): \$
Briefly explain the purpose of the contract(s):

Other operating expenses:

Type of expense:	Amount requested: \$
Type of expense:	Amount requested: \$

(Add additional types of expenses as needed, with dollar amount for each.)

2. Total Operating Expenses requested: \$

3. Indirect Costs/Overhead requested⁽⁵⁾: \$

Total Budget Request (add 1, 2, and 3): \$

¹ **Pay rates and benefits** reflect actual costs. Benefits may not exceed 55.11% of amount requested for wages.

² **Grant funds can't purchase** vehicles, insurance, prizes, incentives, gift cards, cash gifts, or items that will be sold.

³ **Use of owned vehicles** are reimbursed at the federal rate, currently 65.5 cents/mile. Rented vehicles are reimbursed for rental fee and gas. Travel to or from outside California is not eligible for funding by this grant.

⁴ **Maximum reimbursement for food** is \$20 per person per meal. No tips are reimbursed for food not part of overnight travel.

⁵ **Indirect costs** include, for example, a pro rata share of rent, utilities, and salaries for certain positions indirectly supporting the proposed project but not directly staffing it. Limited to 10% of Total Personnel Expenses.

TOTAL PROJECT BUDGET FORM

ONLY complete this form IF Project Budget is LARGER than your Grant Request. In the spaces below, note the TOTAL amounts needed to complete your entire project.

TOTAL PROJECT PERSONNEL EXPENSES

1. Total Personnel Expenses for this project (all positions plus benefits): \$

TOTAL PROJECT OPERATING EXPENSES

Supplies/Materials: \$	
Travel: \$	
Food: \$	
External Contract(s): \$	
Other operating expenses:	
Type of expense:	Amount: \$
Type of expense:	Amount: \$

(Add additional types of expenses as needed, with dollar amount for each.)

2. Total Operating Expenses for this project: \$

3. Total Indirect Costs/Overhead for this project: \$
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Total Project Budget (add 1, 2, and 3): \$

Please answer the following questions in the box below:

Have you already secured the additional funds (beyond the grant request) needed to complete your project? If not, what is your plan to secure them?