



www.Impact100SRQ.org
Grants@Impact100SRQ.org

Grant Applicant Information Session

November 12, 2020

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

Our Vision
Our Values
Our Collective
Beliefs

SRQ 

- Our members are empowered and many see themselves as a PHILANTHROPIST for the very first time.
- Impact100 SRQ has increased the amount of dollars contributed in our community because nearly 50% of our members have never written a check for \$1,000 to a charity at one time.
- Members are connected like never before with the TRUE needs of our community educating friends, colleagues and family of nonprofit's missions, volunteering and sharing additional resources.
- Each nonprofit finalist is invited to share their wish list on our website and community members have the opportunity to assist in meeting their needs.
- Nonprofits are gaining exposure because of our inclusive approach to philanthropy.
- Our purpose is to LIFT UP nonprofits in our community.



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 nonprofit groups with 2 in each category and our members voting for 1 recipient in each category.**



Conflict of Interest and Confidentiality

- * The agencies that apply for grants entrust us with considerable information. We must continue to earn that trust by ensuring we all safeguard this information and treat all applications with the utmost Confidentiality
- * Each year, members are asked to sign a Confidentiality Statement. In so doing, each member is acknowledging their understanding of, and their commitment to abide by, the details of that agreement
- * Every member involved in the grant review process must also first confirm any potential conflicts so they can be placed on an appropriate Grant Review Committee



Focus Area Committee Definitions

Arts & Culture: High impact programs or initiatives that cultivate, develop, educate, and enhance culture and the arts in Sarasota and/or Manatee Counties.

Education: High impact programs or initiatives that further education or improve access to education for children and/or adults in Sarasota and/or Manatee Counties.

Environment & Recreation: High impact programs or initiatives that restore, preserve, revitalize, or enhance the facilities or natural resources (including for recreational use); or improve the welfare of animals in Sarasota and/or Manatee Counties, including those that encourage research, public awareness, and education relating to the environment and conservation of our natural resources.

Family: High impact programs or initiatives that strengthen and enhance the lives of children and families living in Sarasota and/or Manatee Counties.

Health & Wellness: High impact programs or initiatives that improve the physical and/or mental health and wellness of people living in Sarasota and/or Manatee Counties.



Eligibility

Organizations eligible to apply for Impact100 SRQ grants must confirm the Organization is:

- * Defined as a tax-exempt public charity under Section 501(c)(3) of the Internal Revenue Code
- * Organizations serving Sarasota and/or Manatee counties
- * Registered with the Florida Division of Corporations as a nonprofit corporation
- * Registered with the Florida Department of Agriculture and Consumer Services, unless the Organization is exempt.
- * Be free of legal actions declared; including current and pending conflicts.



Eligibility

Projects eligible for Impact100 SRQ grants must:

- * Primarily serve residents of and expend funds in Sarasota and/or Manatee counties
- * Be a capital project, a new program or a clearly defined expansion of an existing program
- * Have a total project budget for the full Impact100 SRQ grant amount. Grant projects submitted with budgets over the Impact100 SRQ grant amount must show the ability to fund the entire project.
- * Expend funds within 24 months of the November award date
- * Be able to provide most recent Financial Statements for the last 2 full years prior to grant application submission.
- * Be designated by the applying nonprofit organization for one of the following Focus Areas (Arts & Culture, Education, Environment & Recreation, Family, and Health & Wellness)



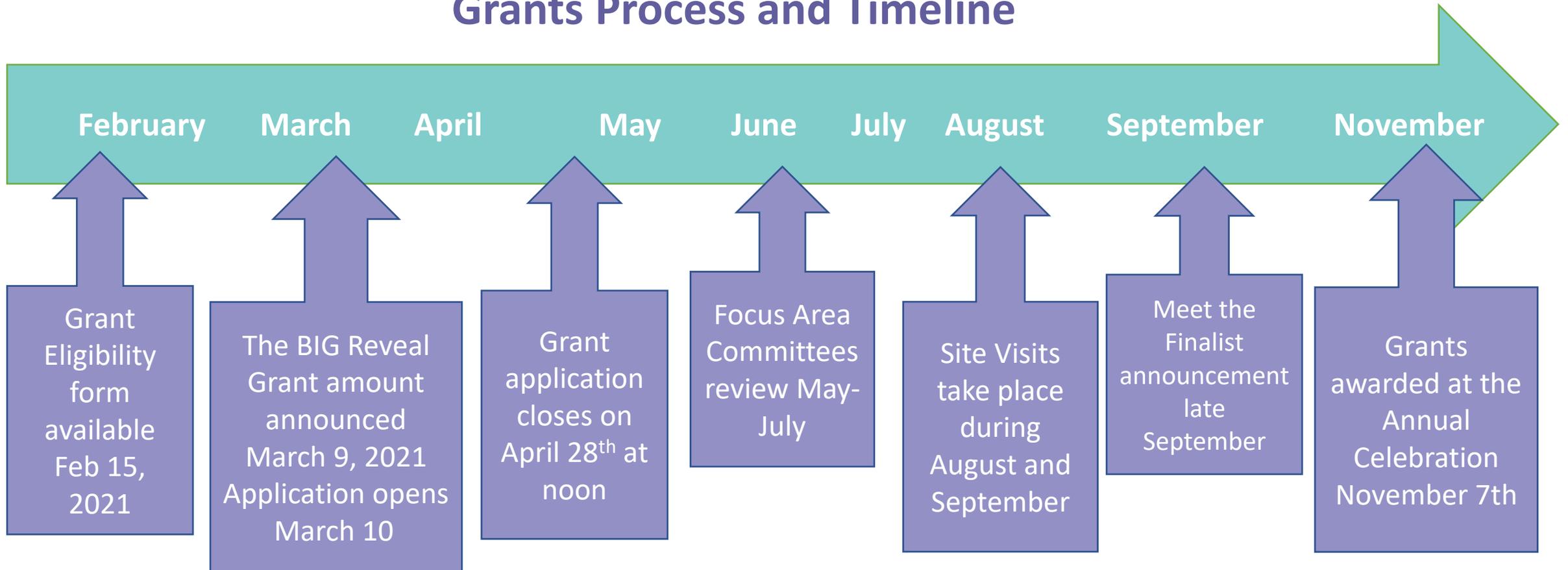
Eligibility

Impact100 SRQ will not provide grants for:

- * Debt reduction, operational deficits, interim funding, bridge funding or endowment funding
- * General operating expenses or overhead unless they are part of a new or expanded project to be funded by Impact100 SRQ. Detailed allocation of funds required.
- * Existing overhead expenses and ongoing salaries for existing staff.
- * Grants to individuals
- * Includes any type of arrangement whereby funds are held temporarily or in perpetuity and not expended within the 24-month period required by Impact100 SRQ.
- * Includes replenishment of previously existing endowment funds
- * 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 Impact100 SRQ funds
- * 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 written lease or other valid written agreement of at least five years with the property owner/landlord.
- * Grant recipients of an Impact100 SRQ grant awarded in the last two grant cycles.



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.



Grant Application Process

- * Eligibility form available Feb 15, 2021
- * Grant awards announced March 9, 2021
- * Application opens March 10, 2021 by invitation
- * Apply through grant platform Submittable with link
- * Grant application process closes April 28th at 12:00PM (Noon)
- * The window to apply this year has been shortened to 7 weeks
- * No applications will be accepted after the closing time and date.

Grant Review Process

- * Members review applications
- * Financial review
- * Site Visits conducted
- * Finalists selected

Grant Decision Process

- * Finalists present at annual celebration to entire membership
- * Members vote and votes are tallied
- * Grant recipients are announced



Eligibility Form

Complete and submit the online eligibility form

- * Form will be available starting Feb 15, 2021 at 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.



Application

Complete and submit the online application.

- * The online application is through Submittable
- * The link to apply will be sent out by invitation only once the eligibility form has been approved.
- * The application closes on April 28th at 12:00 PM (Noon)
- * You will have 7 weeks to complete and submit your application
- * Start working on your project, program or initiative NOW.



Review

- * The review process starts immediately after you submit your application
- * Your application will go through several review processes including an eligibility review, financial review and Focus Area Committee review.
- * Any application found to be incomplete will automatically be disqualified.
- * The review process will be conducted from May until September when the finalists are announced.



Finalist Presentations

Finalists present their project to the entire Impact membership at the Annual Celebration

- * Finalists are sent a Finalist email with information and tips/guidance
- * Finalists present their proposed program at the Annual Celebration– this year it is November 7th, 2021
- * Members cast their vote following the presentations and votes are immediately tallied by an independent auditor
- * The grant recipients are announced that evening
- * Wish lists from all finalists are made available online to our members



Post-Grant Reward Oversight

- * Oversight: Impact100 SRQ promises to be good stewards of our members' donations. We make sure each grantee uses our members' money for the project the members voted to support
- * Grant recipient completes a Grant Agreement outlining key benchmarks and fund corresponding payment distribution (dependent on project timeline)
- * The grant recipient submits Interim and Final Reports (narrative and financial) – and any other interim check-ins as stipulated in Grant Agreement
- * Outcomes: We show our members that their contributions have made a difference in our community by sharing information from each grantee about the measurable impact their project has on the lives of those served
- * We invite the grant recipients to share information about project progress to membership at annual gatherings and events (usually April/November)



Our Focus Area Committees (FAC)

- * A significant number of our members participate in the Grant Review Process
- * Those members choose the FAC that they prefer
- * Each FAC is led by a Chair who is experienced and trained
- * All FAC's follow the same grant application review process to ensure a level playing field for all applications



The FAC Grant Application Evaluation Process

- * After the Eligibility Review, the Focus Area Committee members read all eligible applications.
- * They assess the applications according to our primary evaluation criteria, the SRQ 5Q's which are these Five Key Questions:
 1. Is the project clearly defined?
 2. Is the project viable?
 3. Is it sustainable?
 4. Is it going to positively Impact the community?
 5. Are we being good stewards of the dollars we have been entrusted?



The FAC Grant Application Evaluation Process

- * They also assess the applicant's history of impact, significance of the problem/need being addressed, defined measurements to assess results, and the comprehensiveness of the project's implementation plan.
- * The members review the project budgets and budget narratives for completeness and reasonability.
- * Once this evaluation is complete, they select the applications that will move on for a site visit.
- * After the FAC's hear the findings of the site visit teams, the members vote to select the FAC finalist.



Site Visits

Site Visits will take place in late July, August or September

- * A Site Visit team is identified for each grant applicant moving on in the process.
- * The site visit is an opportunity for the FAC to meet the applicant leaders, ask questions and better understand the proposed project.
- * Site visits are scheduled for one hour so the time should be devoted to the proposed project and the applicant should ensure the appropriate representatives are available.
- * After the site visit, the team reports back to the FAC with its findings.



Financial Review process

Required Financial Information:

- * Project Budget (using the Project Budget Template provided)
- * Budget Narrative to explain the budget form in better detail
- * Financial Statements (Audited preferred) for the past two complete fiscal years
- * IRS Form 990's
- * Organization's budget for the current year
- * Year-to-date actual vs budgeted figures for current fiscal year

**IMPACT 100 SRQ
2020 GRANT CYCLE**

PROPOSED PROJECT BUDGET FOR:

ORGANIZATION NAME
PROJECT NAME
PROJECT BUDGET PERIOD

SOURCE OF FUNDS TO SUPPORT PROJECT

	<u>Committed</u>	<u>Pending</u>	<u>Total</u>	<u>Notes</u>
Impact 100 SRQ Request	\$ -	\$ 114,000	\$ 114,000	
Requested from other funders (pending and committed)				
<i>enter specific names/pending dates if applicable</i>			-	
			-	
			-	
Organization contribution			-	
In-kind contributions			-	
Other sources			-	
<i>enter specific names/pending dates if applicable</i>			-	
			-	
			-	
TOTAL ALL SOURCES	\$ -	\$ 114,000	\$ 114,000	

PROJECT EXPENSES

	<u>Project Total</u>	<u>Allocated to IMPACT 100 SRQ *</u>	<u>Notes</u>
Personnel (existing staff & incremental hires)			
<i>- list each person including % of time spent on program -</i>			
Facilities			
<i>- enter specific expense -</i>			
Supplies/Services			
<i>- enter specific expense -</i>			
Transportation			
<i>- enter specific expense -</i>			
Technology			
<i>- enter specific expense -</i>			
Other			
<i>- enter specific expense -</i>			
Organizational Operational Costs**			
TOTAL PROJECT EXPENSES & ALLOCATIONS TO IMPACT 100 SRQ	\$ -	\$ -	

* Please use this column to show the allocation of Impact 100 grant funds. **TOTAL MUST EQUAL \$114,000**. (Column F will be identical to Column H if the total project budget is exactly \$114,000.)

**Organizational operational costs include rent, utilities, etc. that are allocated to the project but are also part of the normal operating budget and will be incurred whether or not the project goes forward.



Financial Review process

- * Once the FAC has completed the initial review of the applications and selected those receiving a site visit, a deep dive into the financials of each organization moving forward is completed by members of our CIRC team who also serve on the FAC.
- * They will be more focused on the organization as a whole and whether the applicant can handle a grant of \$100,000.
- * The CIRC team will look at the two complete years of financials provided as well as the year date information.
- * You will be submitting 2+ years of finances in order to be eligible for our grant.



Tips from the Impact finance team:

- * Project budget should be credible and well-defined.
- * Ensure budget total equals or exceeds grant amount.
- * Ensure project budget adds up correctly both in total, subtotals and line by line
- * Ensure project budget narrative and budget form match.
- * Ensure your project budget is realistic.

If project is dependent on other funding, be sure to include funds already secured in the 'committed' column provided in the project budget template. Clearly describe what your ***plan is to secure*** any ***other funding***.



Strengthening Your Application:

Applications that stand out:

- * A concise, proofread application, with all attachments.
- * Clearly documented any contingencies (e.g. permits or approvals needed for the project 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



Yes! You should reapply...

- * The pool of applicants changes each year
- * The Impact membership changes
- * The focus area committee composition changes, even if the criteria is consistent
- * It was the 2nd year of applying for one of our grantees in 2020
- * Other Impact groups have awarded grants to recipients that have applied in previous years



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