Application Summary of: Example Applcant | Applicant, Example

Program Name:

Letter of Intent

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-eligibility-guidelines/

In preparing to submit your LOI, you will need to do the following:

1. Have the Department of Treasury letter affirming your organization's status as a tax-exempt public charity under IRS Code Section 501(c)(3) available to upload to the LOI.

2. File your Annual Report with the Florida Department of State, Division of Corporations for the current year.

3. Confirm that your registration with the Florida Department of Agriculture and Consumer Services is current and send in a renewal, if it is not.

At any time, should you need to exit this application, you may save your data and return to complete the form.

Is your Organization a local chapter of a larger Organization that holds your 501(c)(3)?	No
*Organization's Legal Name:	Example Nonprofit
Organization's Doing Business As (DBA) Name (if applicable):	
*Federal Employer Identification Number (EIN):	12-345678

Group Federal Employer Identification Number (EIN) if local organization EIN is different from Group EIN:	
*Mailing Address:	123 Main Street
*City:	Pensacola
*State:	FL
*Zip Code:	32501
Organization's Phone Number:	
*Organization Email (please create an organization email if you do not have one). This should be unique to the organization such as these examples "organizationname@gmail.com or nonprofit@bellsouth.net". It should not be the same as the E.D., Chair, or anyone else in the organization. The organization email is the primary email that IMPACT 100 will use to ensure your nonprofit consistently receives email communications from us.	info@examplenonprofit.org
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)
*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).	DOT.LetterOfDetermination.ExampleNonprofit.pdf

Visit https://www.irs.gov/charities-non-profits/eo-operational-requirements-obtaining-copies-of-exemption-determination-letter-from-irs for information on requesting a copy of your letter, if needed.

2. Annual Report for 2024 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

(Confirm submission by clicking link: Florida SunBiz Organization Check. To register as a nonprofit in Florida, visit Florida Sunbiz Registration. If annual report needs to be filed go to Florida Annual Report Filing).

*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
FDACS Charity Number:(This is your Registration Number that begins with "CH".)	CH-12345
*FDACS Expiration Date:	07/15/2024

Executive Director and Chairman of the Board Contact Information

*Executive Director (ED):	Ed Director
*ED Email:	director@examplenonprofit.org
*ED Preferred Phone:	850-222-3333
*Chairman of Board (Chair):	Charles Chairman
*Chair Email:	chair@examplenonprofit.org
*Chair Preferred Phone:	850-333-4444

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

*Signature:	Ed Director
*Title:	Executive Director
*Date:	4/15/2024

When you click the "Save and Return to Dashboard" button below, you have not yet submitted your LOI.

To submit your LOI, you must:

1. **Click on the RED BUTTON at the top right of the screen to do a final review of your LOI.**
2. **Check the checkbox indicating you reviewed the LOI.**
3. **Click on the "Submit" button.**
4. **A message will display that your LOI has been submitted.**

Summary Sheet

Project Focus Area

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.

Arts, Culture & History
Initiatives that develop, enhance, or preserve the arts, music, culture or history 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 and Recreation
Initiatives that restore, revitalize or enhance the environment and/or create or improve 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.

*Project Focus Area:	
*Project Title:	
***Is your organization a local chapter of a larger organization that holds your 501(c)(3)?**	No

Collaboration

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.

Are other nonprofit organizations collaborating on this project?	Yes

If collaborators are listed, additional sections will appear on the dashboard. Please ensure the lead/primary nonprofit organization completes all the sections of this application with their organization's information, except for the two Collaborating Organization sections. The lead/primary organization will share log in credentials with the collaborating organization who can view the entire application and submit their organization's information and financial data in the corresponding sections on the dashboard.

*Number of **other** Collaborating Nonprofit Organizations:	1
Collaborating Nonprofit Legal Name 1:	Example Collaborator

Site Visit Information

This year's site visits will be scheduled beginning on 7/22/24 and our goal is to be completed by 8/2/24.

*Site Visit Street Address:	
*Who is the Primary Contact (PC) for the site visit?	
*PC Email:	
*PC Preferred Phone:	

Certification and Signatures

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 and electronically sign (printed names) below that to the best of our knowledge, the statements contained in this application are true, correct and complete.

NOTE: If Executive Director 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.

*Executive Director Electronic Signature:	
Date:	
*Chairman of the Board Name Electronic Signature:	
Date:	
Collaborating Organization 1 Executive Director Name Electronic Signature:	
Date:	
Collaborating Organization 1 Chairman of the Board Name Electronic Signature:	
Date:	

Organization Information Local

Organization Background

*Organization's Legal Name:	Example Nonprofit
Doing Business As (DBA) Name (if applicable):	
*Federal Employer Identification Number (EIN):	12-345678
*Local Organization Email (if available). This should be unique to the organization such as "organizationname@gmail.com". It should not be the same as the E.D., Chair, or anyone else in the organization.	
Website (if available):	
Do you have a social media presence? If so, what is the account name?	

Local Organization's Information

*Street:	
*City:	
*State:	
*Zip Code:	

*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 (500 words or less):	
*Organization’s Mission Statement (100 words or less):	
*Geographic Area Served (200 words or less):	
*Current Program and Projects (1,500 words or less):	
*Total number of board members:	Select
You will only be required to enter the information for the first 25 Board Members of your organization.	
*How many of your board members have contributed financially or in-kind to your organization in the last 12 months?	
*Litigation against the organization:	
*Executive Director:	
*Executive Director's Email:	
*Executive Director Preferred Phone:	
*Chairman of Board:	
*Chair Email:	
*Chair Preferred Phone:	
*Who is the primary contact at your organization for this grant application?	
*What is the preferred phone number for the primary contact for this grant application?	
What is the preferred email address for the primary contact for this grant application?	

Project Narrative

Project Information

*Project Title:	
*Project Start Date (no earlier than November 1, 2024):	
*Project End Date (no later than Oct 31, 2026):	
*Project Summary (150 words or less):	
*Describe how your project fulfills the initiatives stated in the Focus Area you have chosen (150 words or less):	

Target Population

*Describe your project's target population. Include demographics on population and geographic area to be served (200 words or less):	
*Describe the specific need for your project in the community (250 words or less):	

Goals

*Describe the goals you hope to accomplish through the proposed project (250 words or less):	
*How does this project align with your organization's mission/vision (250 words or less):	

Management

*List the actions you will take to accomplish your goals (250 words or less):	
*What specific activities and services will be provided through this project? (250 words or less):	

*Will grant funds be paid directly to your provider, will your organization be reimbursed for expenditures, or will there be a combination of both? (50 words or less)?	
*Who will have the authorization to sign draw requests for your organization?	
*Who in your organization will be responsible for submitting quarterly and final reports?	

Construction

Construction is not only building a structure. It can also include alterations to a structure or any of the construction components listed in the next question. Please use the next question to determine if your project includes construction components.

*Does your project include any of the following construction components? Please check all that apply.	Electrical
Since you selected at least one construction component, your grant application does include construction.	I understand that my project involves construction.
Since your project includes construction, please select all that apply.	
Briefly describe your construction plans. (250 words or less)	
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.	2
Is your land zoned correctly for your project?	
Has your municipality approved your project?	
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 (500 words or less).	

Evaluation

*Once you have completed your project, how will you measure your success? (250 words or less).	

Other Funding Sources

If you have applied for other grants for this project, please describe (200 words or less):	
If your project cost exceeds the IMPACT grant amount, please describe the other funding sources your organization has available to complete this project (200 words or less):	

Timeline

* Describe the anticipated timeline for execution of the project, and supporting fund distribution for each stage (300 words or less):	

Sustainability

*Describe your plans for sustainability of this project, including personnel, funding, maintenance and any other applicable resources (300 words or less):	

💵 Project Budget

*Are the total project expenses more than the IMPACT 100 grant amount **($100,670 for 2024)**?	No

List Only Expenses Covered By The IMPACT 100 Grant

Project Payroll Expenses (Salary & Fringe):	$0.00
Consultants and Professional Fees:	$0.00
Land/Property Acquisition:	$0.00

Construction Permits:	$0.00
Construction Material:	$0.00
Construction Labor:	$0.00
Construction Site Preparation:	$0.00
Construction Concrete/Wood/Metal Structure:	$0.00
Construction Other Costs:	$0.00
Vehicle:	$0.00
Equipment and Machinery:	$0.00
Office Furniture/Fixtures:	$0.00
Fundraising:	$0.00
Travel:	$0.00
Printing, Copying and Supplies:	$0.00
Postage and Delivery:	$0.00
Rent and Utilities:	$0.00
Marketing and Promotion:	$0.00
IMPACT 100 Logo Expense:	$0.00
Other:	$0.00
***Total IMPACT 100 Grant Expenses: (MUST EQUAL $100,670)**	$0.00
REMINDER: TOTAL IMPACT 100 EXPENSES MUST EQUAL THE AMOUNT OF THE IMPACT 100 GRANT.	
*Total IMPACT 100 Grant Expenses equals $100,670?	

$ 2024 Financial Information

*Is your organization a local chapter of a parent organization that files the 990 forms?	
*Which tax return does your organization file?	
*What month and day each year does your organization's fiscal year end (i.e. 06/30, 12/31)?	

*Upload your organization's 2023 Profit and Loss Statement (please format as organization_2023PandL).	
*Upload your organization's 2023 Balance Sheet (please format as organization_2023balancesheet).	
*Upload your organization's Profit and Loss Statement from the date of your most recent filing through March 31, 2024 (please format as organization_2024PandL).	
*Upload your organization's Balance Sheet as of March 31, 2024 (please format as organization_2024balancesheet).	
If you have a current audited financial statement or report, please upload it here (please format as organization_year_AuditedFinStmt).	
*Does your local chapter (organization) have local financial information?	

Project Supporting Documents

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 *NonprofitName_CostEstimate*, or your *NonprofitName_Drawings*, 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

Construction Supporting Documents

Briefly describe your construction plans. (250 words or less)	
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.	2
*Check which Construction-related Supporting Documents will be provided. Note: If your project includes funding of capital improvements or renovations to a property, your organization must have a possessive or ownership interest in the property for at least 3 years from the date the grant would be awarded. If the organization doesn't own the property, the landlord must consent to the capital improvements. This consent should be in writing and should be included in the uploaded documents. The property to be improved or renovated cannot be currently listed for sale and there cannot be plans to sell it within 3 years from the date the grant would be awarded.	Bids Site Plans Builder's County and/or City License Builder's Certificate of Insurance Landlord Consent to Improvements
Bid #1: Upload Builder/Contractor License to do business in the county or city where the construction will be done.	
Bid #1: Upload builder/contractor's certificate of insurance	
Bid #1: Upload Site Plan	
Bid #1: Upload Bid	
Bid #1: Landlord Consent to Improvements	
Bid #2: Upload Builder/Contractor License to do business in the county or city where the construction will be done.	
Bid #2: Upload builder/contractor's certificate of insurance	
Bid #2: Upload site plan.	
Bid #2: Upload Bid Information	

Bid #2: Landlord Consent to Improvements	

Collaborating Nonprofit 1 Organization Information

Collaborating Nonprofit 1 Information

*Collaborating Organization 1 Legal Name:	
Doing Business As (DBA) Name (if different from Legal Name)	
*Federal Employer Identification Number (EIN):	

Organization's Mailing Address

*Street:	
*City:	
*State:	
*Zip Code:	

Organization Contacts

*Executive Director (ED)/President	
*ED Email:	
*ED Preferred Phone:	
*Chairman of the Board (Chair):	
*Chair Email:	
*Chair Preferred Phone:	

Primary Contact (PC) if other than the Executive Director or the Chairman of the Board	
PC Email:	
PC Preferred Phone Number:	

Organization Information:

*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 (500 words or less):	
*Organization’s Mission Statement (100 words or less):	
*Geographic Area Served (200 words or less):	
*Current Program and Projects (1,500 words or less):	
*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:	

$ 2024 Financial Information Collaborating Nonprofit 1

*Which tax return does your organization file?	
*What month and day each year does your organization's fiscal year end (i.e. 6/30, 12/31)?	
*Upload your organization's Profit and Loss Statement from the date of your most recent filing through March 31, 2024 (please format as organization_2024PandL).	
*Upload your organization's Balance Sheet as of March 31, 2024 (please format as organization_2024balancesheet).	
If you have a current audited financial statement or report, please upload it here.	

Document Title	Question	Size (KB)	Date Uploaded
DOT.LetterOfDetermination.ExampleNonprofit.pdf	LOIIRSTreasuryLetterUpload	28.35	3/14/2024 10:35 AM