PENSACOLA BAY AREA IMPACT 100

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

GRANT PROCESS OVERVIEW

1. Letter of Intent to Apply Date Due: **April 30 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 and is submitted online.

Letter of Intent to Apply must be received by noon on April 30.

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

2. Grant Application Date Due: **June 15 by noon**

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

NOTE: ONLY grant applications completed online by June 15 will be accepted.

3. Eligibility

Organizations eligible to apply for the IMPACT 100 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 October 31.
- Be designated by the applying nonprofit organization for one of the following Focus Areas:

    - **Arts, Culture & History:** Initiatives that cultivate, develop, enhance and preserve the artistic, cultural and historic character 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**: Initiatives that will restore or enhance the environment, promote animal-centered care, or improve recreation and fitness in 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 select 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 in **September.**

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 in **October.** IMPACT 100 Pensacola Bay Area members will vote by individual ballot and the grant recipients 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 questions about the grant process contact:
grants@impact100pensacola.org or (850) 304-7895