

Impact 100 Baldwin County

2020 Grant Application Deadline: 6/2/2020

You will be asked to provide the following information when you apply online for a grant. The numbers after the narrative questions designates the maximum number of characters in your response.

• PROJECT INFORMATION

1. What is the name of the Lead Agency applying for this grant?
2. Designate the Focus Area for your project.
Care should be taken to apply in the most appropriate focus area. An application may be disqualified by a focus group if it does not fall within the scope of the focus areas as defined below.
 - Arts, Culture and Recreation: Initiatives that cultivate, develop, and enhance the cultural, artistic and recreational climate of Baldwin County.
 - Education: Initiatives that further the educational process or improve access to education for children and/or adults in the Baldwin County area.
 - Environment and Preservation: Initiatives that restore, preserve, revitalize or enhance the natural resources, facilities and surroundings of the Baldwin County area.
 - Family: Initiatives that strengthen and enhance the lives of children and families living in the Baldwin County area.
 - Health and Wellness: Initiatives that improve the mental and/or physical well-being of people living in the Baldwin County area.
3. What is the program/project title?
4. What is the total budget for this project?
Your project budget must equal or exceed the 2020 Impact 100 Grant amount. If the requested amount is less than the grant amount by more than \$500, the application will be considered ineligible and will not be sent to a Focus Group for consideration.
5. List all other organizations (if any) collaborating on this project. (300)
A collaborative grant proposal is one where two or more agencies join together to submit a proposal for an Impact 100 grant and all agencies will be jointly responsible for the execution of the project and the expenditure of the funds. All agencies must be designated a 501(c)3 public charity under IRS guidelines and provide copies of their IRS letter affirming their status.
6. Upload required 501(c)(3) public charity tax determination letter, in PDF format.
You must provide a copy of the IRS letter affirming 501(c)(3) public charity status for EACH collaborating agency. Please prepare one file (in .pdf format) containing those letters. You will be disqualified if you fail to provide this!
7. Contact for Lead Agency:
8. Contact Title:

9. Contact Phone
10. Contact Email
11. Summary of project: Give a brief summary of your project. Also include estimated duration of project, with expected start and end date. (1800)
12. Describe the target population of the project and the specific need in the community. Also estimate the number of direct and indirect recipients that this project will serve. (1800)
13. Describe the goals of your project: what you hope to accomplish and the expected impact on the target population and the overall community. (1800)
14. Describe the specific activities that will be used to accomplish the program objective. (1800)
15. If your program is a collaborative effort, please describe the collaboration and list all partners and their roles. (1800)
Each collaborating agency must be designated as a 501(c)3 public charity by the IRS
16. Do you have other funding sources for this project? If so, please describe. Will the funds be used in a reasonable amount of time after the award in order to maximize use of funding in 2020? (1000)
17. Why is your organization qualified and appropriate to address this need or benefit? (1800)
18. Describe how or why you selected this project and how the project fits into your organization's mission. (3600)
19. Describe how you will know when you have accomplished your goals and how you plan to measure impact and results. (1800)
20. Does this project require any certification or license, and if so, do you have it?
 - License or certificate is not required
 - We have the required license or certificate and will have it available at the site visit.
 - We do not have the required license or certificate
 - a. Explain your plans for obtaining the required license or certificate. (300)
21. Will this project involve making capital improvements to any property?
 - No, capital improvements are not part of this project.
 - Capital improvements ARE a part of this project and our agency owns the property.
 - Capital improvements ARE a part of this project and our agency DOES NOT own the property.
 - a. Please describe the legal relationship between your agency and the owner of the property in question.
Be prepared to share documentation of the described relationship with your site visit team. This should be a written agreement such as a contract or lease or some other document that would indicate a specific time period where the agency's use of the property has been granted by the owner of the property. i.e. the owner may have donated the property or building to your agency or has intended it for long term use by your agency. Impact 100 Baldwin County requires a minimum of a 5 (five) year contract, lease or agreement.

22. PROJECT BUDGET - upload as PDF document

Grant funds will be disbursed according to your budgeted expenses, so this is a very important component in your application. Any variance of more than \$5,000 from the submitted budget must be approved in advance by the Impact 100 Board. If your project budget is more than the Impact 100 grant, you must explain how you will obtain the additional funds to execute the project. Please list in detail the source of these additional funds. A budget template is available on the Impact 100 website. This budget template must be used for your application.

• **ORGANIZATION INFORMATION**

1. Applicant Organization (Legal Name)
2. DBA, if different
3. Federal Tax ID Number
4. Physical Address
5. City
6. State
7. Zip
8. Mailing address, if different from physical address
9. City
10. State
11. Zip
12. Web site/social media address
13. Agency phone
14. Agency email
15. Executive Director (full name and title)
16. Executive Director phone
17. Executive Director email
18. Board Chair/President name
19. May we recognize your organization as an applicant at the end of the awards process?
— Yes
— No
20. Mission statement and brief history of your organization, including notable successes

21. Current Programs and Projects

22. Board members, include board position, profession/affiliation, county/state of residence, years served

23. Percentage of board members that have contributed financially to organization within the last year

24. Of your organization's total contributions received within the last year, approximately what percentage was comprised of donations from board members?

25. Key staff members, include qualifications and years served. (1200)

26. Describe how your organization uses volunteers. (1200)

27. Please attach up to 3 photos of your organization that we can use on our website and in other publicity. *You must combine your photos into one file before uploading.*

• **FINANCIALS**

1. Please upload Financial Statements for the most recently completed fiscal/calendar year for EACH collaborating agency. (Balance Sheet, Income Statement, Cash Flow Statement and current Operating Budget.)

Prepare one document containing the requested information for all agencies.

2. Please upload the most recently completed audited financial statements, including auditor's notes, for EACH collaborating agency. If the organization does not have audited financial statements prepared, then upload the most recently filed Form 990.

Prepare one document containing the requested financial statements for all agencies.

• **CERTIFICATION**

1. Our tax-exempt status under IRS section 501(c)(3) has not been revoked or modified.

— We agree

— We do not agree

2. We understand, if this proposal is chosen for funding, funds will only be released in accordance with the budget we supplied, and only after submission of appropriate invoices.

— We agree

— We do not agree

3. We understand we are required to notify Impact 100 immediately of any material change that could affect our ability to execute the planned project, or our need for the funds as stated in our project budget.

This includes an obligation to notify Impact 100 if you receive funding for this proposal from other sources at any time prior to Impact 100 awarding its grants.

— We agree to notify Impact 100 of any material changes to our proposal.

— We do not agree to notify Impact 100 of any material changes to our proposal.

4. Our governing board has formally approved this grant application as it is currently written, and has authorized the submission of this application for funding.

— We agree

— We do not agree

5. Name of first signer

I certify, by typing my name and position below, that I hold the position so stated; that to the best of my knowledge, the information and statements contained in this application are true, correct and complete; that our organization and its board of directors authorize submission of this funding proposal.

6. Position of 1st Signer

Please give the role of this person within the organization. (Example: Board Chair, Executive Director, Board member)

7. Name of second signer

I certify, by typing my name and position below, that I hold the position so stated; that to the best of my knowledge, the information and statements contained in this application are true, correct and complete; that our organization and its board of directors authorize submission of this funding proposal.

8. Position of 2nd Signer

Please give the role of this person within the organization. (Example: Board Chair, Executive Director, Board member)

9. Certification: Collaborating Agency

If this project is a collaboration of two or more agencies, the name of the Executive Director and Chair of the Board for each non-profit organization must be typed below. By authorizing their names to be typed below, each individual certifies their role within their organization and that to the best of their knowledge, the information and statements contained in this application are true, correct and complete.