

**Application Summary of: Example | Grants Committee**  
**Program Name: Grant Application Example for Committee Members**

**Letter of Intent to Apply**

<p><b>IMPACT 100 Letter of Intent to Apply</b></p>	<p>***NEW THIS YEAR***            Letter of Intent to Apply was completed in the same software as the grant application</p>
<p><b>For details on the IMPACT 100 grant process, including eligibility requirements, FAQ, and important dates, visit <a href="http://impact100pensacola.org/grant-info/grant-process">http://impact100pensacola.org/grant-info/grant-process</a></b></p>	
<p>In preparing to submit your LOI, please have available your Dept. of Treasury letter affirming your organization's status as a tax-exempt public charity under IRS Code Section 501(c)(3). Additionally, your organization should have filed the latest Annual Report with the Florida Department of State, Division of Corporations, and registered with the Florida Department of Agriculture and Consumer Services. At any time, should you need to exit this application, you may save your data and return to complete.</p>	
<p>*Organization's Legal Name:</p>	
<p>Organization's Doing Business As (DBA) Name (if applicable):</p>	
<p>*Federal Employer Identification Number (EIN):</p>	
<p>Group Federal Employer Identification Number (EIN) if local organization EIN is different from Group EIN.</p>	
<p>*Mailing Address:</p>	
<p>*City:</p>	
<p>*State:</p>	
<p>*Zip Code:</p>	
<p>Organization's Phone Number</p>	
<p>Website (if available):</p>	
<p>Please confirm the following for your organization: (Note: Underlined links to verification websites are provided below the question and allow you to check your status while still in the form.)</p>	
<p>1. Current status as a 501(c)(3) public charity (PC or Group) as listed on Internal Revenue Service website: (Verify status at <a href="#">IRS Exempt Organization Check</a>)</p>	<p>Required 501(c)(3) proof and verification</p>
<p>*Please attach a copy of the Department of Treasury Letter affirming your organization's not-for-profit status under Internal Revenue Code Section 501(c)(3).</p>	
<p>Visit <a href="https://www.irs.gov/charities-non-profits/eo-operational-requirements-obtaining-copies-of-exemption-determination-letter-from-irs">https://www.irs.gov/charities-non-profits/eo-operational-requirements-obtaining-copies-of-exemption-determination-letter-from-irs</a> for information on requesting a copy of your letter, if needed.</p>	

<p>2. Annual Report for 2017 has been filed and is reflected on the Florida Sunbiz website. The State of Florida requires nonprofits based in Florida and outside of Florida to register annually if doing business in Florida.</p>	<p>Checked to make sure they have met the requirement by filing their 2017 Annual Report to do business in Florida. If it's the businesses first full year of existence, they register but do not have to file a report yet.</p>
<p>(Confirm submission by clicking link: <a href="#">Florida Sunbiz Organization Check</a>. To register as a nonprofit in Florida, visit <a href="#">Florida Sunbiz Registration</a>. If annual report needs to be filed go to <a href="#">Florida Annual Report Filing</a>).</p>	
<p>*3. Annual registration with the Florida Department of Agriculture and Consumer Services (required of all charities soliciting in Florida, excluding religious, education, and government entities) is complete. To confirm registration, select <a href="#">FDACS Organization Check</a>. To register, visit <a href="#">FDACS Annual Registration</a>.</p>	<p>Checked to make sure a report has been filed or updated with the Florida Department of Agriculture and Consumer Services for solicitation purposes. Some organizations are exempt but most are not.</p>
<p>FDACS Charity Number: (This is your Registration Number that begins with "CH".)</p>	
<p>*Executive Director/President:</p>	
<p>*ED Email:</p>	
<p>*ED Phone:</p>	
<p>Executive Director's Cell Phone (if different than phone # provided above):</p>	
<p>*Chairman of Board:</p>	
<p>*Chair Email:</p>	
<p>*Chair Phone:</p>	
<p>Board Chair cell phone (if different than phone # provided above):</p>	
<p>*Who is the primary contact?</p>	
<p>*Organization's Mission (Describe the purpose of your organization in 1 or 2 sentences)</p>	
<p>A collaboration exists when two or more nonprofit organizations 1) unite in order to achieve a common goal, 2) manage and contribute to the proposed project in a significant manner, and 3) benefit financially from the grant. Each organization must meet the IMPACT 100 guidelines for eligibility including being a 501(c)(3) under the IRS guidelines, filing an Annual Report with the Florida Division of Corporations, and registering with the Department of Agriculture and Consumer Services if required. Each collaborating organization must submit their own Letter of Intent.</p>	
<p>Names of other nonprofit organization(s) with which you may consider collaborating.</p>	
<p>In a collaboration, one nonprofit will need to be identified as the lead - serving as the Fiscal Agent, financially managing the IMPACT 100 grant funds and completing the grant application. The collaborating organizations will need to provide their organizational and financial information but will not be required to complete the additional sections of the grant application.</p>	

I certify that all the information provided is accurate and verifiable.	
*Signature	
*Title	
*Date	
*Email for confirmation of receipt	

**Application Summary of: Example | Grants Committee**  
**Program Name: Grant Application Example for Committee Members**

**Summary Sheet**

<p><b>Project Focus Area</b></p>	
<p><i>Each grant applicant must select only one focus area under which it wishes to be considered. IMPACT 100 does not provide guidance as to which focus area is appropriate.</i></p> <p><b>Arts &amp; Culture</b>          Initiatives that cultivate, develop, and enhance the cultural and artistic climate of the Pensacola Bay area.</p> <p><b>Education</b>          Initiatives that further the educational process or improve access to education for children and/or adults in the Pensacola Bay area.</p> <p><b>Environment, Recreation &amp; Preservation</b>          Initiatives that will restore, preserve, revitalize or enhance the facilities, surroundings, and/or recreational opportunities of the Pensacola Bay Area.</p> <p><b>Family</b>          Initiatives that strengthen and enhance the lives of children and families living in the Pensacola Bay area.</p> <p><b>Health &amp; Wellness</b>          Initiatives that improve the mental and/or physical well-being of people living in the Pensacola Bay area.</p>	<p style="text-align: center;">***NEW THIS YEAR***</p> <p>Added the Focus Area Committee descriptions so that the information is readily available for the nonprofit to refer to while choosing the best focus area for their application.</p>
<p>*Project Focus Area:</p>	
<p>*Project Title:</p>	

<p><b>Collaboration</b></p>	
<p>A collaboration exists when two or more qualifying nonprofit organizations 1) unite in order to achieve a common goal; 2) manage and contribute to the proposed project in a significant manner; and 3) benefit financially from the grant. One nonprofit will need to be identified as the lead - serving as the Fiscal Agent, financially managing the IMPACT 100 grant funds and completing the basic application. The other collaborating organizations will provide their organizational and financial information, but not be required to complete the additional sections of the grant application.</p>	
<p>*Are other nonprofit organizations collaborating on this project?</p>	<p>Yes</p>
<p>*Number of <b>other</b> Collaborating Nonprofit Organizations:</p>	<p>1</p>
<p>Collaborating Nonprofit Legal Name 1</p>	<p>Example for Grant Application for FAC</p>

<b>Applicant Organization Information</b>	
*Legal Name:	
Doing Business As (DBA) Name (if applicable):	
*Federal Employer Identification Number (EIN):	
Website (if available):	
<b>Organization's Mailing Address</b>	
*Street:	
*City:	
*State:	
*Zip Code:	
<b>Local Street Address for Site Visit</b>	
*Is the site visit address the same as the mailing address?	Make sure to check here prior to going to the site visit in case there is a different address.
*Site Visit Street Address:	
<b>Organization Contacts</b>	
Provide a primary point of contact for your organization and this grant. A site visit will be scheduled between 9:00am and 5:00pm on a business day during July or August. A committee member will schedule the site visit with your primary point of contact.	
*Who is the primary contact?	This is the person the site visit leader should contact to schedule the site visit.
*Executive Director/President:	
*ED Email:	
*ED Phone:	
Executive Director's Cell Phone (if different than phone # provided above):	
*Chairman of Board:	
*Chair Email:	
*Chair Phone:	
Board Chair's Cell Phone (if different than phone # provided above):	
Local Contact (if other than Exec. Director or Board Chair):	
Email:	
Phone:	
Local Contact's Cell Phone (if different than phone # provided above):	

<p><b>Certification and Signatures</b></p>	<p align="center">***NEW THIS YEAR***</p> <p>Although Certification and Signatures have always been required, until this year they were actual signatures and two paper copies of the grant were signed and delivered. Starting this year, everything is electronic so a new signature system is in place using the Request feature. See end of application for details on page 16.</p>
<p>Our organization and its Board of Directors authorize submission of this funding proposal. Our tax-exempt status under Internal Revenue Code Section 501(c)(3) 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 certify that to the best of our knowledge, the statements contained in this application are true, correct and complete.</p>	
<p>NOTE: If Executive Director/President and Chair of the Board are the same person, please have another member of the board also certify and electronically sign (printed name) from each organization.</p>	
<p>*Executive Director/President Name</p>	
<p>*Chairman of the Board Name</p>	

## Organization Information

<b>Organization Background</b>	
*Legal Name:	
*Year Founded:	
*Number of Full Time Employees (if none enter 0):	
*Number of Part Time Employees (if none enter 0):	
*Approximate Number of Volunteers (if none enter 0):	
*Brief Summary of Organization's History:	
*Organization's Mission Statement:	
*Geographic Area Served:	
*Current Program and Projects:	
*Total number of board members:	When the number is entered corresponding boxes will appear to be completed.
*How many of your board members have contributed financially or in-kind to your organization in the last 12 months?	This field shows support, strength and involvement of the nonprofit's Board of Directors.
*Litigation against the organization:	Important to know because this could affect financial stability
<b>Board of Directors</b>	Review for strength of diversity (well-rounded mix of professionals and experience), knowledge, sufficient number to support the nonprofit and the many roles and services it provides to the community.
*Board Member 1 Full Name:	
*Profession:	
*County and State of Residence:	
*Position on Board:	
*Board Member 2 Full Name:	
*Profession:	
*County and State of Residence:	
*Position on Board:	
*Board Member 3 Full Name:	
*Profession:	
*County and State of Residence:	
*Position on Board:	

# Project Narrative

<b>Project Information</b>	
*Project Title:	
*Project Start Date:	
*Project End Date (no later than Oct 2019):	
*Project Summary (150 words or less):	
*Describe how your project fulfills the goals of your chosen focus area.	***NEW THIS YEAR*** Describe why this Focus Area was chosen
<b>Target Population</b>	
*Describe the target population. Include demographics on population and geographic area to be served:	
*Describe the specific need for your project in the community:	
<b>Goals</b>	
*Describe what you hope to accomplish through the proposed project:	
*Describe how or why you selected this issue:	
*What is the expected impact on the target population and the overall community:	
* Describe how this project fits into your organization's mission/vision:	
<b>Management</b>	
*Describe how you will accomplish your goals:	
*Describe the specific activities and services that will be provided through this project:	
*Describe how you will manage funds to implement the project:	
*If your project includes construction, please select all that apply.	
*Briefly describe your construction plans.	
Which construction related expenses are included in your project budget?	
*How many bids do you have for your construction project? Note: While 2 bids are recommended to ensure project budget is based on realistic costs, a minimum of 1 bid must be submitted.	***NEW THIS YEAR*** Only 2 bids requested instead of 3 bids

<p>*Check which Construction-related Supporting Documents will be provided. Note: If work is being done on a site that is not owned by the organization, evidence of a lease for at least 5 years is required.</p>	
<p>Briefly, describe all estimates you are attaching to this application. Construction related documents can be uploaded in the "Construction Info" section of your Dashboard, while other supporting documents can be uploaded in the "Project Supporting Documents" section.</p>	
<p><b>Evaluation</b></p>	
<p>*Describe how you will know when you have accomplished your goals.</p>	
<p>* Describe how you plan to measure impact and results:</p>	
<p><b>Collaboration</b></p>	
<p>*Please describe how the proposed project will be managed between the collaborating organizations and the benefits each organization will gain:</p>	
<p><b>Other Funding Sources</b></p>	
<p>If you have applied for other grants for this project, please describe:</p>	
<p>If you have received other funding sources for this project, please describe:</p>	
<p><b>Timeline</b></p>	
<p>* Describe the anticipated timeline for execution of the project, and supporting fund distribution for each stage:</p>	
<p><b>Sustainability</b></p>	
<p>*Describe your plans for sustainability of this project, including personnel, funding, maintenance and any other applicable resources:</p>	
<p>If there is litigation pending or threatened against your organization (or a collaborating partner) please describe:</p>	

## Project Budget

<b>Project Revenues</b>	
<i>Please round to whole numbers.</i>	
IMPACT 100 Grant:	\$107,700
Government grants:	\$ 50,000
*Specify Government Grants:	***Annual \$50,000 grant for 5 years from the Department of Soandso. This is the 3 <sup>rd</sup> year of 5 years, ending 2020.
Government grants:	\$0
Government contracts:	\$0
Foundations:	\$0
Corporations/Businesses:	\$0
Civic or Community Groups:	\$0
United Way:	\$0
Arts Council:	\$0
Individual Contributions:	\$ 8,200
Fundraising Activity (events):	\$0
Membership Income:	\$0
In-kind support:	\$0
Investment Income:	\$0
Endowment Earnings:	\$0
Earned Income:	\$0
Other Project Revenue:	\$0
<b>*Total Project Revenue:</b>	<b>\$ 165,900</b>

\*\*\*NEW THIS YEAR\*\*\*

Detail drop box added to be completed for more detail for some of the figures entered into the three budget charts. The purpose is to provide more details on the project in an easier to read format.

<b>Total Project Expenses</b>	
<i>Please round to whole numbers.</i>	
Project Payroll Costs (Salary & Fringe):	\$0
Consultants and Professional Fees:	\$15,000
* Specify Consultants and Professional Fees:	Mr. Buildright's Contractor Fees and Services
Land/Property Acquisition:	\$50,000
*Specify Land/Property Acquisition:	Purchase of property at 123 Elm Street
Construction Permits:	\$0
*Specify Construction Permits:	Permits to clear the ground, add building
Construction Material:	\$76,000
*Specify Construction Material:	Cement, siding, wood, etc. See attached
Construction Labor:	\$24,600
*Specify Construction Labor:	Labor for building
Construction Site Preparation:	\$0
Construction Concrete/Wood/Metal Structure:	\$0
Construction Other Costs:	\$300
*Specify Construction Other Costs	Tools, see attached
Equipment, Machinery:	\$0
Office Furniture/Fixtures:	\$0
Fundraising Costs:	\$0
Travel:	\$0
Printing, Copying and Supply:	\$0
Postage and Delivery:	\$0
Rent and utilities:	\$0
Marketing and promotion:	\$0
Other Project Expenses:	\$0
<b>*Total Project Expenses:</b>	<b>165,900</b>
<b>TOTAL REVENUES AND TOTAL EXPENSES SHOULD AGREE AND MUST EQUAL OR EXCEED AMOUNT OF IMPACT 100 GRANT</b>	
<b>*Project Total Revenues equals Project Total Expenses:</b>	<b>Yes</b>

<b>Expenses Covered By IMPACT 100 Grant</b>	
<p>In each category, IMPACT 100 funded expenses must be equal to or less than the line item entered in the Total Project Expenses. Below is <u>only how the IMPACT100 funds</u> will be used. <i>Please round to whole numbers.</i></p> <p>If amount funded by IMPACT 100 is less than what is listed in the same line item of Project Expenses the difference must be explained. If the same amount, input <b>same</b>.</p>	
Project Payroll Expenses (Salary & Fringe):	\$0
Consultants and Professional Fees:	\$ 15,000
Land/Property Acquisition:	\$ 50,000
Construction Permits:	\$0
Construction Material:	\$ 42,700
Construction Labor:	\$0
Construction Site Preparation:	\$0
Construction Concrete/Wood/Metal Structure:	\$0
Construction Other Costs:	\$0
Vehicle:	\$0
Equipment and Machinery:	\$0
Office Furniture/Fixture:	\$0
Fundraising:	\$0
Travel:	\$0
Printing, Copying and Supply:	\$0
Postage and Delivery:	\$0
Rent and Utilities:	\$0
Marketing and Promotion:	\$0
Other:	\$0
<b>*Total IMPACT 100 Grant Expenses:</b>	<b>\$107,700</b>
<i>NOTE: Total IMPACT 100 Grant Expenses must equal \$107,700</i>	
<b>*Total IMPACT 100 Grant Expenses equals \$107,700</b>	<b>Yes</b>

## 2017 Financial Information

*What month and day each year does your organization's fiscal year end (i.e. 6/30, 12/31)?	***NEW THIS YEAR*** Let us know when your tax year ends
*Which tax return does your organization file?	990 or 990EZ, 990-N(e-Postcard), or No IRS Filing
*Upload your organization's most recent 990 (please format as organization_year_990)	***NEW THIS YEAR*** Will ask for specifically when you choose in the above question
*Upload your organization's previous 990 (please format as organization_year_990)	
*Upload your organization's Profit and Loss Statement from the date of your most recent filing through April 30, 2017 (please format as organization_2017PandL).	***NEW THIS YEAR*** Requesting up to 04/30/2017 financial data to have a more current financial view
*Upload your organization's Balance Sheet from the date of your most recent filing through April 30, 2017 (please format as organization_2017balancesheet).	***NEW THIS YEAR*** Requesting up to 04/30/2017 financial data to have a more current financial view

### \*\*\*NEW THIS YEAR\*\*\*

Organizational Budget has been removed. If the organization files a 990 or 990EZ, they are not required to submit matching financials. Only financials from last end of year to April 30, 2017.

## Project Supporting Documents

<b>Project Supporting Documentation</b>	Additional section to upload any other project supporting documentation
*This application will include (please check all that apply):	
Before uploading a file, please save it as a PDF and title it your <i>NonprofitName_CostEstimate</i> , or your <i>NonprofitName_Drawings</i> , etc.	
Upload first supporting document (if applicable):	
Upload second supporting document (if applicable):	
Upload third supporting document (if applicable):	
Upload fourth supporting document (if applicable):	
Upload fifth supporting document (if applicable):	
Upload sixth supporting document (if applicable):	
Upload seventh supporting document (if applicable):	
Upload eighth supporting document (if applicable):	
Upload ninth supporting document (if applicable):	
Upload tenth supporting document (if applicable):	

## Construction Info

<hr/> <p><b>Construction Supporting Documents</b></p> <hr/>	
<p>*Briefly describe your construction plans.</p>	
<p>Which construction related expenses are included in your project budget?</p>	
<p>*How many bids do you have for your construction project? Note: While 2 bids are recommended to ensure project budget is based on realistic costs, a minimum of 1 bid must be submitted.</p>	
<p>*Check which Construction-related Supporting Documents will be provided. Note: If work is being done on a site that is not owned by the organization, evidence of a lease for at least 5 years is required.</p>	
<p>*Bid #1: Upload Builder/Contractor License to do business in the county or city where the construction will be done.</p>	
<p><b>Bid #1: Upload builder/contractor's certificate of insurance</b></p>	<p>***NEW THIS YEAR***            Added several additional easy to use and clearer requests for more detailed construction information.</p>
<p><b>Bid #1: Permit(s)</b></p>	<p><a href="#">ABC 2017 Permit .pdf</a></p>
<p><b>Bid #1: Upload Site Plan</b></p>	
<p><b>Bid #1: Upload Bid</b></p>	<p><a href="#">ABC 2017 Bid .pdf</a></p>
<p><b>Bid #1: Upload Cost Estimates</b></p>	
<p><b>Bid #1: Upload Drawings</b></p>	
<p><b>Bid #1: Upload Contracts</b></p>	
<p><b>Bid #1: Upload Leases</b></p>	
<p><b>Bid #1: Upload Letter of Commitment</b></p>	
<p><b>Bid #1: Other (please specify)</b></p>	
<p><b>Bid #1: Upload Other Supporting Construction Document</b></p>	

## Request

**\*\*\*New This Year\*\*\*This is to make provide online Certification and Signatures for the application.**

**Important:** This section allows you to send requests to your Executive Director(s)/President(s) and Chair(s)of the Board. All requested information must be completed prior to the application deadline date.

### The following are instructions on how to use this section:

1. Click on the link in the "Request From" column on the far left of the table. This is where you create the request and track its status.
2. Once you click on the link, the text fields for the request will open below.
3. In the "Name" field, please enter both the first and last names of the recipient.
4. Enter the recipient's email address in the "Email" field.
5. In the "Optional" field, you may provide details about your request or a customized message to be included.
6. When ready, click the "Email Request" button to send your message. Once completed, you will see the completed request information at the bottom of the page.
7. To return to your application, click "Return to Dashboard".
8. **It is highly recommended that you notify the recipient prior to sending your email request.** An email will be automatically sent to the party to whom you made the request, notifying them of your request and providing them with a unique link to submit a response.
9. If the recipient accepts this request, they will be directed to the appropriate section that has been assigned to them. The completion bar will read 100% when we have received their response. You will also receive an email notifying you that the information was submitted. The information they provide will be attached to your application, which you cannot access.
10. If the recipient declines this request, you will be sent an email indicating their denial. You must return to the "Request Section" icon, and enter contact information for the new person receiving this request.
11. If your intended party has not received the email request that was sent, it is possible that the request went into their spam folder or was blocked by their mail server's firewall. Please ask them to check their spam folder. You may also resend the request by following step 10 above.

<b>Request For</b>	<b><u>Requested From</u></b>	<b><u>Email</u></b>	<b><u>Status</u></b>	<b><u>Requested Date</u></b>	<b>Received Date</b>
<a href="#">Executive Director Certification</a>	Me	<a href="mailto:me@gmail.com">me@gmail.com</a>	Requested	05/02/2017	
<a href="#">Board of Directors Certification</a>	You	<a href="mailto:you@gmail.com">you@gmail.com</a>	Received	05/02/2017	05/02/2017

## Collaborating Nonprofit 1 Organization Information

<p><b>Collaborating Nonprofit 1 Information</b></p>	<p>If the nonprofit was collaborating with one or more other organizations, these documents would also be required to complete.</p>
<p>*Collaborating Organization 1 Legal Name:</p>	
<p>Doing Business As (DBA) Name (if different from Legal Name)</p>	
<p>*Federal Employer Identification Number (EIN):</p>	
<p><b>Organization's Mailing Address</b></p>	
<p>*Street:</p>	
<p>*City:</p>	
<p>*State:</p>	
<p>*Zip Code:</p>	
<p><b>Organization Contacts</b></p>	
<p>Provide a primary point of contact for your organization and this grant. A site visit will be scheduled between 9:00am and 5:00pm on a business day during July and August. At least one person from your organization should be available to attend the scheduled site visit.</p>	
<p>*Who is the primary contact?</p>	
<p>*Executive Director/President</p>	
<p>*ED Email:</p>	
<p>*ED Phone:</p>	
<p>*Chairman of the Board:</p>	
<p>*Chair Email:</p>	
<p>*Chair Phone:</p>	
<p>Local Contact (if other than Exec. Director or Board Chair):</p>	
<p>Email:</p>	
<p>Phone:</p>	
<p><b>Organization Information:</b></p>	
<p>*Year Founded:</p>	
<p>*Number of Full Time Employees (if none, enter 0):</p>	
<p>*Number of Part Time Employees (if none enter 0):</p>	
<p>*Approximate Number of Volunteers (if none enter 0):</p>	
<p>*Brief Summary of Organization's History:</p>	
<p>*Organization's Mission Statement:</p>	
<p>*Geographic Area Served:</p>	
<p>*Current Program and Projects:</p>	

*Total number of board members:	Select
*How many of your board members have contributed financially or in-kind to your organization in the last 12 months?	
Litigation against the organization:	

## Collaborating Nonprofit 1 2017 Financial Information

*What month and day each year does your organization's fiscal year end (i.e. 6/30, 12/31)?	
*Which tax return does your organization file?	990 or 990EZ, 990-N(e-Postcard), or No IRS Filing
*Upload your organization's Profit and Loss Statement from the date of your most recent filing through April 30, 2017 (please format as organization_2017PandL).	
*Upload your organization's Balance Sheet from the date of your most recent filing through April 30, 2017 (please format as organization_2017balancesheet).	