PENSACOLA BAY AREA

IMPACT 100

Arts & Culture · Education · Environment · Family · Health & Wellness

Welcome

to the

2019 Nonprofit Workshop

Sponsored by

pensacola news journal

PART OF THE USA TODAY NETWORK

PENSACOLA BAY AREA
IMPACT 100
Arts & Culture · Education · Environment · Family · Health & Wellness

Nonprofit Workshop Agenda

8:30 – 9:00	Sign-In & Continental Breakfast
9:00 – 9:15	Welcome & Introductions
9:15 – 10:45	Guest Speaker, Karin Cox
10:45 – 11:00	Break
11:00 – 11:30	IMPACT 100 Grant Process Overview
11:30 – 12:15	Panel Discussion with Former Grant Recipients, Construction Review Lead & IMPACT 100 Board Members

PENSACOLA BAY AREA

IMPACT 100

Arts & Culture · Education · Environment · Family · Health & Wellness

2019 Grant Award

Eleven grants of $106,000 to be awarded.

Two grants will be awarded in each focus area:

Arts & Culture

Education

Environment, Recreation & Preservation

Family

Health & Wellness

One focus area will have all three grants awarded.

Total of $1,166,000

PENSACOLA BAY AREA
IMPACT 100
Arts & Culture · Education · Environment · Family · Health & Wellness

Mission Statement

- To know and serve the community;
- To collectively fund significant grants to charitable initiatives;
- To set an example of effective philanthropy.

PENSACOLA BAY AREA IMPACT 100

Arts & Culture · Education · Environment · Family · Health & Wellness

Jodi Bell

Regional Director of Sales

pensacola news journal

PART OF THE USA TODAY NETWORK

GROWING PHILANTHROPY WORLDWIDE

Grant Me the Money!

Define, Prepare, Apply, Award

IMPACT 100

April 16, 2019
Pensacola, FL

Karin Cox, MFA
President and Co-Founder

HARTSOOK

Objectives

- “Nuts and bolts” of successful grant writing
- Preparing to present the best proposal possible
- Communicate effectively – before, during and after

HARTSOOK

GROWING PHILANTHROPY WORLDWIDE

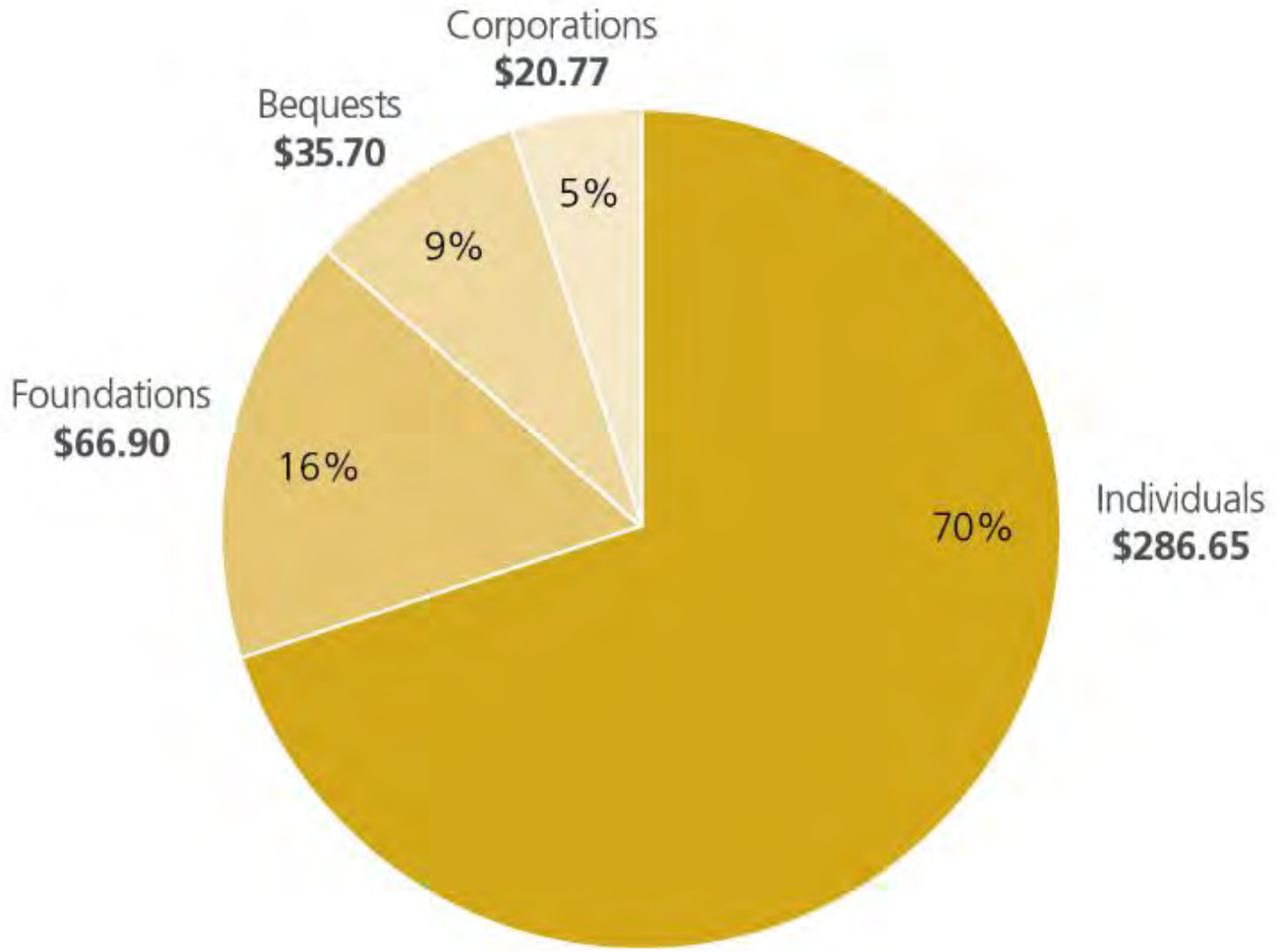
Define, Prepare, Apply, Award

HARTSOOK

GROWING PHILANTHROPY WORLDWIDE

- **Define** your mission, goals and budget
- **Prepare** and educate yourself, learning about them and prepare your organization for success
- **Apply** your skills, and apply with a proposal that clearly communicates your project
- **Award** will go to the proposals most suited; either way, you benefit

2017 contributions: $410.02 billion by source (in billions of dollars – all figures are rounded)



Define: Who are you?

- What do you do?
- Who do you impact?
- Why does it matter?
- Where are you going?

HARTSOOK

GROWING
PHILANTHROPY
WORLDWIDE

Define: What will you do?

- What are your broad project goals?
- Who will it impact?
- Why should you do it?
- Why should you do it now?
- What will happen as a result?
- Is everyone committed?

HARTSOOK

GROWING
PHILANTHROPY
WORLDWIDE

Prepare: Who are they?

- What is their goal?
- What do they seek to impact?
- What have they funded in the past?
- What is the greatest return on their investment?
- From their point of view, why would they be interested in funding your project?

HARTSOOK

GROWING PHILANTHROPY WORLDWIDE

Prepare

HARTSOOK

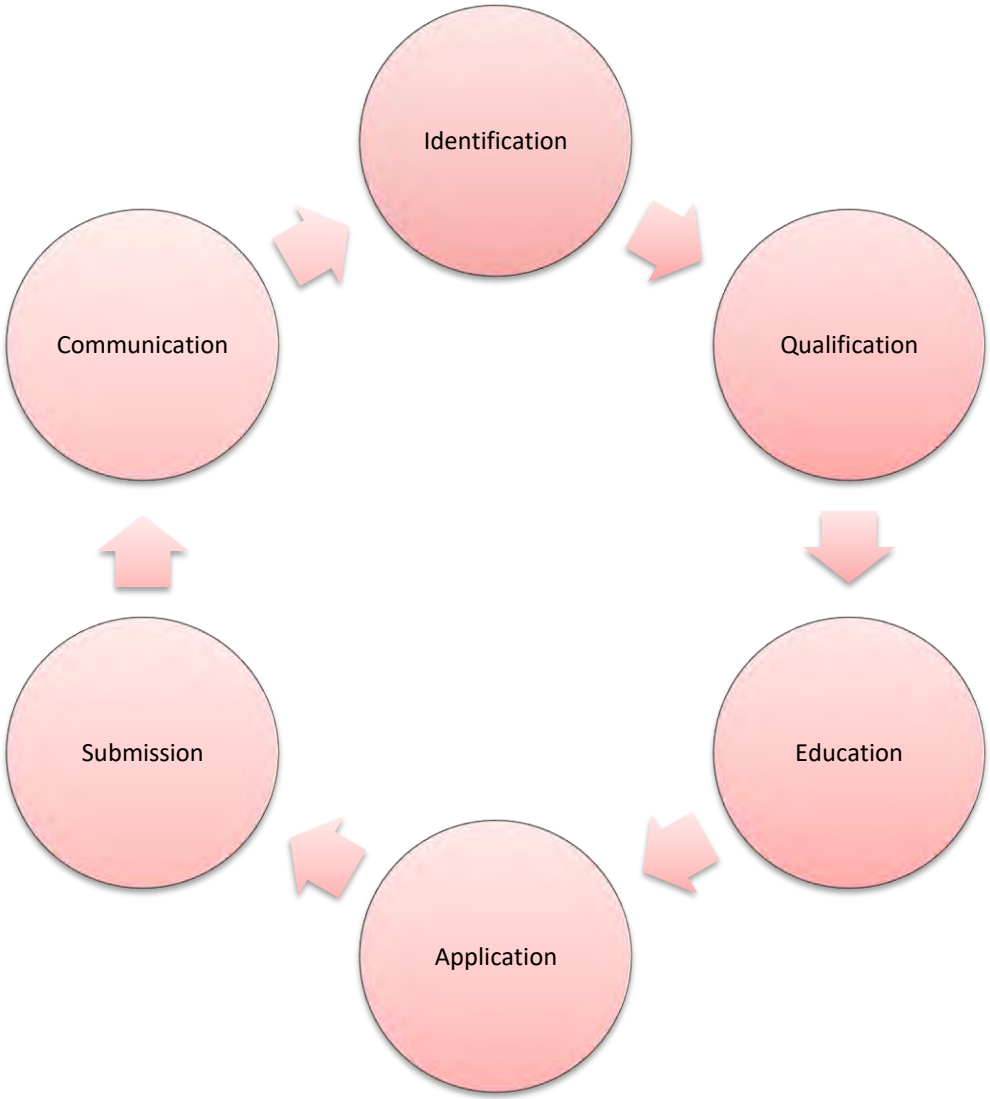
GROWING
PHILANTHROPY
WORLDWIDE

- Identify specific objectives that will help accomplish your project goals
- Interview your team and know project inside out
- Clarify the purpose and write a mission statement
- Know budget better than you know the project

The Grant Process

HARTSOOK

GROWING PHILANTHROPY WORLDWIDE



HARTSOOK

GROWING PHILANTHROPY WORLDWIDE

Identification

- Define the scope of work to focus your funding search
- Research and identify the right funding sources
  - Foundation centers
  - Guidestar
  - Online databases
  - Publications
  - Foundation Search
- Seek more than one source
- Align your project goals with their priorities
- Call or send a Letter of Inquiry (when appropriate)

Qualification

- Determine how much to ask for:
  - Guidelines
  - Guidestar - 990
  - Publications
  - Similar organizations
  - News releases

- Have a conversation

HARTSOOK

GROWING PHILANTHROPY WORLDWIDE

Education

- Study their website
- Understand their mission and purpose
  - How did they begin, when and where?
  - What are their values or interests?
- Who is a part of your organization, perhaps as a volunteer, that may be a member of the group awarding the funding? While that volunteer may not be able to be involved in the award decision they may offer insight into the process.
- Seek and attend all opportunities to learn about them

HARTSOOK

GROWING PHILANTHROPY WORLDWIDE

HARTSOOK

GROWING PHILANTHROPY WORLDWIDE

Study Proposal Guidelines

Guidelines tell you about:

- Eligibility
- Submission deadlines
- Funding goals and priorities
- Award levels
- Proposal format: margins, spacing and word limits
- Evaluation process and criteria
- Who to contact
- Other submission requirements

Read guidelines carefully, then read again—and again

"Less than 10 percent of the proposals my foundation receives fit our guidelines – and the ones that don't fit are rejected."

HARTSOOK

GROWING PHILANTHROPY WORLDWIDE

Contact them

When appropriate:

- Identify a project officer to address your questions
- Call and introduce yourself
- Ask the name of the person who answers
- Confirm contact information: name, title and spelling
- Verify deadlines or inquire about best time of year to submit
- Ask number of copies preferred and support materials required
- Ask if pre-application visits are allowed
- Inquire about the most common mistakes in proposals they receive
- Ask if they offer technical assistance
- Determine if a draft proposal can be reviewed
- Ask if notification is given upon receipt of proposal

HARTSOOK

GROWING PHILANTHROPY WORLDWIDE

Proposal Timeline

- Know the proposal deadline
- Plan to submit proposal before deadline
- Be realistic: determine if you can meet the deadline
- Know the funder's policies on late submissions

Allow Time to:

- Write multiple drafts
- Gather materials
- Acquire needed signatures
- Prepare an impartial critique of proposal

Quality vs. Quantity

- Focus on quality rather than quantity; receiving rather than submitting
- Focus on those most likely to fund your projects
- Do not fill out every application that arrives on your desk
- The difference: a formalized plan
- Don’t give up! Just because a grant is not awarded during one cycle doesn’t mean you will not ever receive one. Review what was awarded and use that knowledge to guide edits to your next proposal.

HARTSOOK

GROWING PHILANTHROPY WORLDWIDE

Planning to Write

- Demonstrate you are capable of implementing the program
- Establish a clear evaluation plan that stipulates how, when and by whom each objective will be measured
- Include a timeline that supports ability to get the job done
- Create a reasonable budget – not excessive or underestimated
- Show what resources are available in kind as a contribution from your organization to the project
- Intelligently address the hard question of sustainability

HARTSOOK

GROWING PHILANTHROPY WORLDWIDE

The Narrative

Satisfy the Following Questions:

- What do we want?
- What concern will be addressed and why?
- Who will benefit and how?
- What specific objectives can be accomplished and how?
- How will results be measured?
- How does this request relate to the funder's purpose, objectives and priorities?
- Who are we and how do we qualify to meet this need?

HARTSOOK

GROWING PHILANTHROPY WORLDWIDE

Application: Begin Writing

HARTSOOK

GROWING
PHILANTHROPY
WORLDWIDE

Critical structural elements:

- Structure
- Attention to specifications
- Concise, persuasive writing
- Reasonable budget

Writing the Proposal

- Quality writing is critical
- Be clear, concise and free of jargon
- Ensure there are no spelling or grammatical errors
- Make it easy to read
- Do not use acronyms

HARTSOOK

GROWING PHILANTHROPY WORLDWIDE

The Rationale

Sometimes Called "The Hook"…

- Tailors the description of the idea to their interest
- Aligns the project with their purpose and goals
- Determines how reviewers will perceive your proposal

Remember…There are many ways to represent the same idea

HARTSOOK

GROWING PHILANTHROPY WORLDWIDE

The Budget

HARTSOOK

GROWING PHILANTHROPY WORLDWIDE

- Cost projections
- A window into how projects will be implemented and managed
- Reflect carefully thought-out projects
- Be reasonable:
  - List in-kind and matching revenue where appropriate
  - Fill out provided mandatory budget forms

Proposal Writing Checklist

- ✓ Compelling need identified
- ✓ Every person concerned about the need has been identified and brought to the table
- ✓ Sharply defined, measurable objectives have been created
- ✓ Budget is specific, confirmed and detailed
- ✓ Specific programmatic activities for each objective have been identified
- ✓ Qualifications of staff, resumes and/or job description have been outlined (if requested or allowed)

HARTSOOK

GROWING PHILANTHROPY WORLDWIDE

One More Check Before Submission…

Use the guidelines and policies as a guide:

- Have you included everything requested?
- Is it organized exactly as requested?
- Did you go over the page limit?
- Are the margins and font the right size?
- Are the requested number of copies and authorized signatures included?
- Is required documentation included?

Is it neat, complete, and on time?

HARTSOOK

GROWING PHILANTHROPY WORLDWIDE

Communication: You were granted the money!

If accepted…

- Call and thank the program officer
- Send a handwritten note and acknowledgement letter
- Ask questions if unsure about the administration of the grant
- Promptly submit requested reports
- Be creative and sincere in your appreciation

HARTSOOK

GROWING PHILANTHROPY WORLDWIDE

Communication: Not this Time?

If declined…

- Write a sincere “even though” letter
- Request feedback about a proposal’s strengths and weaknesses if available
- Communicate and appreciate – even though they’ve said no
- Focus on the relationship and what’s next

HARTSOOK

GROWING PHILANTHROPY WORLDWIDE

Review: *Define, Prepare, Apply, Award*

- **Define** your mission, goals and budget
- **Prepare** and educate yourself, learning about them and prepare your organization for success
- **Apply** your skills, and apply to them with a proposal that clearly communicates your project
- **Award** will go to the proposals most suited and aligned; either way, you benefit

HARTSOOK

GROWING PHILANTHROPY WORLDWIDE

HARTSOOK

GROWING PHILANTHROPY WORLDWIDE

What They Like

- Organizations that have done their homework
- Good strategies based on evidence
- Project plans with clarity and brevity
- Clear path and resources to accomplish goals
- SMART Goals: Specific, Measurable, Achievable, Relevant, Time-bound

What They Don't Like

- Little or no understanding of what the granting institution does
- Haven't read guidelines
- Don't know the current program officer or foundation director/haven't attended information sessions
- Board or executive leadership isn't committed
- Template or "shotgun" proposals
- Lack of or outdated statistics

HARTSOOK

GROWING PHILANTHROPY WORLDWIDE

Why Not You?

- Is your organization worthy of support?
- Do you need more money to fulfill your mission?
- Do you have the right leadership in place?

If yes . . .

Go find the money!

HARTSOOK

GROWING PHILANTHROPY WORLDWIDE

HARTSOOK

GROWING
PHILANTHROPY
WORLDWIDE

Questions?

Karin Cox

kcox@hartsookcompanies.com

Thank you.

GROWING PHILANTHROPY WORLDWIDE

HARTSOOK INSTITUTES *for* fundraising

www.hartsookinstitutes.org

HARTSOOK

www.hartsookcompanies.com

866.630.8500 | info@hartsookcompanies.com | P.O. Box 410046 | Kansas City, Missouri 64141

PENSACOLA BAY AREA

IMPACT 100

Arts & Culture · Education · Environment · Family · Health & Wellness

Folder Contents

PENSACOLA BAY AREA
IMPACT 100
Arts & Culture · Education · Environment · Family · Health & Wellness

Left Side of Folder

- Agenda
- Best Practices for Successful Grant Writing
- Survey

PENSACOLA BAY AREA IMPACT 100

Arts & Culture · Education · Environment · Family · Health & Wellness

Right Side of Folder

- Brochure including Grant Process Overview insert
- Letter of Intent Example - **blue**
- Complete Grant Application Example
- Financial Requirements - **green**
- Construction Information – **yellow**
- Grant and Site Visit Evaluation Form
- Grant Process Frequently Asked Questions

Letter of Intent and Grant Application Access Instructions available on website.

IMPACT 100

GRANT APPLICATION TIMELINE

1166
MEMBERS
11 GRANTS
$106,000
AWARD

LOI
LETTER OF INTENT
LETTER OF INTENT TO APPLY

PENSACOLA BAY AREA

IMPACT 100

Arts & Culture · Education · Environment · Family · Health & Wellness

pensacola news journal

supports IMPACT 100 Pensacola Bay Area

April 16, 2019

Grant Me the Money!
Define, Prepare, Apply & Award

You are invited to attend our free IMPACT 100 Nonprofit Workshop & Social

Tuesday, April 16, 2019

Brownsville Community Center

3200 W. DeSoto Street, Pensacola, FL 32505

Workshop 9:00 a.m. - 12:15 p.m.

Social 12:30 p.m. - 2:00 p.m.

Advance registration is required and available at www.impact100pensacola.org

Special Guest Speaker Karin Cox, Executive Vice President and Chief Creative Officer of Hartsook Companies

APRIL 30

LOI deadline

MAY

This Photo by Unknown Author is licensed under CC BY-SA

GRANT APPLICATION 101

May 16

9:00 a.m. - noon

The Lewis Bear Company

June 7
Warren Averett
By appointment only

GRANT Questions & Answers Sessions
One-on-One visits

by Unknown Author is licensed under

June 12

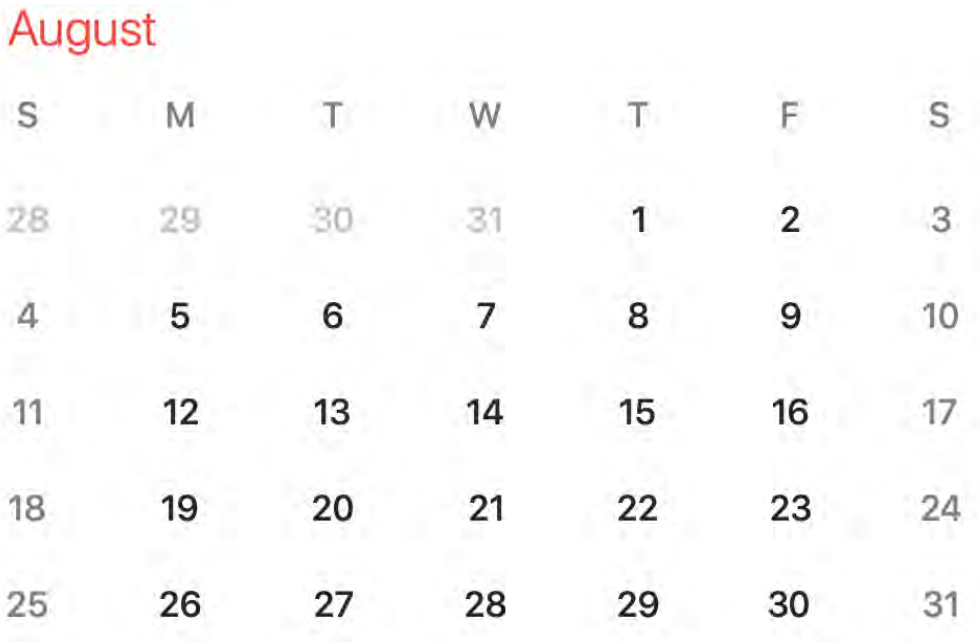
Grant Application Deadline

At Noon

JUNE

This Photo by Unknown Author is licensed under CC BY-SA

Focus Area Committees Meet



September 11

Finalist Announcement

Palafox House
Downtown Pensacola
10:00 a.m.

Annual Meeting
Sunday, October 13, 2019

PENSACOLA BAY AREA

IMPACT 100

Arts & Culture · Education · Environment · Family · Health & Wellness

Liaison will be assigned to walk you through the project process.

PENSACOLA BAY AREA

IMPACT 100

Arts & Culture · Education · Environment · Family · Health & Wellness

$10,498,000
awarded since 2004

2019 Grant Application Process

www.impact100pensacola.org

PENSACOLA BAY AREA

IMPACT 100

Arts & Culture · Education · Environment · Family · Health & Wellness

PENSACOLA BAY AREA
IMPACT 100
Arts & Culture · Education · Environment · Family · Health & Wellness

Grant Process Overview

Blue insert from brochure

- LOI Requirements
- Organization Eligibility
- Project Eligibility

PENSACOLA BAY AREA IMPACT 100
Arts & Culture · Education · Environment · Family · Health & Wellness

2019 GRANT PROCESS OVERVIEW

1. Letter of Intent to Apply - Date Due: **April 30th, 2019 by noon**

Applicants must submit a Letter of Intent to Apply. In preparation to submit the Letter of Intent, each organization should confirm they meet all requirements by:

- Providing a copy of the Dept. of Treasury letter affirming the organization's status as a tax-exempt public charity under Internal Revenue Code Section 501(c)(3). Religious institutions must have a separate tax-exempt entity, not under the umbrella of the body of worship, to apply
- Filing the latest Annual Report with the Florida Department of State, Division of Corporations (www.sunbiz.org)
- Registering with the Florida Department of Agriculture and Consumer Services (www.freshfromflorida.com)

Letter of Intent to Apply is available at http://impact100pensacola.org/grant-info/letter-intent

Letter of Intent must be received by noon on April 30, 2019.

ONLY NONPROFITS THAT HAVE SUBMITTED A LETTER OF INTENT TO APPLY BY APRIL 30, 2019 CAN SUBMIT A 2019 GRANT APPLICATION.

2. Grant Application - Date Due: Online - Wednesday, **June 12, 2019 by noon**

Nonprofits must complete the grant application online. It will be reviewed for completion.

NOTE: Grant applications will not be accepted unless completed online by June 12, 2019.

3. Eligibility

Organizations eligible to apply for the IMPACT 100 Pensacola Bay Area grant must confirm the organization is:

- Defined as a tax-exempt public charity under Section 501(c)(3) of the Internal Revenue Code
- Based in, providing services to, or collaborating with organizations in Escambia and/or Santa Rosa Counties
- Registered with the Florida Division of Corporations
- Registered with the Florida Department of Agriculture and Consumer Services (FDACS). Organizations determined to be exempt must provide their FDACS issued letter of exemption.

Projects eligible for the IMPACT 100 grant must:

- Serve residents of, and expend funds fully in Escambia and/or Santa Rosa counties
- Be a new program, expansion of an existing program, or a new or expanded collaborative effort of multiple nonprofit organizations
- Have a total project budget for the full IMPACT 100 grant amount
- Expend funds within 24 months of the October award date
- Be designated by the applying nonprofit organization for one of the following Focus Areas:
  - **Arts & Culture:** Initiatives that cultivate, develop, and enhance the cultural and artistic climate of the Pensacola Bay Area.
  - **Education**: Initiatives that further the educational process or improve access to education for children and/or adults in the Pensacola Bay Area.
  - **Environment, Recreation & Preservation**: Initiatives that will restore, preserve, revitalize or enhance the facilities, surroundings and/or recreational opportunities of the Pensacola Bay Area.
  - **Family:** Initiatives that strengthen and enhance the lives of children and families living in the Pensacola Bay Area.
  - **Health & Wellness:** Initiatives that improve the mental and/or physical well-being of people living in the Pensacola Bay Area.

IMPACT 100 will **not** provide grants for:

- Debt reduction or operational deficits
  - Applying IMPACT 100 funds to reduce or extinguish existing debt
  - Using IMPACT 100 funds as operating funds to cover budgeted or non-budgeted shortfalls
- General operating expenses or overhead, such as ongoing salaries for existing staff
  - The exception to this is the request for items of an operating or overhead nature that are a part of a new or expanded initiative or project to be funded by IMPACT 100. Salaries can be covered by grant funds as long as the salary is paid to someone with significant involvement in the grant initiative. A sustainability plan must be provided.
- Grants to individuals
- Endowment funding
  - Includes any type of arrangement whereby funds are held temporarily or in perpetuity and not expended within the 24-month period required by IMPACT 100
  - Includes replenishment of previously existing endowment funds
- Interim or bridge funding
  - Using IMPACT 100 funds as interim financing or in anticipation of financing or of refinancing existing debt
  - Using IMPACT 100 funds until permanent financing or other funding is received
- Partisan, legislative, or political activity
- Projects of individual churches, synagogues or other religious institutions will not be funded unless a separate tax-exempt entity that is not under the umbrella of the church, synagogue or other religious institution exists for receiving IMPACT 100 funds
- Faith-based projects or programs which require participation in activities of a particular faith, denomination or religion in order to benefit from the project or program
  - Benefits of the project or program must be available to any person, regardless of religious beliefs or practices
  - Benefits of the project or program must not be dependent on any person being required to participate in any religious activity, ceremony or service
- Capital improvements or renovations to property for the grant project if the organization does not own or have a lease of at least five years

4. Review of Applications

The IMPACT 100 Pensacola Bay Area focus area committees will review the grant applications and will select three finalists from each focus area. Committees will contact all applicants to schedule site visits. Applications will be evaluated on the strength of the organization, the strength of the project, the project's sustainability, and the impact of the project on the community. Finalists will be notified by phone. All other applicants will be notified by email prior to the Finalist Announcement Meeting on **September 11, 2019.**

5. Finalist Presentations and Selection

Summaries of the finalists' applications will be provided to members of IMPACT 100 Pensacola Bay Area. Grant finalists will make a five-minute presentation at the IMPACT 100 Annual Meeting, to be held **Sunday, October 13, 2019.** IMPACT 100 Pensacola Bay Area members will vote by individual ballot and the winning projects will be selected by majority vote.

6. Reports and Evaluation

Prior to the release of grant funds, each recipient must complete the IMPACT 100 Pensacola Bay Area grant agreement. Grantees must submit quarterly reports on implementation and progress of the project to IMPACT 100 Pensacola Bay Area. When the project is complete, or funds are fully expended, the grantee must submit a final report.

7. Wish Lists

All applicants will have an opportunity to submit a wish list of items that could benefit their organization. Wish lists will be posted on the IMPACT 100 website for one year, giving possible donors an opportunity to fulfill applicants' wishes.

For any questions about the grant process contact us at grants@impact100pensacola.org or (888) 992-5646

www.impact100pensacola.org

Home | Contact Us

PENSACOLA BAY AREA IMPACT 100

Arts & Culture · Education · Environment · Family · Health & Wellness

EMAIL SUBSCRIBE

ABOUT | GET INVOLVED | NONPROFITS | LOCAL IMPACT | MEMBERS | NEWS & EVENTS

Become a Member

Learn about membership, find forms for joining and renewing.

Donate

Support us by making a donation, providing goods/services or sponsoring an event.

All about Grants

Nonprofits: learn about our grant process and how to apply for a grant.

Volunteer

Members: learn how you can volunteer with IMPACT 100, as well as how to join a focus area committee

Local Impact **Events** **News & Media**

Letter of Intent to Apply

IMPACT 100 Pensacola Bay Area uses the application, Community Force, to collect and manage nonprofit organization Letters of Intent and Grant Applications. This software is used by both nonprofit organizations applying for a grant as well as by the IMPACT 100 committee members reviewing these grants.

Some applying nonprofit organizations hold their 501 (c)(3) directly while other nonprofit organizations are a chapter of a larger organization that holds the 501(c)(3). Beginning last year, the grant application was modified to allow the latter to enter additional information related to the parent organization. Examples for both types of organizations are shown below.

The Letter of Intent will be accessible from mid-March to April 30 every year. To access Community Force and the Letter of Intent, please CLICK HERE.

Click here to view an example of the Letter of Intent to Apply (LOI) for a nonprofit organization that directly holds their 501(c)(3).

Click here to view an example of the Letter of Intent to Apply (LOI) for a nonprofit organizations that is a local chapter of a larger organization that holds the 501(c)(3).

Contact Us

Phone : (888) 992-5646

Email : info@impact100pensacola.org

Website : www.impact100pensacola.org

PO Box 13304 Pensacola, FL 32591-3304

PENSACOLA BAY AREA IMPACT 100
Arts & Culture · Education · Environment · Family · Health & Wellness

Search for Grants

Login

Email

Password

Forgot Password?

Login | Cancel

IMPACT 100 Pensacola Bay Area is using Community Force to collect and manage our nonprofit **Letters of Intent** and **Grant Applications** during our grant season. This system is used by nonprofits who are applying for a grant and by our focus area committee members who are reviewing grants.

Nonprofits: First-time users must create a new account for your organization. Organizations that applied in 2015 or later can reuse their applications with updates.

IMPACT 100 Focus Area Committee Members: For information about the committee process and meetings, click here. All IMPACT 100 members participating in a focus area committee must complete a conflict of interest form. This must be completed before reviewing grant applications. Access to the grant applications in your committee will be granted by your Committee Chair/Co-Chair. After logging in you will see the grant applications assigned for review.

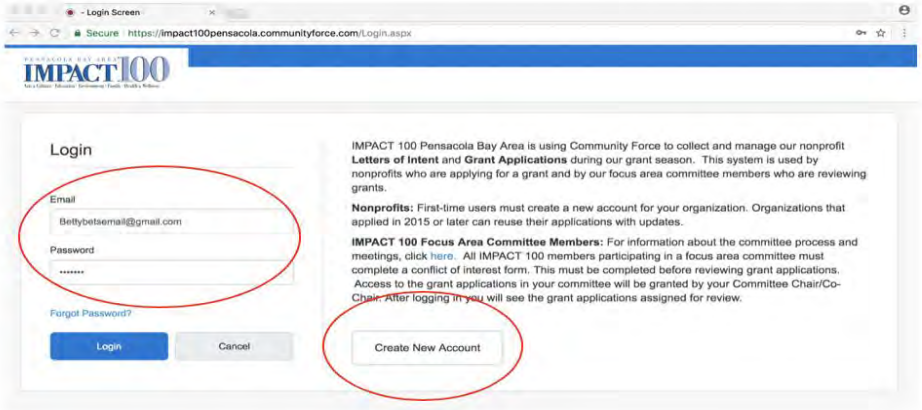
Create New Account

IMPACT 100 PENSACOLA BAY AREA
LETTER OF INTENT & GRANT APPLICATION ACCESS INSTRUCTIONS

To access Community Force software visit https://impact100pensacola.communityforce.com or www.impact100pensacola.org

www.impact100pensacola.org

1. You may enter login credentials established in a previous year or select "Create New Account" if you are a new user.



Deadline for Submission || 4/30/2019 12:00 PM (CST)

Choose Action ▾ | Final Review and Submit

This screen is your **Dashboard.** It allows you to track the progress of the completion of your Letter of Intent (LOI) and Grant Application. Use the Choose Action tab to preview application or import responses from existing applications.

Questions regarding this or the IMPACT 100 grants process can be directed to grants@impact100pensacola.org or by phone at 1-888-992-5646.

Please note that the application will autosave every 30 minutes. However, continue to save as you change sections within the application. The system will logout user after 50 minutes of inactivity.

Letter of Intent

32%

Deadline: 4/30/2019 12:00 PM

- ✓ **Verify 501(c)(3) Status**
- ✓ **FEIN**
- ✓ **Treasury Letter**
- ✓ **Annual Report Filing with the State of Florida**
- ✓ **Registration with Florida Department of Agriculture & Consumer Services**

PENSACOLA BAY AREA IMPACT 100
Arts & Culture · Education · Environment · Family · Health & Wellness

IMPACT 100 Letter of Intent to Apply

For details on the IMPACT 100 grant process, including eligibility requirements, FAQ, and important dates, visit http://impact100pensacola.org/grant-info/grant-process

In preparing to submit your LOI, please have available your Department 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.

*Is your Organization a local chapter of a larger Organization that holds your 501(c)(3)? (●) No ( ) Yes

*Organization's Legal Name:

Organization's Doing Business As (DBA) Name (if applicable):

*Federal Employer Identification Number (EIN):

Group Federal Employer Identification Number (EIN) if local organization EIN is different from Group EIN:

*Mailing Address:

*City:

*State:

*Zip Code:

Organization's Phone Number: ___-___-____

Website (if available):

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.)

1. Current status as a 501(c)(3) public charity (PC or Group) as listed on Internal Revenue Service website:
(Verify status at IRS Exempt Organization Check)

- ◯ Current (PC)
- ◯ Current (GROUP)
- ◯ Applied for awaiting approval
- ◯ New organization not listed yet
- ◯ Not applied

2. Annual Report for 2019 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.

○ Completed ○ Not Completed

*3. Annual registration with the Florida Department of Agriculture and Consumer Services is complete. To confirm registration, select FDACS Organization Check. To register, visit FDACS Annual Registration.

○ Completed ○ Exempt

Executive Director and Chairman of the Board Contact Information

*Executive Director (ED)/President:

*ED Email:

*ED Phone: ___-___-____

ED Cell Phone (if different than phone # provided above): ___-___-____

*Chairman of Board (Chair):

*Chairman of Board (Chair):

*Chair Email:

*Chair Phone: ___-___-____

Chair Cell Phone (if different than phone # provided above): ___-___-____

This year's site visits will be scheduled beginning on 7/15/19 and our goal is to be completed by 8/2/19. Site visits will take place on business days between the hours of 9:00 am and 5:00 pm.

By entering my name on the signature line below, I certify that all the information provided is accurate and verifiable.

*Signature:

*Title:

*Date

Please click on the calendar icon to enter date in (mm/dd/yyyy e.g., 04/15/2019 format).

PENSACOLA BAY AREA IMPACT 100
Arts & Culture · Education · Environment · Family · Health & Wellness

Welcome, Kim Harvell ▾ ? Help

Application Status: Withdrawn

Choose Action ▾

This screen is your **Dashboard.** It allows you to track the progress of the completion of your Letter of Intent (LOI) and Grant Application. Use the Choose Action tab to preview application or import responses from existing applications.

Questions regarding this or the IMPACT 100 grants process can be directed to grants@impact100pensacola.org or by phone at 1-888-992-5646.

Please note that the application will autosave every 30 minutes. However, continue to save as you change sections within the application. The system will logout user after 50 minutes of inactivity.

Letter of Intent

100%

Deadline: 4/30/2019 12:00 PM

Deadline for Submission || 4/30/2019 12:00 PM (CST)

Choose Action ▾ | Final Review and Submit

This screen is your **Dashboard.** It allows you to track the progress of the completion of your Letter of Intent (LOI) and Grant Application. Use the Choose Action tab to preview application or import responses from existing applications.

Questions regarding this or the IMPACT 100 grants process can be directed to grants@impact100pensacola.org or by phone at 1-888-992-5646.

Please note that the application will autosave every 30 minutes. However, continue to save as you change sections within the application. The system will logout user after 50 minutes of inactivity.

Letter of Intent
100%
Deadline: 4/30/2019 12:00 PM

Summary Sheet
100%
Deadline: 4/30/2019 12:00 PM

Organization Information Local
100%
Deadline: 4/30/2019 12:00 PM

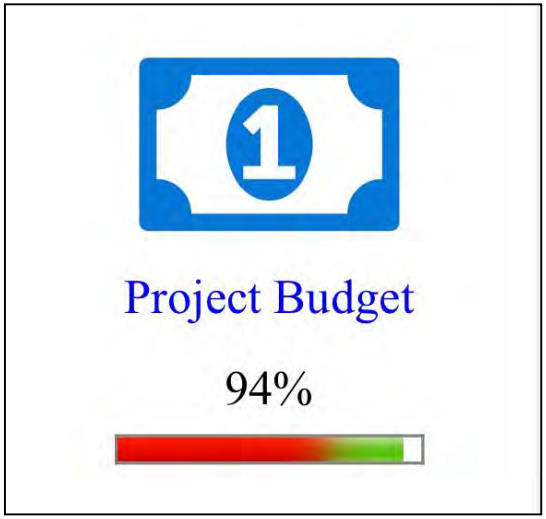
Project Narrative
100%
Deadline: 4/30/2019 12:00 PM

Project Budget
100%
Deadline: 4/30/2019 12:00 PM

2019 Financial Information
100%
Deadline: 4/30/2019 12:00 PM

Project Supporting Documents
100%
Deadline: 4/30/2019 12:00 PM

Construction Info
100%
Deadline: 4/30/2019 12:00 PM



- ✓ **Project Revenues**
- ✓ **Total Project Expenses**
- ✓ **IMPACT Grant Expenditure**

PENSACOLA BAY AREA IMPACT 100
Arts & Culture · Education · Environment · Family · Health & Wellness

- ✓ **Fiscal Year End**
- ✓ **Most Recent 990**
- ✓ **Last Year's 990**
- ✓ **Profit and Loss Statement from date of last filing to 4/30/19**
- ✓ **Balance Sheet as of 4/30/19**
- ✓ **Audited Financial Statements if available**

PENSACOLA BAY AREA IMPACT 100
Arts & Culture · Education · Environment · Family · Health & Wellness

Financial Requirements and Attachments

The following is an overview of the requested financial documents used in reviewing the financial activity and position of nonprofit organizations applying for a 2019 IMPACT 100 grant.

If the organization is a local chapter of a larger group organization (i.e. national/state organization) that files the IRS 990 forms, please be prepared to provide the financials for both the local organization and the parent organization, if applicable.

A. Parent Organization Financial Information:

- Copies of the appropriate IRS Forms for the 2 most recent fiscal years. Include Schedule A and also Schedule O (if used to respond to any questions).
- Profit and Loss Statement from the date of the most recent filing through April 30, 2019.
- Balance Sheet as of April 30, 2019.
- Audited Financial Statement, if available.
- If an extension was filed, additional items will be required.

B. Local Organization Financial Information:

**Does your local chapter (organization) have local financial information?*
If no, explain your financial relationship with your Parent Organization.
If yes, provide:

- 2018 Profit and Loss Statement and Balance Sheet.
- 2017 Profit and Loss Statement and Balance Sheet.
- Profit and Loss Statement from the end of last year through April 30, 2019.
- Balance Sheet as of April 30, 2019.

IRS Form 990 or 990-EZ filers:

- Copies of the appropriate IRS Forms for the 2 most recent fiscal years. Include Schedule A and also Schedule O (if used to respond to any questions).
- Profit and Loss Statement from the date of the most recent filing through April 30, 2019.
- Balance Sheet as of April 30, 2019.
- Audited Financial Statement, if available.
- If an extension was filed, additional items will be required.

IRS Form 990-N (e-Postcard) filers:

- Proof of the filing of the e-Postcard for the 2 most recent fiscal years filed.
  Proof of 990-N filings can be found at https://apps.irs.gov/app/eos/
- Profit and Loss Statements for 2 most recent fiscal year's filings.
- Balance Sheets for 2 most recent fiscal year's filings.
- Profit and Loss Statement from the date of the most recent filing through April 30, 2019.
- Balance Sheet as of April 30, 2019.

Note:

If the organization has existed for less than two years, please provide the financial data, as noted above, since the organization's business start date.

PENSACOLA BAY AREA IMPACT 100
Arts & Culture · Education · Environment · Family · Health & Wellness

Balance Sheet

Other names might be:

- Statement of Assets, Liabilities & Equity
- Statement of Financial Position

Profit and Loss Statements

Other names might be:

- P&L
- Income Statement
- Statement of Income & Expense
- Statement of Revenues & Expenses
- Statement of Activities

PENSACOLA BAY AREA

IMPACT 100

Arts & Culture · Education · Environment · Family · Health & Wellness

Panel Discussion

Construction Review Lead

Grant Recipients

IMPACT 100 Board Members

PENSACOLA BAY AREA
IMPACT 100
Arts & Culture · Education · Environment · Family · Health & Wellness

Thank you for attending!

Remember:
We will help you every step of the way!

Submit your questions to:
grants@impact100pensacola.org

PENSACOLA BAY AREA
IMPACT 100
Arts & Culture · Education · Environment · Family · Health & Wellness

Nonprofit Social Agenda

12:15 – 12:30	Lunch
12:30 – 1:15	Round table discussions
1:15 – 2:00	Sharing of ideas from discussions

PENSACOLA BAY AREA
IMPACT 100
Arts & Culture · Education · Environment · Family · Health & Wellness

Thank you for attending!

Remember:
We will help you every step of the way!

Submit your questions to:
grants@impact100pensacola.org