



2019 Impact Grant Application

Our Mission- Engage. Empower. Inspire

Impact 100 Greater Peninsula is a collaborative effort that champions the power of women working and giving together to improve our community. Our Mission is to provide transformative giving in the Greater Peninsula region through an annual collective financial investment. We welcome all women to participate and have their voice heard to make our community a better place to live.

Impact 100 Grant Making: Grant Goals

- ★ Foster change and have a long term positive impact
- ★ Support programmatic or capital projects
- ★ Create new, expand existing or replicate model programs that can improve and strengthen how an organization operates or positively change a community
- ★ Demonstrate specific measureable outcomes and make a significant difference in the lives of people on the Greater Peninsula.

Each grant application should be **SMART**:

Specific – describe the audience being served, program objectives and goals

Measureable – explain how program success and impact will be evaluated including measurements that will demonstrate successful achievement of stated goals

Achievable – must demonstrate the organization has the human and financial capital to achieve the stated goals

Realistic – describe how the program is within the scope of organization’s mission and can be reasonably accomplished

Transformative – show how the program will make an impact and measurable difference in the community, the organization and/or the lives of the organization’s targeted population

Impact 100 Grant Making: Ares of Focus for Funding

- ★ **Arts and Culture**
Develop, cultivate and enrich the cultural and artistic community and/or the lives of individuals and families through the expressive arts or enhanced cultural awareness.
- ★ **Education**
Further the educational process, improve access to education for children and/or adults, or prepare children and adults for 21st century careers through real world learning opportunities
- ★ **Environment/Recreation/Conservation**
Create recreational opportunities or restore, preserve, revitalize or enhance physical facilities or natural surroundings to create a sustainable community
- ★ **Family**
Strengthen and enhance the lives of children and families living in our community.
- ★ **Health and Wellness**
Improve the emotional, social, mental and/or physical well-being of people living in our community.

Impact 100 Grant Making: Grant Application Process

Grant Application Composition

An organization applying to the Impact 100 Grant program will submit a response to the Request for Proposal that will address the following areas:

- ★ Comprehensive description of the program or project, the community being served and the impact the program or project is expected to make in the Greater Peninsula. Greater Peninsula is defined as Gloucester, Hampton, James City County, Newport News, Poquoson, Williamsburg and York.
- ★ Describe how funds will be used and the anticipated measureable outcomes.
- ★ Provision of financial statements for last fiscal year, including audited financial report or Form 990.
- ★ Provision of organizational budget for current fiscal/calendar year and year-to-date performance to budget
- ★ Complete project budget and next year pro forma project budget
- ★ Description of Organization Governance

Grant Award Amount

- ★ A grant application cannot exceed \$50,000

Grant Application Submission Deadline

- ★ All proposals are due no later than Thursday, May 30, 2019 by 5:00 pm EST
- ★ **No proposals will be accepted after 5:00 PM EST**

Grant Application Eligibility Guidelines

An organization must meet the following criteria to be eligible for an Impact 100 grant:

- ★ Be a nonprofit 501(c)(3) public charity that serves residents of the Greater Peninsula
- ★ Have an annual operating budget of at least \$250,000, excluding in-kind contributions
- ★ Have been in operation at least 36 months
- ★ Be able to provide copy of most recent Audited Financial Statements or Form 990
- ★ Utilize 100% of the funds awarded by Impact 100 in, and to benefit, the Greater Peninsula
- ★ Two or more nonprofits may collaborate on a transformative process and submit a joint application, but the lead applicant must satisfy the stated eligibility requirements.

Grant Application Restrictions

- ★ Faith based organizations are eligible to apply only if the faith based organization is a part of collaborative grant application. Applications from religious organizations cannot be used to advance a faith-based program.
- ★ Private foundations are not eligible to apply and applications from a private foundation will not be accepted.
- ★ Grant applications that are requesting, or include, funding to support general operating expenses, debt reduction, operational deficits, endowments or memorials, bridge or interim financing, partisan or political activities, events and or legal expenses will not be considered.
- ★ Organizations previously awarded an Impact 100 Grant may not apply again for a minimum of two (2) grant cycles.

Grant Application Submission Process

- ★ Three (3) printed copies of the grant application are to be submitted via mail, fax or delivery to:
Peninsula Community Foundation
48 Queens Way

Hampton, VA 23669

-and-

- ★ An electronic PDF version must be submitted via email to Jennifer Brambley at jbrambley@pcfvirginia.org with “Impact 100 Grant Application” in the subject line.

Grant Application Questions

- ★ Any questions about the application process, including questions regarding eligibility, how to complete various sections of the grant application, required attachments/documentation, and/or the submission process should be sent to Elizabeth Foxx, Grant Co-Chair, via email, sesfxx@gmail.com. No questions regarding the grant application will be accepted after the submission deadline.

Grant Application and Award Timeline

Grant Application Released	March 11, 2019
BIG GIVE Grant Application due	May 30, 2019
Grant Finalists Notified	August 19, 2019
BIG GIVE Annual Event	September 2019; exact date TBD

Impact 100 Grant Making: Grant Application Requirements Checklist Project Proposal, Budget, Organizational Financials & Non-Financial Information

Number	Attachment Name	Notes of Importance	Completed
1	Grant Application Narrative	Maximum of five (5) pages	
2	Independently reviewed or compiled audited financial statements, including auditor's report; If the organization does not have an audit performed, provide the organization's Form 990 for the two most recent years	Most Recently completed financial year -or- Most Recently completed two financial years	
3	Organizational budget for the current fiscal/calendar year and Year to Date performance to budget	See Budget Form Template 1 * If your existing financials are in a similar form as the attached example forms, they may be submitted.	
4	Project Budget for entire project	See Budget Form Template 2 or 3 depending upon grant request type	
5	Pro forma project budget for next fiscal year; if there are ongoing expenses associated with your project which increase the organization's operating budget by 20% or more, the purpose of the pro forma is to show how the organization plans to sustain the project	See Budget Form Template 2 or 3; depending upon grant request type	
6	IRS letter of determination 501(c)(3)	If joint application, applies to Lead applicant only	
7	Current list of Board Members	Including Name, Title/Work Affiliation, and indication of board position	
8	List of key staff members and an organizational chart		
9	Terms of Agreement	Signature required on page 2 of Sec. 6	
10	Letters of commitment from collaborating organizations	As appropriate based on grant application	

2019 Grant Application COVER SHEET

1. Grant Application Focus Area

	Select Only One
Arts and Culture	
Education	
Environment/Recreation/Conservation	
Family	
Health & Wellness	

2. Organization Profile

Applicant Organization (Legal Name): _____

Doing Business as (DBA): _____

Street Address: _____ City: _____ State: _____ Zip: _____

E-mail: _____ Web site: _____

Phone: _____ Fax: _____

IRS Name, as listed on 501(c)(3) letter: _____

IRS letter date: _____ Tax Exempt ID number (EIN): _____

Executive Director/CEO/Founder: _____ Direct Phone: _____

Organization's Budgeted Revenue for Current Year	
Organization's Budgeted Expenses for Current Year	
Organization's Endowment Balance (if applicable)	

Organization's Major Funding Sources:

3. Grant Application Data

Program/Project Title: _____

Community served by this Program/Project: _____

Brief demographic description of population served by this Program/Project: _____

Total Budget for this Program/Project: _____ Amount of this request: _____

Proposal contact person information:

Name: _____ Title: _____

Direct Phone: _____ E-mail: _____

Type of Request	Description of Request Type	Check All that Apply
Capital Investment	The grant supports modest-scale capital projects when presented in the context of a plan for meeting community needs.	
Program/Project	The grant supports specific work that directly benefits the organization's (or a coalition of organizations) constituents over a period of time to achieve measurable results. Grants may be used to pay for all costs directly related to the operation of the project.	
Capacity Building Support/Technical Assistance	The grant supports activities that strengthen an organization, or a coalition of organizations, ability to better achieves its mission. Grants may support expansion of services, infrastructure improvement, organizational assessment, strategic planning, and board/staff development. The grant is restricted to a particular activity, and the outcomes of the capacity building project must be conducted over a set period of time to achieve measurable results.	

4. Authorized Signatures

(Both signatures required)

Signature of Executive Director: _____ (date) _____

Signature of Board President: _____ (date) _____

The narratives for Sections One through Four must not exceed a total of five (5) pages; certain sections have specific page limits. Responses must be typed, single-spaced, single-sided and use a minimum of 12 point type. The financial and budget information, as well as other required attachments are NOT included in the five (5) page limit.

SECTION ONE

Profile of Organization

This section may not exceed one (1) page

- 1) Brief summary of organization's history, vision and mission
- 2) Brief description of current programs/projects and activities including its' constituency and geographic region.

SECTION TWO

Statement of Need, Program/Project Description & Methodology

In this section the applicant is describing why the proposed project or activity is important to the community and the targeted population. **This is the most important section of the grant application as it is the organization's opportunity to share with the grant committee the program or project concept, the need and impact it will have in the Greater Peninsula and how success will be measured.**

- 1) Statement of need must describe the need to be addressed and offer evidence of that need. *Please highlight how you are meeting an unmet community need.*
- 2) Description of program/project, including:
 - a) Goals/Objectives
 - b) How does this project align with, and support, the organization's overall mission?
 - c) Specific project work plan for implementing project/program including specific activities/events to be completed
 - d) Specific staffing plan required to implement project/program
 - e) Description of population(s) to be served by project/program
 - f) Timetable for implementation of the project/program; grant funding is for a 12 month period
 - g) Evidence of use of best practices
i.e. Is this program/project based on a program that has been shown to be effective in other settings?
- 2) If the organization is collaborating with other agencies on this application, indicate with whom and how the organizations will collaborate.
 - a) **Letters of support documenting commitment and level of support are required from collaborating partners.**
- 3) Describe in detail the capacity, experience and expertise of the organization that make it uniquely qualified to address this need or benefit?

SECTION THREE Evaluation

In this section the organization is answering the “*so what*” questions. The information provided should clearly describe how the proposed project or activity will impact the community and the population being served and what indicators will be measured that demonstrates the project or activity made a difference and changed outcomes in the community.

- 1) How will the short term, intermediate and/or long term outcomes be defined and measured?
 - 2) How will success be defined and measured?
 - 3) How will the evaluation be conducted?
 - 4) How will the people served be involved in the program/project evaluation?
 - 5) How will the results be used and disseminated?
 - 6) If this is an existing ongoing program/project, please summarize past quantitative and qualitative outcomes.
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SECTION FOUR Grant Project/Program Sustainability Plan

- 1) List of other funders to which **this current** proposal has been and/or will be submitted. For each funder, indicate amount requested and status of request, i.e., request will be submitted, is pending, was funded and level or of commitment and for how long, or was declined.
- 2) Other anticipated funding for this current proposal including:
 - a) Earned revenue
 - b) In-kind support
 - c) Special events
 - d) Fundraisers, etc.
- 3) If this will be an ongoing program/project, describe plans and specific sources for future/long-term funding.

SECTION FIVE

Grant Application Requirements Checklist

Project Proposal, Budget, Organizational Financials & Non-Financial Information

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6	IRS letter of determination 501(c)(3)	If joint application, applies to Lead applicant only	
7	Current list of Board Members	Including Name, Title/Work Affiliation and indication of board position	
8	List of key staff members and an organizational chart		
9	Terms of Agreement	Signature required on page 2 of Sec. 6	
10	Letters of commitment from collaborating	As appropriate based	

BUDGET FORM 1: TOTAL ORGANIZATIONAL BUDGET FOR CURRENT FISCAL YEAR

Name of Organization: _____

Budget Period: _____

REVENUE/ SUPPORT	Annual Budget	Year-to-Date Performance (specify date)
Corporate grants		
Foundation grants		
Govt. grants/contracts/per diem (identify)		
Contributions		
United Way		
Other federated campaigns (identify)		
Fine Arts Fund		
Membership dues		
Special events, fundraisers		
Sponsorships		
Admissions		
Sales, rent		
Revenue, tuition		
Investment income		
Interest, dividends		
Other		
Total Revenue/Support		
EXPENSES		
Salaries		
Employee benefits, taxes		
Professional fees		
Equipment, supplies, materials		
Telephone, utilities		
Postage, mailing		
Occupancy		
Insurance		
Training, staff development		
Travel		
Conferences		
Evaluations		
Other		
Total Expenses		
Revenue less Expenses		

If expenses exceed revenues/support, please explain how difference will be offset.

BUDGET FORM 2: PROJECT/PROGRAM REQUEST BUDGET

Name of Agency: _____

Time Period: _____

(Items typical for operating a program)

REVENUE/SUPPORT BUDGET	BUDGET
Corporate grants	
Foundation grants	
Govt. grants/contracts/per diem (identify)	
Contributions	
United Way	
Other federated campaigns (identify)	
Fine Arts Fund	
Membership dues	
Special events, fundraisers	
Sponsorships	
Admissions	
Sales, rent	
Revenue, tuition	
Investment income	
Interest, dividends	
Other	
Total Revenue/Support	
EXPENSES	BUDGET
Salaries	
Employee benefits, taxes	
Professional fees	
Equipment, supplies, materials	
Telephone, utilities	
Postage, mailing	
Occupancy	
Insurance	
Training, staff development	
Travel	
Conferences	
Evaluations	
Other	
Total Expenses	
Revenue less Expenses	

If expenses exceed revenues/support, please explain how difference will be offset.
 Accompanying narrative welcome if additional explanation is warranted, for example an explanation of in-kind gifts.

BUDEGET FORM 3: CAPITAL REQUEST BUDGET

Name of Agency: _____

Time Period: _____

<i>(Items typical for capital project)</i>	
REVENUE/SUPPORT BUDGET	BUDGET
Corporate grants	
Foundation grants	
Govt. grants/contracts/per diem (identify)	
Contributions	
United Way	
Other federated campaigns (identify)	
Fine Arts Fund	
Membership dues	
Special events, fundraisers	
Sponsorships	
Admissions	
Sales, rent	
Revenue, tuition	
Investment income	
Interest, dividends	
Loans	
Tax credits	
Other	
Total Revenue/Support	
EXPENSES	BUDGET
Purchases	
Installations	
Site preparations	
Furnishings	
Professional fees	
Contingency	
Other	
Total Expenses	
Revenue less Expenses	

If expenses exceed revenues/support, please explain how difference will be offset. An accompanying narrative is welcome if additional explanation is warranted, for example, an explanation of in-kind gifts.

SECTION SIX
TERMS OF GRANT AGREEMENT FOR IMPACT 100

1. Applicant agrees if chosen as a Site Visit Candidate – from that time forward until the applicant is informed by **Impact 100** that they are no longer under consideration for a grant in that year, or, until the applicant completes the project utilizing **Impact 100** funds – to keep **Impact 100** abreast of any substantial donation - in-kind or monetary - that directly impacts the applicant's proposed budget or program implementation timeline submitted to Impact 100 prior.

*Moving forward within the **Impact 100** grant review process should, in no way, prohibit you from obtaining external support for your proposed program and project. In efforts to be strong fiscal agents, sharing this information will ensure that **Impact 100** authentically represents the applicant to membership and focus area committees.*

2. Applicant agrees that any grant received from **Impact 100** will be expended for the explicit purposes described in the grant proposal. A formal grant agreement will be constructed following the Annual Awards Ceremony, outlining appropriate uses of grant funds, disbursement of funds, and project goals and expected outcomes as initially proposed in this request. In the event grant monies are to be allocated for any other purpose, agreement must be obtained from **Impact 100** prior to any reallocation and/or expenditure.
3. If a grant is received, applicant agrees to credit **Impact 100** in the manner identified by **Impact 100** in any publications (including annual reports, newsletters), press releases, brochures, multimedia, and other publicity or public relations materials and presentations.
4. Applicant agrees, following any grant received, to complete all required interim (quarterly) financial and program reports and attend a meeting with the **Impact 100's** at least annually for the life of the grant. An itemized budget is part of this reporting process.
5. Applicant agrees if chosen as a Finalist, to attend the **Impact 100's** Finalist Announcement and the Annual Awards Celebration. In addition, if chosen as a recipient, to attend up to 2 member events a year to discuss your project/program and its progress.

We, the undersigned, have read and understand the Terms of Grant Agreement, and, should a grant be received, agree to follow its terms and conditions.

Applicant Organization Name

By: _____
Executive Director/Founder/CEO [Signed]

Date

Board President [Signed]

Date