



Dear Prospective Grant Applicant:

Welcome to the **2017 IMPACT 100 Grant Application**. The Grants Committee has streamlined the application so it is more consistent with the language and requirements in the **Grant Guidelines** and easier for you to navigate.

KEY REMINDERS

1. Please refer to our [Grant Proposal Guidelines](#) for assistance, especially in the areas of transformational, high impact and sustainability.
2. 10 paper copies of the Grant Application and the required attachments are due on **July 13, 2017**. Please refer to page 25 (**Binder 1 - Required Documents for all Grant Applications**). The 10 printed paper copies must be hand delivered between 8:30am and 12 noon on July 13, 2017 to:

Carter and Company, CPA
543 Harbor Blvd. Suite 201
Destin, FL 32541

If you cannot hand deliver the 10 copies on July 13 before noon, please send an email to grants@impactnwf.org to make alternate arrangements for the documents to be delivered prior to the due date.

3. Please submit the aforementioned **10 paper copies** and all required attachments in 3-pronged folders (all the same color) with your organization's name on the front. We have provided a link on page 25 as an example of a 3-pronged folder. Applications submitted in any other format, including 3-ring loose-leaf binders, will not be accepted.
4. You are also required to submit **2 paper copies** of your organization's financials in the same color 3-pronged folder with your organization's name on the front. Again, financials submitted in any other format including 3-ring loose-leaf binders will not be accepted. Please refer to page 26 (**Binder 2 – Required Financial Documents for All Grant Applications**).

Paper copies of your organization's financials must also be submitted on July 13 between 8:30am and 12 noon to the same address (**SEE NUMBER 2 ABOVE**).

Important – please NO electronic submissions of any financial attachments/ documents EXCEPT those embedded in the PDF in table format.

5. **Electronic Submissions:** Using **Adobe Acrobat Reader** or **Adobe Pro**, please complete the fillable PDF application beginning on page 3 and electronically submit it on or before July 13, 2017. To submit the file, you may email the completed PDF to grants@impactnwf.org and/or deliver a thumb drive containing the completed PDF along with the paper copies of your grant application. All electronic submissions must be received by noon on July 13.

Again, please **NO** electronic submissions of the “Required Attachments” (see pages 25 and 26 for Required Attachments) or of your organization’s financials (except those included in the tables within the fillable PDF). Financial attachments will be submitted in paper form only.

The PDF will allow you to start the application, save your work and continue at a later time.

Hint: For those responses that require a narrative, we have in some cases limited the number of characters you may type into a space. To ensure you are staying within the character count, first type your answer in a **Microsoft Word** document, refer to the character count, then cut and paste the text of your answer into the PDF.

For help and/or questions using the PDF, contact grants@impactnwf.org.

6. In addition to the above materials, please submit electronic copies of **two high-quality photographs** depicting your organization for use on our web site, social media, and in IMPACT 100 publicity. Photographs should be copyright free and should be emailed to grants@impactnwf.org by noon on July 13, 2017.
7. **Grants will be awarded in the amount of \$102,000.00.** Please note that all projects must show the need for and proposed use of the entire grant amount.
8. To verify completion of your application, please review and complete the **Grant Application Checklist** provided on page 27.

The Grants Committee is looking forward to the upcoming year and the exciting new projects that will be proposed.

Thank you for the continued work you do on behalf of the residents Okaloosa and Walton Counties!

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2017 GRANT APPLICATION

ORGANIZATION CONTACT INFORMATION

Organization Name:

Organization's Legal Name, if different:

Mailing Address:

Street

City

State

Zip

Local Street Address:

Street

City

State

Zip

Website:

Board Chairperson and direct phone number:

Executive Director and direct phone number:

Tax ID #:

Is your organization multiple-county?

Yes

No

If yes, what geographical area do you serve?

Certification:

Our organization’s staff and Board of Directors authorize submission of this funding proposal. Our tax-exempt status under IRS Section 501 (c) (3) has not been revoked or modified. We understand that if selected to receive funding we must furnish a report showing how funds were spent and that the funds were spent solely for the purpose for which the grant is sought.

We agree NOT to specifically target IMPACT 100 members for support of this grant application or organizational projects. We certify that to the best of our knowledge the statements contained in this application are true, correct and complete.

CEO/Executive Director Signature

Board Chair Signature

Electronic application does not need actual signature. Paper copies MUST contain signature.

Print Name

Print Name

Date

Date

Note: Executive Director and Chair of the Board must be 2 different individuals. If the project is a collaborative effort between 2 or more nonprofit organizations, copies of this page must be signed by all Executive Directors and Board Chairs and attached to the application.

SECTION I. GRANT PROJECT SUMMARY OVERVIEW

Please provide a brief summary of grant project. Include project name, what need project will meet, summary of what the funds will be used for, why this is transformational and high impact for Okaloosa and Walton Counties, how project will be sustained and other relevant summary information regarding the project only. ***Note: this summary will be shared with IMPACT 100 members and posted on our web page if project is selected as a finalist.***

**NO MORE THAN 3000 CHARACTERS, INCLUDING SPACES, MAY BE SUBMITTED.
Draft in a Word document and check the character count before pasting text below.**

SECTION II: GRANT PROJECT SUMMARY INFORMATION

Project Information:

Please check Grant Proposal Guidelines for types of projects IMPACT 100 does NOT fund.

IMPACT 100 focuses its funding in five categories. Please select the category in which you wish your project to be considered.

Arts & Culture

Family

Education

Health & Recreation

Environment

Project Title:

Name of Contact Person (for questions regarding the Project). This person must be available between 9 a.m. - 5 p.m. business days.

Name and Position with organization:

Phone:

Fax:

Email:

Name of Finance Contact (for questions regarding Form 990 and Financial Statements).

Name and Position with organization:

Phone:

Fax:

Email:

Site Visit: Each applicant receives a site visit by a team of IMPACT 100 Grant Review Volunteers. **(See Grant Guidelines – Section: Grant Review Process).**

- What is the best time of day for a site team to observe the program and visit with members of your organization?

Please note that the IMPACT 100 Grant Review Chair will make every effort to visit your program at the time you indicate. However, the Grant Review Chair will ultimately determine the site visit time.

SECTION III. NONPROFIT ORGANIZATION INFORMATION

(You are limited to 1600 characters in some cases.)

1. Brief description of organization and its history:

2. Organization's Mission Statement:

3. Current programs and accomplishments:

4. What makes your organization uniquely qualified to manage this grant project?

5. Year founded:

6. Number of board members:

7. Number of board members who contributed financially last 12 months:

8. Number of full-time employees: Number of part-time employees:

9. Number of volunteers:

10. Does your organization carry General Liability Insurance (G/L) and Directors and Officers (D&O) Liability Insurance? If yes, what are the coverage limits? Yes No

11. If no, why not?

12. Litigation/liability:

a) Is there litigation pending or threatened against your organization or parent organization?
Yes No

A recent judgment? Yes No

b) Please provide details:

SECTION IV: NONPROFIT ORGANIZATION BUDGET INFORMATION

Please summarize your organization’s annual operating budget in the table provided on the following two pages. A detailed copy of your current year Board-approved operating budget should be included with required financial documents (Binder 2).

Please submit your current year operating budget in the table format that follows on pages 11 and 12.

Fiscal Year Start Date

End Date

REST OF PAGE BLANK

CURRENT YEAR OPERATING BUDGET REVENUE TABLE

REVENUE	AMOUNT
Government grants	
Foundations	
Corporations	
United Way	
Individual contributions	
Fundraising efforts	
Membership income	
In-kind support	
Investment income	
Other (enter description on following lines)	
OTHER REVENUE	
Government contracts	
Earned income	
Other (enter description on following lines)	
TOTAL REVENUE	

CURRENT YEAR OPERATING BUDGET EXPENSES TABLE

EXPENSES	AMOUNT
Salaries and wages	
Insurance, benefits and related taxes	
Consultants and professional fees	
Fundraising-related costs	
Travel	
Equipment	
Supplies, printing and copying	
Telephone and fax	
Postage and delivery	
Rent and utilities	
In-kind expenses	
Depreciation	
Other (enter description on following lines)	
TOTAL EXPENSES	
NET (Revenue less Expenses)	

SECTION V: GRANT PROJECT DETAILS

(You are limited to 1600 characters in some cases.)

1. Describe how this project is **transformational**. Transformational projects solve a problem, satisfy a need or create an opportunity for strategic change. Please include the following information:

a) What is the wider need or strategic issue to be addressed?

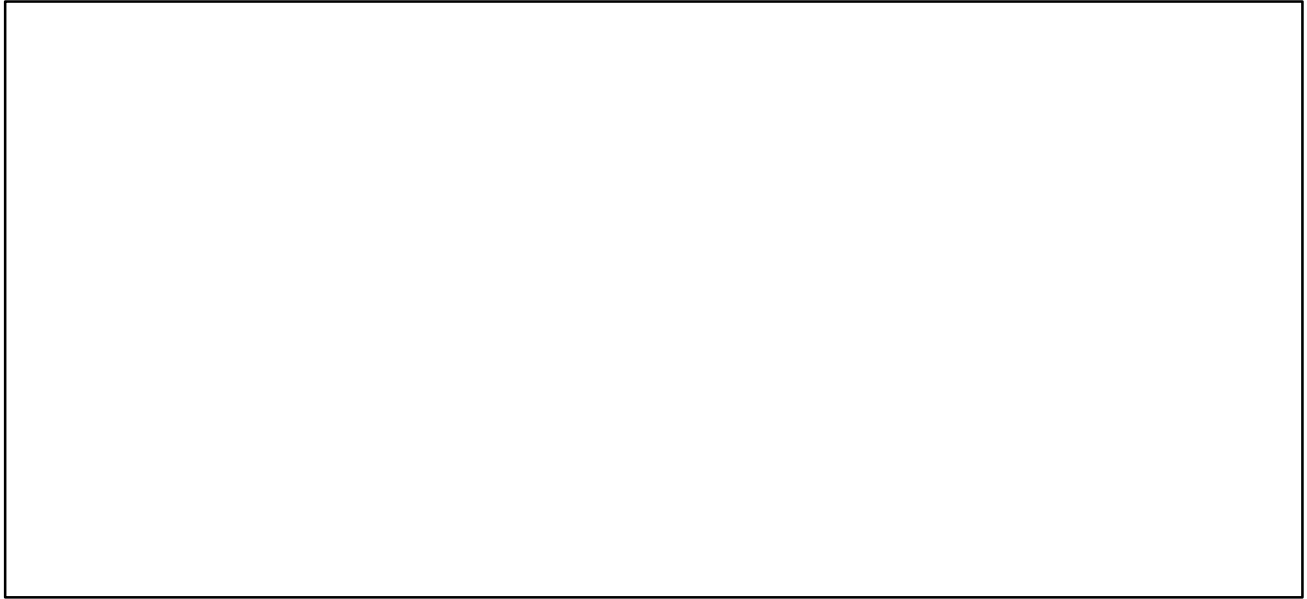
b) Identify and explain the change created by this project:

c) What are the project's specific goals/objectives?

d) How is this project related to your organization's mission?

e) What demographic/population will be served through this project? (Please describe the population and number of people to be served):

f) How will your organization measure the success of the project? (Please be specific):



2. Describe how this project has **high impact**. High impact projects significantly influence our community and can be achieved in a variety of ways. Below are the ways IMPACT 100 looks at **high impact**. Please provide insight into how this project will provide **high impact** in some or all of the following ways:

a) Describe the impact the project will create:

b) Does this project enable organization to affect a large group of people? Yes No

Please explain:

c) Does this project change the way an organization addresses its mission resulting in a fundamental shift in how it provides services to its stakeholders? Yes No

Please explain:

d) Does this project create the opportunity for new collaborations with other organizations to address a broader spectrum of the community? Please explain:

e) Does this project affect a small group of people, yet have wider implications for the community? Yes No Please explain:

3. Is this project **sustainable**?

IMPACT 100 requires that funds be expended in two years. To show the project is sustainable, you must demonstrate how the program will continue and be funded after that time. Please explain:

a) How will the grant funds be expended within the first two project years?

b) How will the program continue and be funded after year 2 is completed?

4. **Collaboration** – IMPACT 100 encourages but does not require nonprofit organizations to collaborate with one another and also with other individuals and entities in developing and providing transformational projects. (You are limited to 4200 characters.)

- If your proposal is a collaborative effort please list all partners and provide specifics regarding each partner's role in the project, whether it involves donating facilities, providing training, underwriting transportation or other expenses, etc.

Please Note: A letter from each collaborating organization agreeing to its role in the project must be attached to this application. Being part of a collaborative effort does not exclude your nonprofit organization from submitting another grant application for its own project.

5. Project Goals and Objectives:

a) Why has this project been selected as a priority for your organization?

b) How does this project fit into your organization's strategic plan?

6. Project Timeline:

➤ Project start date:

➤ Project end date:

➤ Are there any other significant dates or milestones?

7. Project Planning and Implementation Details:

a) Explain how the project will be implemented:

b) What are the key staff positions for this project and what are their responsibilities? ***(Please attach all job descriptions for both existing positions that will work on this project and new staff positions created for this project – if applicable):***

c) Will a zoning variance be required? Yes No

- If yes, please include information about your plans and progress in obtaining the variance.

d) Does the project require construction, re-construction, or renovations? Yes No

- If yes, have you received proposals for cost estimates? Yes No
- If yes, are all providers licensed? Yes No
- If yes, do you have the required permits, title, contracts, drawings, leases, site plans, etc? Yes No
- Comments:

e) Will anyone other than grant recipient hold title to any property purchased with grant funds or any property upon which improvements are made with grant funds? Yes No

- If yes, please explain.

f) What are the organization's contingency plans if actual project costs are over or under budget?

(Please attach all proposals/cost estimates and proof of licensure.)

8. Other Funding Sources:

- Do you have other funding sources for this project? Yes No
- If yes, list current funds and pending grants for which you have applied or intend to apply to support this project:

Note: If project budget expenses exceed the grant amount, include sources of additional funds required.

Matching Gifts: If you have received commitments for matching gifts, attach commitment letters to your application.

9. 2017 Project Budget Information

Revenue	Amount	Description/Explanation
IMPACT 100 Grant		<i>You MUST enter the amount of the IMPACT 100 NWF grant in field to the left.</i>
Other Grants (list each below)		
Fundraising (list each below)		
Other Sources (list each below)		
Total Project Revenue (a)		
Project Costs & Expenses		Description/Explanation
Land and/or Building		
Equipment		
Furniture & Fixtures		
Remodeling Costs		
Other Capital (list each below)		
New Permits/Licenses Required		
Incremental Operating Expenses		
Salaries/Wages/Benefits		
Fundraising		
Marketing		
Rent/Utilities		
Other Operating Expenses		
Consultant/Professional Services		
Other (list each below)		
Total Project Costs/Expenses (b)		
Net Project Income/Expense (a) - (b)		

NOTE: Total project revenue (a) and total project costs/expenses (b) must be equal amounts. The net project income/expense must be \$0.

SECTION VI. ASSEMBLING YOUR PAPER COPY GRANT APPLICATION PACKAGE

NOTE: All hard copy grant applications must be submitted in 3-pronged folders. (Go to <http://tinyurl.com/nckddxg> for an example and one source for these folders.)

Applications submitted in any other format, *including 3-ring loose-leaf binders*, will NOT be accepted.

BINDER 1 CONTENTS

➤ **GRANT APPLICATIONS AND REQUIRED ATTACHMENTS (10 copies):**

1. Paper copy of the completed 28-page Grant Application PDF.
2. Certification Page signed by the Chair of the Board and Executive Director **(page 4)**.
3. IRS 501(c)(3) Certification Letter.
4. List of board members, including name, board position, profession/affiliation, city of residence, and years served.
5. Cost estimates and other supporting documents to explain line item amounts over \$5000 in the **Project Budget Information (page 24)**.
6. Program staff job descriptions for existing roles supporting this grant project.

➤ **SPECIFIC GRANT APPLICATION ATTACHMENTS (10 copies)**

Required ONLY for projects with new positions, new building construction, reconstruction, collaborators or benefiting organizations (include with the 10 copies in the 3-prong folder).

****Please note if you are unable to provide any of the following documents at the time of the grant application submittal, please contact grants@impactnwf.org PRIOR to the July 13 submittal deadline.**

1. Newly created program staff job descriptions.
2. Architectural drawings (by licensed provider).
3. Itemized cost estimates (by a licensed provider).
4. Permits, zoning variances, leases, title, real estate contracts, etc.
5. Letters from collaborating partners (signed by the Executive Director and Board Chair of EACH collaborating organization).
6. Letters of understanding from any other benefiting organizations regarding services they agree to receive from your project.

BINDER 2 CONTENTS

➤ **REQUIRED FINANCIAL DOCUMENTS (2 copies)**

THE FOLLOWING MATERIALS MUST NOT BE SENT ELECTRONICALLY, ONLY IN PAPER COPY FORM.

Submit 2 copies for all grant project proposals. Submit in separate 3-prong folders, all the same color, with your organization's name on the front. Prior two fiscal years are required.

1. Current YTD Internal Financial Statements (Balance Sheet, P&L)
2. Form 990 or 990 EZ for previous two years
3. Copy of current year Board-approved operating budget
4. Auditors Report for prior two fiscal years **
5. Form 10100 filing with Florida Department of Agriculture and Consumer Services in compliance with the Solicitation of Contributions Act

***If there are no audit reports (meaning financial statements are unaudited), then the following must be submitted/attached to the grant application in addition to Items 1 and 2 above:*

- a) IRS Form 1023 (Application for 501(c)(3) status) and all Schedules and attachments
- b) Copy of your organization's bylaws
- c) Brief narrative which includes all of this information:
 - 1) History of your organization.
 - 2) Board of Director Governance – how frequently does Board meet, how minutes are maintained, etc.?
 - 3) Description of your financial practices - who prepares accounting records and financial statements, who reviews the information, how disbursements are made and who approves, where are records kept.

NOTE

Include only the information that is requested. Do not include newsletters, emails/letters of recommendation or publicity materials.

GRANT APPLICATION CHECKLIST

To maximize the efficiency of our Grant Application process, IMPACT 100 has developed this checklist, so each applicant can confirm that all necessary information has been delivered. Each applicant is encouraged to complete this checklist prior to delivery of its package to IMPACT 100.

Have you electronically submitted the 28-page Grant Application PDF?

Have you submitted **10 paper copies** of the Grant Application with **ALL** required attachments (**see pages 25 and 26** for required attachments)?

Are your **10 paper copies** with required attachments all in the same colored 3-pronged folders with your organization's name on the front?

Did the Executive Director and Chair of the Board of your organization sign the certification page on the hard copy of the Grant Application? Please note these must be the signatures of two different individuals (**page 4**).

Did you clearly outline the need/use of the entire grant amount (**pages 5 and 24**)?

Have you included your organization's IRS 501(c)(3) certification letter with the **10 paper copies** of your Grant Application? Have you included your filing with FDACS and Florida Dept. of State, Division of Corporations?

Have you included a complete list of your board members, including name, position on board, profession or affiliation, city of residence and years served with the **10 paper copies** of your Grant Application?

IF APPLICABLE TO YOUR GRANT PROJECT, have you included the following with your paper copy Grant Application?

- Job descriptions (existing and new) for positions that will support the project.
- Architectural drawings by a licensed provider.
- Itemized cost estimates for new construction or re-construction by a licensed provider.
- Permits, Zoning Variances, Leases.
- Signed letters from collaborating organizations – signed by both the Executive Director and Chair of the Board for all collaborating organizations.
- Letters of understanding from benefitting organizations.

Have you included **2 paper copies** of the **required financial documents listed on page 26**?

Have you omitted newsletters, emails/letters of recommendation and publicity material?

Did you electronically submit **two high-quality photographs** depicting your organization for use by IMPACT 100 in publicity and social media?



FOR QUESTIONS
AND
TO SUBMIT YOUR COMPLETED
GRANT APPLICATION
grants@impactnwf.org