



2018 GRANT APPLICATION PROCESS

Our Mission

Impact 100 Baldwin County is a community of women seeking to transform lives in Baldwin County by awarding high impact grants to nonprofits in the areas of Arts and Culture · Education · Environment, Preservation and Recreation · Family · Health and Wellness.

All documents must be submitted online.

Step 1. ONLINE Letter of Intent to Apply – Deadline: May 1, 2018

Applicants must submit, online, by May 1, 2018, a *Letter of Intent to Apply* along with a copy of the IRS Letter affirming your 501(c)(3) not-for-profit status. The link to the *LOI* can be accessed on our website at **www.impact100baldwincounty.org**. The *LOI* must be submitted online, using the link provided on our website, and may not be mailed, hand-delivered, faxed or emailed.

We will send you an email confirmation when we receive your LOI with login instructions for the online grant application. If you DO NOT receive an email confirmation of your submission it is YOUR RESPONSIBILITY to confirm receipt with Impact 100 by May 1, 2018.

Step 2. ONLINE Grant Application – Deadline: June 5, 2018

Each organization that submits a Letter of Intent to Apply will receive a confirmation email containing login instructions to our online grant application. Completion of the online grant application and submission of the required documents via the online portal will be the ONLY method to apply for a 2018 grant. Once an agency has started filling out the application, they may exit the portal at any time and return later to complete the application, using their login ID and password.

A printable list of the questions asked on the grant application, along with a list of the required supporting documents, can be downloaded at **www.impact100baldwincounty.org**

If needed, we will have a workshop in May to provide assistance for agencies that need help navigating the online grant process. All agencies that submit a Letter of Intent will be sent an invitation to this workshop.

Step 3. Review of Applications

The IMPACT 100 Baldwin County focus area committees will review all grant applications with the objective of selecting at least one finalist application from each of the focus areas. (Please read Section III B of our Policies and Procedures available online at our website.) Committees will contact all applicants to schedule site visits. Projects will be rated on program quality, community impact, and overall impression. Ratings will be confidential and will not be released to applicants. Finalists will be notified by September 30, 2018.

The Board of Directors of Impact 100 Baldwin County and the members who serve on individual focus committees bear a responsibility to the membership at large to recommend finalists that, to the best of the committees' understanding, demonstrate sustainability as organizations and have proposed projects that meet the eligibility guidelines. Therefore, there may be instances when a focus committee, after reviewing the grant application and performing a site visit, may recommend that no finalist be submitted from their focus area when significant questions of organizational sustainability or project eligibility arise. The Board reserves the right to authorize the non-recommendation of a finalist from any focus area on these grounds.

Impact 100 Baldwin County reserves the right to change its eligibility criteria and its criteria for selecting finalists without notice at any time.

Step 4. Finalist Presentation

Summaries of the finalist applications will be provided to voting members of IMPACT 100 Baldwin County. Representatives from each finalist application will be invited to make a presentation at the IMPACT100 Baldwin County annual meeting, to be held in November of 2018.

Step 5. Selection of Grantee(s)

IMPACT 100 Baldwin County members will vote by individual ballot at the annual meeting or by absentee ballot. The winning projects will be selected by plurality vote.

Prior to the release of grant funds, each recipient must complete an IMPACT 100 Baldwin County Grant Contract form.

Step 6. Reports and Evaluation

Grantees must submit periodic reports on implementation and progress of the project to IMPACT 100 Baldwin County, as requested. Grant funds will not be advanced in a lump sum, but will be reimbursed as they are spent on the Grant Project and proper receipts are submitted. Grantee shall utilize the Grant in accordance with the budget contained in the Grant Application. No substantial changes in the budget may be made without prior written approval of the Impact 100 Baldwin County Board of Directors. A “substantial change” is any change to the amounts specified in the budget that exceed \$5,000 in totality. Changes must be consistent with eligibility requirements in the Grant Application. When the project is complete or funds are fully expended, the grantee must submit a final report.

Request: Non-Profit staff: please do not call or contact IMPACT 100 members during the grant selection process. All members are being asked to maintain the confidentiality of the grant process.

For More Information

www.impact100baldwincounty.org