



Dear Prospective Grant Applicant:

Welcome to the **2019 IMPACT 100 Grant Application**.

### **KEY REMINDERS**

1. Please refer to our [Grant Proposal Guidelines](#) for assistance, especially in the areas of transformational, high impact and sustainability.
2. Eight (8) paper copies of the Grant Application and the required attachments are due on **June 28, 2019**. Please refer to page 19 (**Binder 1 - Required Documents for all Grant Applications**). The eight printed paper copies must be hand delivered between 8:30am and 12 noon on June 28, 2019 to:

Waterstone Mortgage  
1845 John Sims Parkway East  
Niceville, FL 32578

If you cannot hand deliver the eight copies on June 28 before noon, please send an email to [grants@impactnwf.org](mailto:grants@impactnwf.org) to make alternate arrangements for the documents to be delivered prior to the due date.

3. Please submit the aforementioned **8 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 19 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. Multiple 3-pronged folders may be utilized if the volume of required information warrants it. If multiple folders are utilized, please utilize the same color folders and rubber band them together. Please do not leave any documents loose in your submission. Again, financials submitted in any other format including 3-ring loose-leaf binders will not be accepted. Please refer to page 20 (**Binder 2 – Required Financial Documents for All Grant Applications**).

Paper copies of your organization's financials must also be submitted on June 28 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 2 and electronically submit it on or before June 28, 2019. To submit the file, please email the completed PDF to [grants@impactnwf.org](mailto:grants@impactnwf.org). Electronic submissions must be received by noon on June 28. Again, please **NO** electronic submissions of the “Required Attachments” (see pages 19 and 20 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 responses that require a narrative, we have 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](mailto: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](mailto:grants@impactnwf.org) by noon on June 28, 2019.
7. **Grants will be awarded in amounts of at least \$100,000.00, possibly more.** The exact amount of this year’s grant(s) will be announced in early May following the end of our membership drive. 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 18.
9. By submission of your grant application, you agree to allow Impact 100 to publish your name(s) and image(s), including but not limited to photos taken of the organization and its staff at site visits and events, in our marketing materials.

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 of Okaloosa and Walton Counties!*



# 2019 GRANT APPLICATION

## ORGANIZATION CONTACT INFORMATION & CERTIFICATION

Organization Name: \_\_\_\_\_

Organization's Legal Name, if different: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Local Street Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Website (URL): \_\_\_\_\_

Board Chair Name & direct phone number: \_\_\_\_\_

Executive Director Name & 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. We have tax-exempt status under IRS Section 501 (c) (3) and it 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.

\_\_\_\_\_  
Signature box for CEO/Executive Director

\_\_\_\_\_  
Signature box for Board Chair

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 Board Chair must be two different individuals. If project is a collaborative effort between two 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 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 any required Financial submissions, to include 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 II. GRANT PROJECT SUMMARY OVERVIEW

Please provide a brief summary of grant project by addressing the following prompts. Note: this summary will be shared with IMPACT 100 members and posted on our web page if project is selected as a finalist.

Project Name: Needs to be met: (1000 character limit)

Summary of how funds will be used: (1000 character limit)

Why this is transformational and high impact for Okaloosa and/or Walton County: (700 character limit)

How project will be sustained after two years: (500 character limit)

**SECTION III. NONPROFIT ORGANIZATION INFORMATION**

*(Characters limited as noted.)*

1. Brief description of organization and its history: (1600 character limit)

2. Organization's Mission Statement: (500 character limit)

3. Current programs and accomplishments: (1200 character limit)

- 4. Year founded: \_\_\_\_\_
- 5. Number of board members: \_\_\_\_\_
- 6. Number of board members who contributed financially last 12 months: \_\_\_\_\_
- 7. Number of full-time employees: \_\_\_\_\_ Number of part-time employees: \_\_\_\_\_
- 8. Number of volunteers: \_\_\_\_\_
- 9. 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

\* Coverage Limits: \_\_\_\_\_

If no, why not? (300 character limit)

10. Litigation/Liability:

a) Is there litigation pending or threatened against your organization, parent organization, Executive Director or Finance Director?

Yes  No

A recent judgment? Yes  No

b) If yes, please provide details: (700 character limit)







## SECTION V: GRANT PROJECT DETAILS

*(Characters are limited as noted.)*

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 problem to be solved, need to be met, and/or strategic issue to be addressed?  
(1500 character limit)

- b) Identify and explain the change created by this project: (1500 character limit)

c) What are the project's specific goals/objectives? (1000 character limit)

d) What demographic/population will be served through this project? (Please describe the population and number of people to be served): (1000 character limit)

e) Why has this project been selected as a priority for your organization and how does it fit into your organization's strategic plan? (1000 character limit)

- f) How will your organization measure the success of the project? (Please be specific):  
(1200 character limit)

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: (1200 character limit)

b) Does this project enable your organization to affect a large group of people OR does this project affect a small group of people yet have wider implications for the community?

Large Group

Small Group with Wider Implications

Please explain: (1000 character limit)

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

If yes, please explain: (700 character limit)

d) Does project create opportunity for new collaborations with other organizations to address a broader spectrum of the community? Please explain: (1000 character limit)

3. Is this project **sustainable**?

IMPACT 100 requires that funds be expended in two years. To show 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? (800 characters)

b) How will the program continue and be funded after grant funds are spent? (800 characters)

c) Describe organization's contingency plans if project is over or under budget? (800 characters)

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 2200 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 Timeline:

- Project start date: \_\_\_\_\_
- Project end date: \_\_\_\_\_
- Are there any other significant dates or milestones? (300 character limit)

6. Project Planning and Implementation:

a) Explain how the project will be implemented: (1100 character limit)

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)***: (1000 character limit)

c) Will a zoning variance be required? Yes  No

➤ If yes, please include information about your plans and progress in obtaining the variance. (600 character limit)



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 any required permits, title, contracts, drawings, leases, site plans, etc? Yes  No
- Comments: (600 character limit)

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

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. (600 character limit)

7. 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: (800 character limit)

***Note: If project budget expenses exceed the grant amount, include sources of additional funds required. If you have received commitments for matching gifts, attach commitment letters to your application.***

## 8. 2019 Project Budget Information

Revenue	Amount	Description/Explanation
<b>IMPACT 100 Grant</b>		<i>You MUST enter the exact amount of the IMPACT 100 NWF grant in field to the left. (Amount of 2019 IMPACT 100 NWF grant TBA in early May, minimum of \$100,000)</i>
Other Grants (list each below)		
Fundraising (list each below)		
Other Sources (list each below)		
<b>Total Project Revenue (a)</b>		
<b>Project Costs &amp; Expenses</b>		<b>Description/Explanation</b>
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)		
<b>Total Project Costs/Expenses (b)</b>		
<b>Net Project Income/Expense (a) - (b)</b>		(Should be zero; see note below.)

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

## GRANT APPLICATION CHECKLIST

IMPACT 100 created this checklist, so each applicant can confirm all necessary information has been delivered. Please complete checklist prior to delivery of grant package to IMPACT 100.

- Have you emailed an electronic copy of the completed 20-page Grant Application PDF?
- Have you submitted **eight paper copies** of the Grant Application with **ALL** required attachments (**see page 18** for a list of required attachments)?
- Are your **eight 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 1**).
- Did you clearly outline the need/use of the entire grant amount (**pages 3 and 16**)?
- Have you included your organization's IRS 501(c)(3) certification letter with the **eight 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 **eight 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 **two paper copies** of the **required financial documents listed on page 19**?
- Have you omitted newsletters, emails/letters of recommendation and publicity material?
- Have you electronically submitted **two high-quality photographs** depicting your organization for use by IMPACT 100 in publicity and social media?

## 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 (8 copies):**

1. Paper copy of the completed Grant Application PDF (**pages 1 through 17**).
2. Certification Page signed by the Chair of the Board and Executive Director (**page 1**).
3. IRS 501(c)(3) Certification Letter, Annual Registration with the FDACS, and Annual Report filed.
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 \$5,000 in the **Project Budget Information (page 16)**.
6. Program staff job descriptions for existing roles supporting this grant project.

➤ **SPECIFIC GRANT APPLICATION ATTACHMENTS (8 copies)\***

**Required ONLY for projects with new positions, new building construction, reconstruction, collaborators or benefiting organizations (include with the 8 copies in the 3-prong folder).**

**\*If you are unable to provide any of the following documents at time of grant application submittal, please contact [grants@impactnwf.org](mailto:grants@impactnwf.org) PRIOR to the June 28 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.

***NOTE: Include only information requested. DO NOT include newsletters, emails/letters of recommendation, or publicity materials. Any extraneous materials will be removed and discarded prior to review.***

## 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. Multiple 3-prong folders can be utilized if the volume of required information warrants it. Please utilize the same color folders and rubber band together. Please do not leave any documents loose in your submission. **Please include documents in the order listed below.**

**If you CAN provide audited financial statements only the following 5 items are required:**

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

**If you CANNOT provide audited financial statements the following 10 items are required:**

1. Current YTD Internal Financial Statements (Balance Sheet, P&L)
2. Current Bank Statements and Bank Reconciliations that reconcile to your Cash Balance on your Balance Sheet (provided in number 1 above)
3. Current year Board-approved operating budget
- 4. Financial Statements (Unaudited) (Balance Sheet, P&L) for prior two fiscal years**
5. Form 990 or 990 EZ for previous two years
6. Form 10100 filing with Florida Department of Agriculture and Consumer Services in compliance with the Solicitation of Contributions Act
7. IRS Form 1023 (Application for 501(c)(3) status) and all Schedules and attachments
8. Copy of your organization's bylaws
9. Brief narrative which includes all of this information:
  - History of your organization.
  - Board of Director Governance – How frequently does Board meet, how minutes are maintained, etc.?
  - 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.
10. Please answer the following question: Are you aware of any contingent liabilities? If so, how would your organization meet those obligations?



FOR QUESTIONS  
AND  
TO SUBMIT YOUR COMPLETED  
GRANT APPLICATION  
[grants@impactnwf.org](mailto:grants@impactnwf.org)