



[www.Impact100SRQ.org](http://www.Impact100SRQ.org)  
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# Grant Applicant Information Session

February 11, 2021

# Our Mission

Impact100 SRQ's mission is to empower women to collectively fund transformational grants to nonprofits in Sarasota and Manatee Counties



At Least 100 Women  
Come Together



Each Woman Donates  
\$1,000



At least \$100,000 is  
donated to a Local  
Charity



## Who we are

- \* We are a grassroots all volunteer organization**
- \* Large audience of empowered women in our community**
- \* 50% of our members are new to philanthropy**
- \* We are a collective group who are all involved in the decision-making process to select our grant recipients**



## Funding our Focus Areas

- \* In just two years we have awarded 5 grants totaling \$570,000**
- \* Our aspirational goal is to be able to fund all five focus areas every year**
- \* When we reach 500 members, we will increase our finalist presenters to 10 nonprofits with 2 in each category and our members voting for 1 recipient in each category.**



## Eligibility Form

- \* **Form will be available starting Feb 15, 2021 at [Impact100SRQ.org](https://Impact100SRQ.org)**
- \* **You must complete the eligibility form to receive the link to apply for a grant.**
- \* **The eligibility form will be available from Feb 15, 2021 until April 14, 2021.**
- \* **The link to apply will be sent on March 10th to those who have already submitted the eligibility form and been approved.**
- \* **The link to the application will continue to roll out to NP as they complete the eligibility form, until April 14th.**
- \* **If you answer "No" to any of the eligibility questions, #7 through #19, you will not be eligible to apply for this grant. We will verify certain information provided, before you will be invited to apply.**



## 2021 Grant Eligibility Form

Thank you for your interest in our 2021 Grant Application process. Please submit this form no later than April 14th, 2021. You will receive an auto acknowledgment of your submission and we will email you with a link to the full application once your eligibility has been confirmed.



\* Required

### Contact Information

1. Legal Name of Organization \*

2. Point of Contact Name \*

3. Email \*

4. Phone \*

5. Phone number type \*

Mobile

Work

6. Address (Street, City, State, and Zip code) \*

Next



## What is required on the Eligibility Form

1. Legal Name of Organization
2. Point of Contact Name
3. Contact Email
4. Contact Phone Number
5. Phone Number Type-Work or Mobile
6. Address
7. Is your organization a tax-exempt public charity under the 501(c)3 of the Internal Revenue Code? If not, does your organization have an application for 501(c)3 status pending approval by the IRS?
8. Please enter the EIN as stated on the IRS Dept. of the Treasury letter classifying your organization as a public charity.
9. Is your organization registered with the Florida Division of Corporations as a nonprofit organization?
10. Has your Annual Report for 2020 been filed with the Florida Department of Corporations and is it reflected on the Florida Sunbiz website?
11. Is your organization providing services within Sarasota and/or Manatee Counties?
12. Will your grant primarily serve the residents of Sarasota and/or Manatee counties?



13. Is your annual registration with the Florida Department of Agriculture and Consumer Services (required of all charities soliciting in Florida, excluding religious, education, and government entities) complete?
14. Please provide your FDACS Charity Number along with the expiration date.
15. Is your organization free of legal actions declared; including current and pending conflicts?
16. Will you be able to provide the most recent 2 full years of financials as well as any interim year to date financials?
17. Is your initiative a request for a new project/program/capital expense or a significant expansion of an existing project/program/capital expense? A continuation of an existing program is not eligible for an Impact100 SRQ grant.
18. Will you expend the full amount of the grant within 24 months, and primarily in Sarasota and/or Manatee counties?
19. If you are applying for a capital improvement or renovation project, can you provide a written lease or other valid written agreement for at least five years with the property owner/landlord?
20. Please let us know in which Focus Area you intend to apply. Choose one of the five options.





## **Complete and submit the online application.**

- \* The online application is through Submittable, the same platform that was used last year.
- \* The link to apply will be sent out by invitation only once the eligibility form has been approved.
- \* The application period closes on April 28<sup>th</sup> at 12:00 PM (Noon).
- \* You will have 7 weeks to complete and submit your application.



## Getting to know our SRQ 5 Key Questions

**While evaluating your initiative application, our members look for answers to these 5 important questions:**

1. Is It Clearly Defined?
2. Is It Viable?
3. Is It Sustainable?
4. Is It Going To Positively Impact The Community?
5. Are We Good Stewards Of The Dollars We've Been Entrusted?



## Is It Clearly Defined?

### Definitions for “Defined”

- \* Detailed; spelled out; specified; measurable
- \* Explained with essential qualities, meaning and exact limits specified

### Questions we ask to determine if an Initiative is Clearly Defined?

- \* Does it clearly solve the problem as defined?
- \* Can we summarize the Initiative in one or two sentences?
- \* Is the impact clearly defined?
- \* Do we know the expected reach of the Initiative...how many will likely benefit?
- \* Is it clear what will be new or incremental and therefore transformational?
- \* Are evaluation measures defined?
- \* If the Initiative budget is for more than our grant amount, are we able to describe how our funds will be spent? Is the portion we are funding definable?



## Is It Viable?

### Definitions for “Viable”

- \* Practical; workable
- \* Having a reasonable chance of succeeding
- \* Having the ability to grow, expand, develop

### Questions we ask to determine if an Initiative is Viable?

- \* Is the Initiative a fit with the nonprofit’s vision, mission and strategy?
- \* Is the plan workable, reasonable and likely to lead to the expected outcomes?
- \* Are the resources planned to roll out the Initiative sufficient?
- \* Are the outcomes realistic and reasonable?
- \* Do the financials indicate that the nonprofit has the capability to successfully implement the Initiative?



## Is It Sustainable?

### Definitions for “Sustainable”

- \* Stable; tenable; enduring; long lasting
- \* Able to continue over a period of time
- \* Able to be maintained at a certain rate or level

### Questions we ask to determine if an Initiative is Sustainable?

- \* Is this Initiative likely to have longevity for the years beyond the grant period?
- \* Is there a well-defined plan for sustainability?
- \* Will the Initiative require funds/resources after the grant period? If so, what will be the source?
- \* Does the organization have a successful track record growing its revenue base?



## Is It Going To Positively Impact The Community?

### Definitions for “Impact”

- \* A powerful effect that something, especially something new, has on a situation or person
- \* An influence that will continue into the future

### Questions we ask to determine if an Initiative will positively Impact the community?

- \* How large is the population that will benefit and how significant are the needs that will be addressed?
- \* Do we know the expected reach of the Initiative...how many will likely benefit?
- \* How long lasting will the impact be for this population?
- \* How certain are the positive outcomes of the Initiative?
- \* During the two years, how will the Initiative’s impact be defined and measured?
- \* After the two years, how will the Initiative’s impact be defined and measured?
- \* How will the Initiative provide long term value to the nonprofit?



## Are We Good Stewards Of The Dollars We've Been Entrusted?

- \* Our grant application review process is rigorous, fair, objective and transparent to ensure a level playing field for all applications
- \* We have a Conflict-of-Interest Policy to guide all members
- \* Every member votes and has a voice in how her \$1,000 will make a transformational impact on our community
- \* Over the two-year grant period, we work closely with the grant recipients as they spend the grant funds
- \* Our operating expenses are managed with diligence and controls



## Our grant application review process is rigorous...

- \* Our objective is to fund initiatives that address needs in our community with transformational solutions
- \* We evaluate applications using criteria that focus on definability, viability, impact and sustainability to ensure a consistent and rigorous assessment
- \* We assess the impact the nonprofit applicant is making in our community and ensure it has the long-term resources to launch and sustain the proposed initiative after the grant funds are spent
- \* We review and understand how the nonprofit proposes to spend the grant funds by expense category
- \* We review the financial statements of each applicant to ensure the nonprofit is financially viable and sustainable





## Required Financial Information:

- \* Initiative Budget (using the Initiative Budget Form provided)
- \* Budget Narrative to explain the Initiative Budget information in more detail
- \* IRS Form 990's for the last two years filed (if required)
- \* Financial Statements for the past two complete fiscal years, including Income Statements and Balance Sheets (audited, if available)
- \* Financial statements (Income Statement/Balance Sheet) from last completed fiscal year to present year-to-date
- \* Organization's budget for the current fiscal year
- \* Year-to-date actual vs budgeted financials for the current fiscal year



## Capital Project Initiatives...Questions We Ask

- \* Are detailed bids or quotes provided?
- \* Did the nonprofit receive multiple bids and how did it vet the bids?
- \* Is the chosen vendor/supplier reputable? Did the nonprofit check references?
- \* Does the nonprofit have the resources to manage the implementation?
- \* Is the implementation timeline realistic?
- \* What ongoing maintenance is required?
- \* Does the nonprofit have the funds to pay ongoing maintenance expenses?



## Salary Based Initiatives...Questions We Ask

- \* After the two-year period, how will the ongoing salary expenses be funded?
- \* Is there a sustainability plan? What is the nonprofit's track record to attract additional funding?
- \* If the funds are not available, what will happen to the staff who was hired?
- \* How do we assess impact, if the future of the Initiative is uncertain?
- \* Is sufficient information provided about the new positions, the numbers in each of the positions, the salary dollars of each position? Are the positions full or part time? Is a hiring plan addressed?
- \* Are any of the Initiative positions filled by existing staff? If so, is it clear how their role will be different from their current responsibilities?
- \* Are any of the Initiative positions management or administrative in nature?



## Initiative Budget More Than Grant ...Questions We Ask

- \* How much more is the Initiative budget than the grant amount?
- \* How does the nonprofit expect to fund the additional amount?
- \* Are funds committed? Have these commitments been provided?
- \* Is there a solid plan to assure us that the pending amount will be committed prior to the launch of the Initiative?
- \* Is the piece of the Initiative funded by our grant clearly defined so that we understand what we are funding?
- \* What will happen to the Initiative if the nonprofit does not receive funding for the full amount?



## Guidance for Initiative Budget Form

- \* Budget Form should provide sufficient information so that we know exactly how the grant funds will be spent
- \* Budget should be realistic and reflect all the expenses of the proposed Initiative
- \* Budget should reflect the expenses that support the Initiative, as described in the application



## Guidance for Initiative Budget Form

- \* Budget should be itemized in the provided expense categories
- \* Budget total cannot be less than the grant amount
- \* All totals should be calculated correctly



## Guidance for Initiative Budget Form

- \* Initiative Budget Narrative should address every category of expense in more detail and describe the nature of the expense and how it was determined
- \* For any capital expenses, supporting quotes or bids must be provided
- \* If the Initiative is dependent on receiving other sources of funds, indicate which sources are committed vs pending, provide commitments, as well as your plan for securing pending funds in the Budget Narrative



Impact100™ SRQ

## Collaboration

Impact100 SRQ encourages collaboration between organizations. **An eligible collaboration exists when:**

- \* Two qualifying nonprofit organizations have the responsibility of managing and contributing to an initiative.
- \* One partner is identified as the lead-serving fiscal agent, completing the grant application and financial managing the grant funds.





## Strengthening Your Application:

- \* A concise, proofread application, with all attachments.
- \* Clearly documented any contingencies (e.g. permits or approvals needed for the initiative to start).
- \* Transformational impact is clearly explained.
- \* Measurable goals, outputs, and outcomes.
- \* Sustainability – What is the ongoing benefit to the community and how will it continue?
- \* Have you included multiple bids to show due diligence in getting an accurate quote for scope of work, if a capital expense.

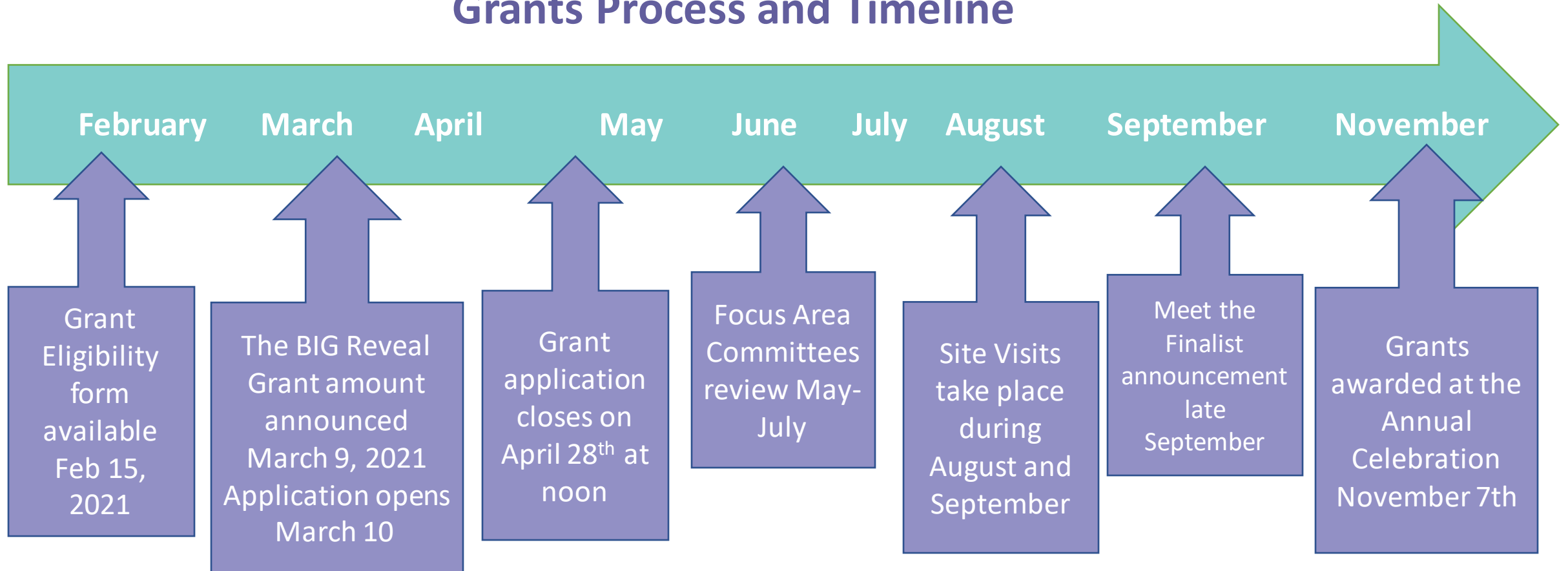


## The IMPACT of the Impact100 SRQ Grant process

- \* All applicants will get exposure to many philanthropic minded women throughout the process
- \* Members become aware of needs and great work being done locally to address needs
- \* Site visits give Impact women additional insights into the nonprofits and their programs
- \* Wish lists from all the finalists will be posted to Impact's website
- \* Many Impact members have become involved with the applicants – examples include volunteering time, becoming a board member, and donating supplies



## Grants Process and Timeline



Grant recipients will sign a Grant Agreement, outlining all reporting requirements. An Impact 100 SRQ Grantee Liaison will stay in regular contact with the organization. Interim and final reports will be reviewed, and key details shared with wider membership.



**Questions?**



Thank you for attending today's Grant Workshop  
We appreciate your being here  
and look forward to working with you in making  
Sarasota and Manatee counties a better place for all.

If you have any questions regarding the grant process  
Please email us at  
[Grants@Impact100SRQ.org](mailto:Grants@Impact100SRQ.org)