



Impact 100

Women Together, Changing Lives.

COMMON GRANT TRAINING



Congratulations!

2019 Total Dollars Available



4 Grants
\$109,000 Each

Your project budget must identify utilization for the full and exact award value.

2019 Application Process



If at any point your request for funding is eliminated from consideration, you're encouraged to apply in 2020

2019 Grant Application Timeline



Monday March 4	Grant Application Training Session @ Interact for Health
Friday March 22	Grant Applications DUE BY NOON
Friday May 17	Nonprofits not invited to site visits will be notified
Friday June 14	Nonprofits who received a site visit are notified if they are a finalists
Thursday, June 27	Finalist Announcement/Meet the Finalists
Thursday September 12	Annual Awards Celebration

2019 Common Grant



Online Submission

- Go to the Impact 100 website: www.impact100.org
- Click on *Apply for a Grant*
- Click on *Application Process*
- You should see a box at the top of the page. **CLICK HERE: APPLY TO IMPACT 100**

2019 Common Grant



Online Submission

- You can begin to populate the file. You are not required to submit all sections at the same time. However, if a section is required you cannot move to the next section.
- May want to draft text as a Word document and then copy and paste into the appropriate sections.
- To save, scroll down and click **Save & Continue Later**
- You will be taken to a screen with your unique link.
 - YOU MUST RETURN TO THIS LINK in order to continue your organization's **Common Grant**.
 - Please utilize primary **Common Grant** Contact Email

Save and Continue Screen



Enter the Grant Application Contact's email in highlighted box, then hit 'Send Link'.

Your unique link will appear here AND be emailed to the address you enter below

Please use the following link to return to your application from any computer.

[https://impact100.org/2019-online-common-grant-application/?gf_token=\[REDACTED\]](https://impact100.org/2019-online-common-grant-application/?gf_token=[REDACTED])

This link will expire March 22, 2019 at noon.

Enter your email address to send the link by email.

email address

Enter your email address here

SEND LINK

Don't forget to hit 'Send Link'

Save and Continue



You will get this screen once you hit
'Send Link'

The link was sent to the following email address:



Save and Continue



- **Don't forget to click "Send Link."**
*This unique link for your **Common Grant Application** will be emailed to your address and can be accessed at any time throughout the submission.*
- Every time you click "**Save & Continue Later**" the most recent version of your **Common Grant** is saved and you will be redirected to the screen with your unique link. The unique link never changes. It contains the same unique link to your Common Grant Application.
- Your unique link will be accessible and allow you to edit your **Common Grant Application** until you press "Submit" at the end of Section 9.

Common Grant Application



Impact 100 uses an online submission form based on the ***Common Grant Application***.

NONPROFITS MUST SUBMIT THE GRANT APPLICATION IN THE SAME FOCUS AREA THEY SUBMITTED THEIR LOI

Culture
Education
Environment, Preservation & Recreation
Family
Health & Wellness

Sections 1-6



- Section 1:** Organization data/Request Data
- Section 2:** Profile of Organization
- Section 3:** Statement of Need
- Section 4:** Program/Project Description & Methodology
- Section 5:** Evaluation
- Section 6:** Program/Project Funding Plans

Section 7: Required Financial Attachments



ONLY PDF files can be accepted. Please review all PDF files prior to submission to make sure pages are legible. At times, conversion from excel to PDF will cut off a portion of a page.

- Statement of Revenue/Support and Expenses [aka *Income Statement*]** for your organization's most recently completed fiscal year and the prior two years.
 - 2018
 - 2017
 - 2016

- Statement of Financial Position [aka *Balance Sheet*]** for your organization's most recently completed fiscal year and the prior two years.
 - 2018
 - 2017
 - 2016



Section 7: Required Financial Attachments



- ❑ **Most recent audited financial statements complete with notes and audit opinion** as well as any other opinion or report issued by the auditing firm for the organization.

If your organization does not have an audit performed, provide one of the following for each of the three most recent years (in the order preferred):

- Independently reviewed or compiled financial statements, or,
- Form 990, or,
- Internally prepared financial statements.



Section 7: Required Financial Attachments



- Budget for the current fiscal/calendar year** including a column showing the organization's year-to-date status.

- Project Budget:** Include enough details to support your spending needs plus realistic quotes. **This must equal exactly \$109,000 and will become part of the grant agreement.**

- Provide pro forma budgets** for the next three years if there are ongoing expenses associated with your project which increase the organization's operating budget by 20% or more, or if this is a new initiative.

Section 8: Non-Financial Docs



Upload file (PDF) or paste details into text box.

- Agency Governance**
 - Names, affiliations and demographics of board members & term limits
 - External employment firm and position

- List of key staff members or an organizational chart**

- Letters of commitment from collaborating organizations (if appropriate, must be uploaded)**

Section 9: Terms of Agreement



Please review terms carefully; this document will become part of your organization's grant agreement with Impact 100, should you be chosen as a grant recipient.

Submission



You will see this screen once you hit “Submit”

Thank you for your grant submission to Impact 100. Your application has been received and will be reviewed by Impact 100 members in your application's designated Focus Area. That review process will occur from early April through late May. Please see the following important communication & planning dates. Your complete application has been emailed to you.

- **Wednesday, May 17, 2019**- Nonprofits will be notified via email no later than this date if the organization has been chosen as a site visit candidate.
- **Middle June 2019** - Nonprofits will be notified if moving forward as a finalist. Finalists will be invited to review their "Executive Summary" utilized at the Annual Awards Celebration.
- **Thursday, June 27, 2019** (evening) - All finalists gather at "Meet the Finalists" event with Impact 100 members. Finalists will gather before the event to review next steps.
- **July-September** - Finalists coordinate with Nonprofit Coordinator on next steps and preparation for Annual Awards Celebration.
- **Thursday, September 12, 2019** (evening) - Finalists present at "Annual Awards Celebration."

Submission



Upon submission, your *Common Grant Application* cannot be edited further.

You will receive a confirmation email with your entire application enclosed.

Note: There may be a delay in receiving the confirmation if you submit on March 22

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Grant Application Key Facts



- Application deadline is Friday March 22 at noon.
- It is our policy to not give direct feedback. Committee members change every year so advice other than general information presented on our website or at our Information Session for nonprofits would be misleading.
- You may apply again next year if you are not awarded a grant this year.
- You must wait 3 years to reapply (2023) if you are awarded a grant in 2019.
- Brochures, annual reports and videos about your organization are not relevant at the grant application stage.
- Impact 100 invests the grant money based on the project/program needs in installment payments.
- Impact 100 requires the money be spent within 3 years of award date.
- If a project application is a multi-agency collaboration, we require financial information from all collaborating partners.

Grant Application Key Facts



- Focus area designation is no longer relevant if a finalist.
- **Realistic project budgets, including realistic quotes**, are required even though not officially approved. The project budget must equal exactly \$109,000.
- A pro forma budget is the best estimate of what the anticipated itemized spend will be for the specified period of time. It could be a single year or multiple years broken out into annual budgets.
- The more information shared about your board, the better our understanding of their impact and involvement in facilitating the success of the submitted program or project.
- Spaces count in the character count. The character count remaining is shown.
- Each section can only receive one PDF download. If there are multiple documents, including documents from partner organizations, please combine into a single PDF & download to the appropriate application section. You can utilize [ilovepdf.com](https://www.ilovepdf.com) if necessary.

2019 Common Grant Useful Info



- You will be able to save your work and continue at a later time using the "Save and Continue Later" button at the end of the page.
- Although your link can be shared with another staff member to help with completion of the ***Common Grant Application***, the application **cannot be edited simultaneously from two different computers.**
- Every step is a new page, but you will be able to go back and edit previous sections using the "Previous" button at the end of the page.
- It will be helpful to have the included financial documents in the correct PDF format when you arrive at Section 7.
- Please send an email to grants@impact100.org if the grant application contact or Executive Director changes so we know who to contact for the next phase.

If you have any questions or concerns you can
email: grants@impact100.org



Questions & Answers