

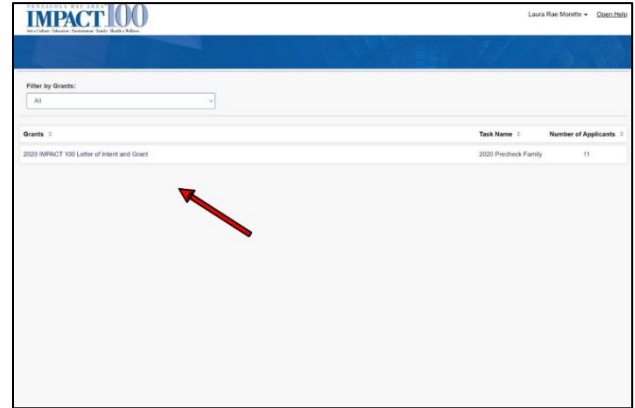
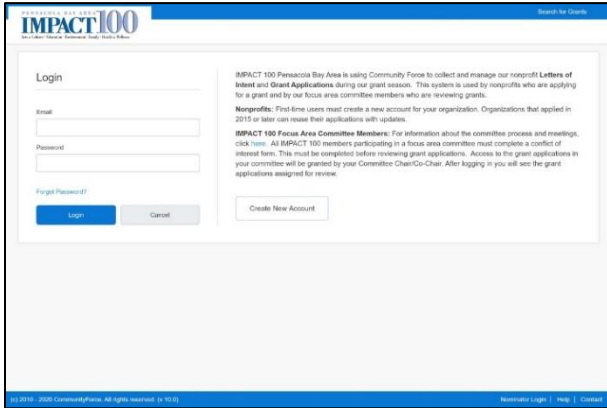
Instructions for Accessing and Reviewing Grant Applications

Go to <https://impact100pensacola.communityforce.com/Login.aspx>

Use the same email you use for IMPACT 100. The password will be provided at the first committee meeting.

Password: _____

Your screen is similar to the one below.

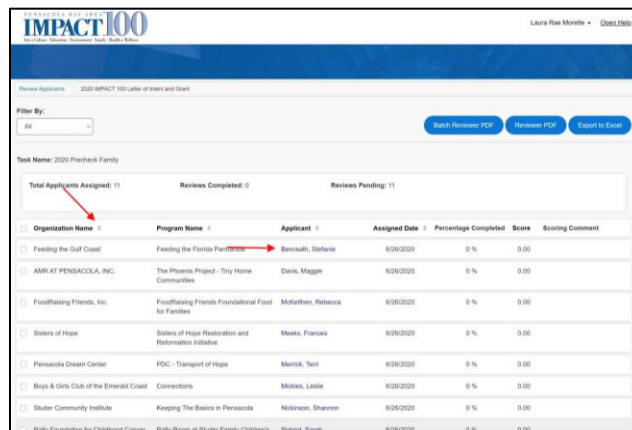


Click on “2023 IMPACT Letter of Intent and Grant Application”

The grant applications for each focus area you are a member will be listed. The grants are organized by the name of the person who submitted the grant. You can reorganize and alphabetize by clicking on the up/down arrows next to the column title “Organization Name”.

There are 10 grants per page. Use the arrows at the bottom of the screen to move to the next page. Or select the small arrow at the bottom of the page to increase the number visible at a time (20, 30, 40, 50, 100 or ALL). Select “All” to see all the applications at once.

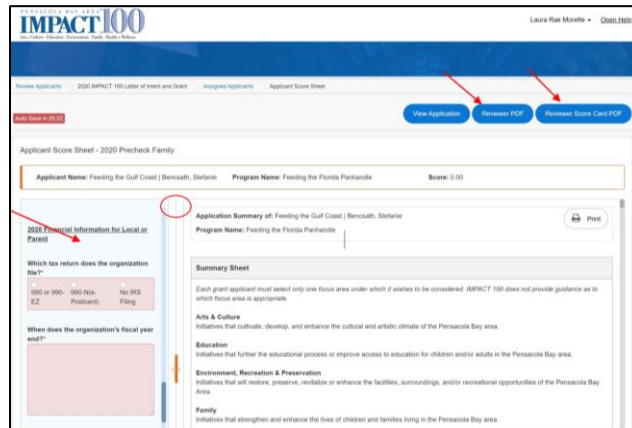
To **ACCESS** the grant, click on the **NAME** under the column title “Applicant.”



You can view the Grant & Site Visit Evaluation Form, application and attachments using the various vertical scroll bars. There is an adjustment bar between the evaluation and the grant application to allow you to click and slide to make the left or right side wider.

ALTERNATE VIEW of application and attachments:

“**Reviewer PDF**” allows you to view the full application with all attachments in one document.



Attachments are uploaded in the “Financial Information” and “Project Supporting Documents” sections of the grant application. To view each attachment, click on the name of the file. You will have to do this for each attachment.

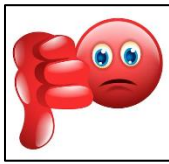
2018 Financial Information	
*Is your organization a local chapter of a parent organization that files the 990 forms?	Yes
*Which tax return does your organization file?	990-N(e-Postcard)
*What month and day each year does your organization's fiscal year end (i.e. 6/30, 12/31)?	12/31
Upload proof of your organization's most recent 990-N filing.	
Upload proof of your organization's previous year's 990-N filing (please format as organization_year_990N).	
Upload your organization's 2017 Profit and Loss Statement (please format as organization_2017PandL).	ABC_profitandloss_1231_most recent filing.pdf
Upload your organization's 2017 Balance Sheet (please format as organization_2017balancesheet).	ABC_balancesheet_1231_most recent filing.pdf
Upload your organization's 2016 Profit and Loss Statement (please format as organization_2016PandL).	
Upload your organization's 2016 Balance Sheet (please format as organization_2016balancesheet).	
Upload your organization's Profit and Loss Statement from the date of your most recent filing through April 30, 2018 (please format as organization_2018PandL).	ABC_profitandloss_0430_current year.pdf
Upload your organization's Balance Sheet as of April 30, 2018 (please format as organization_2018balancesheet).	ABC_balancesheet_0430_current year.pdf
Please complete the following information for your local organization.	
*Does your local chapter (organization) have local financial	No

All the attachments are grouped at the bottom of the grant application for easy access. To view each attachment, click on the name of the file. You will have to do this for each attachment.

Document Title	Question	Date Uploaded
ABC_balancesheet_1231_most recent filing.pdf	2018 2017 Balance Sheet for 990N Filers	5/01/2018 3:41 PM
ABC_profitandloss_1231_most recent filing.pdf	2018 2017 P and L for 990N Filers	5/01/2018 3:41 PM
ABC_balancesheet_0430_current year.pdf	2018 Balance Sheet Through 4302018	5/01/2018 3:41 PM
ABC_balancesheet_0430_current year.pdf	2018 Balance Sheet Through 4302018 C1	5/02/2018 1:31 PM
ABC_profitandloss_0430_current year.pdf	2018 P and L Through 4302018	5/01/2018 3:41 PM
ABC_profitandloss_0430_current year.pdf	2018 P and L Through 4302018 C1	5/02/2018 1:31 PM
License.pdf	Bid 1 Construction License	3/13/2018 11:56 AM
ABC_2017_Estimates.pdf	Upload1	3/13/2018 11:56 AM
Pretend example of an upload.pdf	Upload2	5/01/2018 3:43 PM

The “**Grant & Site Visit Evaluation Form**” is on the left side of the screen. It is identical to the digital and hardcopy versions provided via email and in your Blue Folder.

For each item in the online evaluation or on the digital and hardcopy forms, select “**Weak**”, “**Adequate**” or “**Strong**”. To assist you with scoring, the scoring tool below is provided. Additional evaluation words are provided to help define each value.



Value = 1
Weak
Poor
Unacceptable
Minimal/No Evidence



Value = 3
Adequate
Good
Satisfactory
Partial Evidence



Value = 5
Strong
Excellent
Exceeds Expectations
Complete Evidence

Our **scoring rubric** for our grant evaluations was developed by experts in the field of these types of evaluations, and we have used this scoring method since the beginning. It works, and **when used the way it’s intended, it creates natural divisions** based on the quality of the grant application project.

To score the site visit team’s collaborative Grant & Site Visit Evaluation Form, **ONLY 1, 3, and 5 will be used**. All the site visit teams will use the same scoring for their evaluation to remove any possibility of unintended consequences because we all weren’t using the same scoring method.

Use the scroll bar on the far right to move the screen. At the bottom of the screen, you will see “**Save**”, “**Save & Exit**”, “**Save & Next**”, “**Exit without Save**”, or “**Reset Form**”. Select which option you need. All “**Save**” options will save your review and will include any changes you made or updated even if you have not answered all questions. “**Save & Next**” saves your current review and then opens the next grant application for review.

As you rate each statement in Community Force and then Save your evaluation, Community Force will provide additional information on the “Review Applicants” screen.

“**Percentage Completed**” refers to your progress towards reviewing and answering the statements in the “**Grant & Site Visit Evaluation Form**”. Your answer to each statement in Community Force is assign the numerical values as described above. The “**Score**” is tallied using the points associated with each of your response in the evaluation. You will see a cumulative score related to your review of the grant and your score will appear on the “Review Applicants” screen.

“**Scoring Comment**” shows comments you included in the “**Overall Impression/Comment**” box of the evaluation. **Only you will see these remarks; no one will see or have access to your scoring data or comments.**

To view your Community Force evaluation as a PDF, click “**Reviewer Score Card PDF**” button in the upper right-hand corner of the grant application.

“**Reviewer Score Card PDF**” provides a summary of your responses to the statements in the “**Grant & Site Visit Evaluation Form**” for the grant applicant you have reviewed. See example below. You have the option to print the PDF evaluation and bring it to the site visit and/or focus area committee meetings.

2018 Impact 100 Letter of Intent and Grant Application - ABC Services, Inc. / Bet, Betty Program Name :Read to Succeed! Improving Reading Performance for At Risk Students

Reviewer Score Card View

Reviewer Name:	Example, Committee
Reviewer Email ID:	committeeexample@gmail.com
Score:	54
Evaluation Name:	2018 Committee Member Grant Review

Grant EvaluationRate each statement 1,3, or 5 (1=Weak, 3=Adequate, 5=Strong) An evaluation should be completed online as you read each application. Committee members should complete items A-P of this evaluation for each applicant and record scores on the Grant Summaries Sheet (or print out the online evaluation) . Please bring this evaluation form to the committee meeting. Also, please use this form as a reference to your review of the application at the site visits and if you are going on a site visit at the meetings before and after the visit.After the site visit, site visit attendees should complete a new evaluation form as a group in preparation for the committee report.

I have reviewed this grant.*

Overall Impression:

Overall Impression/Comment:

Strength of Organization: (30 maximum points)

A. The organization's history demonstrates its positive impact on community.	Adequate
B. The organization's current programs and activities clearly provide a benefit to the community.	Adequate
C. The organization has qualified leadership.	Strong
D. The organization has adequate resources.	Strong
E. The Board of Directors is diverse, actively supportive, and well qualified to serve the organization.	Adequate
F. Financial documents reflect a fiscally responsible organization that can manage a grant of \$100,000+.	Adequate

Strength of Proposed Project:(35 maximum points)

G. The proposed project is in keeping with the organization's mission.	Adequate
H. The organization demonstrates the community's need and its ability to address it.	Adequate
I. The project budget is reasonable.	Strong
J. The project clearly details the use of the funds. Project totals that exceed the IMPACT grant amount clearly show the ability to fund the total project in the revenue budget.	Adequate
K. The supporting documents, including cost estimates, clearly support the project and can be verified.	Strong
L. The project can be completed in the stated timeframe and has a clear evaluation plan.	Weak
M. The proposed project has a well defined sustainability plan.	Adequate

Impact of Proposed Project: (15 maximum points)

N. The project is transformational. It solves a problem, satisfies a need, and/or creates an opportunity for strategic change.	Weak
O. The project serves a significant number of people either directly or indirectly.	Strong
P. The project will have a long-term impact on the community.	Adequate

Did you attend the Site Visit?

Score - maximum score possible prior to site visit is 80.