



Applicant Viability Checklist

Required Organization Information

- 501(c)(3) or 509(a) public charity with a certificate or letter of status as a pdf submitted.
- Agency chose one of the Impact 100 five (5) focus areas for the application.
- LOI submitted on www.impact100.org.
- Agency requested a minimum of \$100,000 (Grant Application minimum must equal award for that year).
- Disclosed any current or pending legal conflicts via an email to grants@impact100.org at any time during the grant review cycle.
- Agency demonstrates that it is uniquely positioned to address this issue proposed.
- Agency Executive Director and/or Board President are engaged with the LOI/Grant Submission.

Proposal Request

- Request is for capital, project/programmatic, start-up or technical assistance.
- Request does **NOT** regrant funds to other nonprofit organizations. Collaborating, partnering, or subcontracting with other nonprofit organization(s) to achieve program goals is permitted.
- Request is for services **ONLY** within one or more of the 10 counties served in the Tri-State region covered by Impact 100.
- Request is a clear articulation of a compelling ask for funding.
- Program duration is clearly defined.
- Funds will be utilized within 3 years from the grant award.
- Request serves a defined population or target audience.
- Anticipated outcomes are clearly articulated by defined, measurable goals.
- Community need for project/program is clearly expressed.
- Clear explanation of how this proposal is NOT current operating support.
- Project/program is innovative, transformational, and impactful.
- Proposal is understandable by those outside the agency and lacks jargon.

Financial Information/Budget

- Clearly categorized budget showing how Impact 100 funds will be utilized and totaling \$100,000 during LOI phase or actual award amount during Grant Application phase.
- Clearly identified budget role for Impact 100 funds if program/project budget is part of a larger financial campaign/project.
- Project is not significantly completed and awaiting funding sources.
- Other funding sources for sustainability and/or contingency plan noted.

Please note that it is Impact 100's policy to not give direct feedback. Focus Area Committee membership changes every year so advice given might be invalid and misleading. This checklist was designed to assist nonprofits as they prepare a Letter of Intent or Grant Application.