



2023 Grant Application Instruction Booklet

Thank you for your interest in applying for an Impact100 SRQ grant. We hope this booklet will help you to answer each of the application questions thoughtfully and thoroughly.

Before you begin, please:

1. [Check out important dates;](#)
2. Use the grant application [Resources](#) found on our website;
3. [Make sure that your organization and project are a good fit \(eligible\) for an Impact100 SRQ grant and please understand what Impact100 SRQ will not fund.](#)
4. **The 2023 grant amount of \$109,000 is used throughout this document. The grant award amount will appear in the application. Make sure your budget accounts for the actual grant award amount.**
5. Please note: Impact100 SRQ grant recipients are required to:
 - Use funds as presented in the Initiative Budget and as described in the Budget Narrative Section
 - Provide documentation of actual expenses consistent with the amounts presented in the Initiative Budget before funds are disbursed

PLEASE NOTE: As we continue to grow and evolve, Impact100 SRQ reserves the right to change its eligibility criteria, grant application questions, and grant application instructions without notice at any time.

First step, please review the eligibility criteria on our Impact100 SRQ website. You must complete and submit this [Eligibility Form](#) by June 9, 2023 in order to receive the link to our online application. Only applications submitted using the application link sent to you by Impact100 SRQ will be considered.

Please Note:

- If you have received confirmation of your eligibility before March 21, 2023, you will receive the link to the grant application on March 22, 2023.
- If you submit your Eligibility Form after March 21, 2023, you will receive the link to your grant application once your Eligibility Form is approved.
- The application will be open between March 22, 2023, and NOON EST, June 14, 2023.
- Once the application is open, you can either enter or cut and paste your responses into our online application.

If you have questions about the process or instructions, get them answered during our Zoom office hours. April's office hours will be focused on required financial and budget information. Click on either of the links below to register.

Tuesday, April 11, 2023 4-5PM

https://mms.impact100srq.org/members/evr/reg_event.php?orgcode=ISRQ&evid=36582693

Thursday, April 13, 2023 12-1PM

https://mms.impact100srq.org/members/evr/reg_event.php?orgcode=ISRQ&evid=36581471

Let's get started!

In this document:

All application titles and questions appear in purple

Instructions appear in black

Tips are italicized

Impact100 SRQ 2023 Grant Application

* All fields marked by an asterisk must be filled in prior to application submission. **Only complete applications will be reviewed. So, please be sure to upload all requested documents and make sure that your budget reflects the Impact100 SRQ grant amount available.**

Legal Name of Organization*

Enter the name of the organization that will receive the funds if a grant award is awarded.

Organization Also Known As Name, if applicable

If you do business under another name, [doing business as (dba)], please enter that name here. If not, please leave blank.

Initiative Title*

Put the name of your Initiative here. The title of your Initiative should be brief, clear, descriptive, and memorable to help reviewers easily recall it.

TIP: Initiative means project. Try to make this a compelling title that makes your application stand out from the others. Of course, your title should make sense to anyone who reads it. Test your title out with friends or people who don't know about your project to make sure they understand it.

To complete the next three responses, you will have to refer to the five Focus Areas we organize our applications into for review. They are:

Arts, Culture & History: High impact initiatives that cultivate, develop, enhance, or preserve the artistic, cultural, and historical character of Sarasota and/or Manatee Counties.

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

Environment & Recreation: High impact initiatives that restore, revitalize, or enhance the environment and/or create or improve recreational opportunities in Sarasota and/or Manatee Counties.

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

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

To complete the next three responses, please, use the dropdown menus to select your first, second, and third choices of Focus Area Committees that are best aligned with your Initiative.

Initiative Focus Area - First Choice*

Select the Focus Area Committee to review your Initiative.

Initiative Focus Area - Second Choice*

Please select a different Focus Area than you chose for your first choice.

Initiative Focus Area - Third Choice*

Please select a different Focus Area than you chose for your first and second choice.

I. EXECUTIVE SUMMARY* Limit 350 Words

Provide a clear overview of the Initiative, answering the 8 questions specified in the Instruction Booklet. (The 8 questions are listed below)

TIP: Please complete this Executive Summary after you have answered all the application questions.

Please provide concise responses to the questions below to create your Executive Summary. Use no more than 350 words.

1. What is the mission of your organization?

2. What is the problem/need you are addressing and what is the data that supports the need?

TIP: Be concise. We want to know what need you have identified and how you know it's a need.

3. What specific population will you serve?

TIP: We don't want general census demographics. We do want you to be specific about who or what your initiative will impact. Who or what are the elements of the community, the audience, environment, demographics and/or number of people you plan to impact?

4. What is your plan?

TIP: Use this question to describe what you intend to do to address the problem or need. For example, expand your program services or renovate a building. Be sure to also describe how you propose to address the problem or need.

5. What is the high impact? Include the qualitative and quantitative differences/gains to be made as you implement your project.

TIP: Please be sure to communicate the difference or gain your project will make. Will your initiative reach a new audience, an expanded audience, and/or deepen or broaden existing program impact? Please include what tools you will use to measure your project and how you will record the impact.

6. What is your plan to sustain this Initiative beyond the 24-month funding period?

TIP: We are interested in knowing that the projects we fund will have a life beyond the 24-month funding period.

7. What will the Impact100 SRQ grant fund?

TIP: Explicitly summarize what the Impact100 SRQ grant funds will be spent on.

8. How is your organization well-poised to carry out this Initiative?

TIP: Tell us what experience your organization has had that prepares you to successfully implement your proposed project.

TIP: Ideally your executive summary will read something like this:

In order to better support our mission to [mission of organization] we know that if we engage in [summary of proposed project design] we can address [summary of the need or problem] of [summary description of specific population/environment to be served] as a means to achieve [high impact to be gained]. In order to implement this Initiative, we are asking for \$109,000.00 to [partially/totally] fund [specific capital and/or program activities to be funded]. We will reach [x number of people which represent y percent of the population in need]. We will measure the high impact of our program through [progress measurement methods]. Our initiative will be sustained beyond the 24-month funding period through [funding plan, impact/outcome longevity]. [The funds for the balance of the project above and beyond what is being requested from Impact100 SRQ [how the rest of the project will be funded.]] We are well poised to carry out this project [why this is a viable initiative for your organization to take on].

Is this a Collaborative Application with another Nonprofit Organization?*

Select yes or no from the dropdown menu

If you answered " "Yes", please address the additional questions later in the application.

If you are not partnering, then select "No".

If you are partnering with another nonprofit, one of you is the lead agency and the other is your partner. Each of you must have defined roles and responsibilities to achieve the goals of your combined high impact project. The lead agency must be responsible for managing the grant funds. Both agencies must sign and submit a Memorandum of Understanding (MOU), which will define and guide your partnership. If all of this is agreed upon, then you may apply collaboratively. Select "Yes" here.

If you answered "Yes", please address the additional questions later in the Application. You will be asked to supply:

- Collaborating Applicant's Organization Name*
- Collaborating Applicant's Website*
- Collaborating Applicant Contact's First and Last Name*

- Collaborating Applicant Contact's Title*
- Collaborating Applicant Contact's Phone Number*
- List of Collaborating Applicant's Current Board of Directors*
- Collaborating Applicant IRS 501 (c) 3 Determination Letter*
- Collaborating Applicant's EIN Number*
- Two Years of Complete Financial Statements, including Statement of Activities and Statement of Financial Position, Audited if available*
- Interim Financial Statements through March 31, 2023, including Statement of Activities and Statement of Financial Position*
- Form 990 for the past two fiscal years
- Current Fiscal Year Operating Budget*
- Year-to-Date Actual vs Budgeted Statement of Activities*
- Memo of Understanding*

II. INITIATIVE DESCRIPTION

This is your opportunity to clearly describe the project you are proposing in concise yet thorough detail. Provide sufficient detail so that the reviewers understand the depth and breadth of your proposal. Your proposal needs to have high impact and reflect the Six Elements of a High Impact Initiative, which are:

1. Addresses an important community need
2. Addresses the issue in depth
3. Designs an effective way to get a desired result
4. Delivers to a significant portion of the affected community
5. Commits to defining, supporting, measuring, and reporting the differences being made in the long haul
6. Operates in a way that adds value to all constituents involved

Elaborate on the important community need that you are addressing and the data that supports this need. * Limit 300 Words

Describe what the need is for the program and/or capital elements in your proposal and how you know there is a need (wait list, homeless count, survey, etc.) Be sure to include who, how many, and in which counties they will be served.

Elaborate on the proposed high-impact Initiative to meet this need. * Limit 250 words

Outline how and why you have designed your program to meet the need you defined above. What are your project goals? Include the high-level actions you will take and the high impact those actions will have on the population to be served. Are you hiring staff? Are you

building a building? Are you buying equipment or supplies? Are you creating a referral process? Are you expanding an existing program? If so, how will the expansion enable you to better meet the need you've defined? Are you launching a new program? How will the new program help to meet the need? Use the Intent to Impact Training that you attended or viewed online at Impact100 SRQ Resources to guide your response.

Is your initiative a clearly defined expansion of an existing program? * Yes/No

Select "Yes" or "No" from the dropdown menu

If you select "Yes" you will be required to answer the following question:

What is/are the program(s) you are expanding and what is the significance of this expansion, both quantifiably and qualitatively? * Limit 200 words

Be sure you clearly explain how much more you will be able to accomplish and in what ways if you implement this expansion. Reviewers are looking for specific numbers here.

TIP: Please don't just say something like it will be a significant expansion. Rather include information in a way that clearly explains the expansion like in the examples below:

- We will expand our family stabilization program by building a new food pantry in the census tract where we've identified residents experiencing high rates of food and housing insecurity. Sixty households, (80%) of the 75 precariously housed families living there will make use of the pantry will be able to apply their income to rent rather than food.*
- Harnessing the highly effective national model of Target Mental Health, we will expand our counseling program to address the needs of the 50 single parents whose struggles with substance abuse present the greatest barrier to their reunification with their children. This expansion will double the number of adults we are able to serve and will result in no fewer than 37 parents (74%) demonstrating reduced/eliminated substance abuse issues. These 37 parents will be able to return to Family Court with proof of their on-going sobriety, improved social network, and newly learned coping skills, which are all critical parts of being able to make a successful case for reunification.*
- Expanding our Save the Seas program to include seven additional estuaries off the coast of Sarasota and Manatee Counties that have exhibited chronic red tide blooms, will help prevent red tide and support a wider variety of plant and animal life. In these seven estuaries, *Karenia brevis* cells/liter will remain below low (> 10,000-100,000/liter) levels, sea grass meadows will exhibit stabilization or growth in their physical dimensions, and no fish kills will occur during the 24-month grant period.*

How will the population you serve, your organization, and the community at large benefit from the gains? * Limit 250 words

Elaborate on the qualitative and quantitative differences/gains to be made as you implement your project. How many people will be impacted by your new program, or how many more people will be impacted by your expanded program? What kinds of gains will they experience that they wouldn't have otherwise without participation in your program? How will the gains those served experience relate to benefits to your organization? How will the gains those served experience relate to benefits to the larger community?

TIP: This is the "so what?" of it all that justifies the cost with clearly explained benefits. It closes the loop on why your project, as designed will get the desired results. Here is how the first example above might elaborate on the gains their program provides:

Stabilizing the housing of 75 precariously housed families will reduce the incidence of adverse childhood experiences (ACEs) known to cause physical and mental health problems later in life. Also, with stabilized housing averting their childhood homelessness, children in these families will be less likely to experience adult homelessness. Our organization will meet its goal of creating stronger communities by helping an entire neighborhood to grow and thrive. The people living in the neighborhood will have reduced commute time to the places they work. Our community will benefit from having skilled workers available to provide a range of consumer services.

What counties will the Initiative benefit? *Sarasota, Manatee, Other

Check all that apply:

- ☐ **Sarasota**
- ☐ **Manatee**
- ☐ **Other**

If you check "Other" you will be asked to answer the following question:

What other Counties will the Initiative benefit and how will this benefit compare to the benefit to Sarasota and/or Manatee Counties? *

Please explain the proportion of people who will make gains in each of the counties served.

What measurements will you track to ensure the benefits are realized? * Limit 250 words

Clearly state which measurement tools you will use to track the gains the population/environment you serve will make. Explain why the type of tool you selected will

accurately measure the high impact being experienced. Capital projects should also be measured by the impact the project has on a population/environment.

Activities, Key Resources, and Timeframe of the Initiative

What actions will be taken to implement this high impact Initiative? When will they be taken, by whom, and in what way? * Limit 300 words

Here is where you provide the details of your proposed high impact initiative described above. Clearly explain what needs to be done to get your project ready to go. What are the activities you will engage in once the groundwork has been laid? Include who will do what, when, how, where, and the anticipated results.

Tip: For example:

- Target Mental Health program director is hired in month one
- Initiative sustainer agreements will be secured by month two
- Eligible participants will be contacted by email in month one, phone call in month two, and text follow-up in month three
- Eligible participants will complete pre-survey during month four
- Eligible participants will attend virtual single-parent networking event in months five and six
- A new van will be purchased in month six
- Van provides weekly transport of 50 single parents from Venice to counseling sessions and networking events, and parents provide weekly attendance and check-in reports during months seven through eighteen
- 37 parents have court dates set by month nineteen
- Parents will complete program surveys will during months 20-22
- Data from surveys will be analyzed and program will be adjusted accordingly in month 23.
- Target Mental Health sustainer meeting will be held and continuation funds secured in month 23
- 24 parents will have a reunification date set and 13 parents will have increased contact with their children by month 24

When does the planned Impact100 SRQ funding of the Initiative begin? *

Select the date from the calendar.

The Impact100 SRQ grants will provide funding for Initiatives during a 24-month period beginning on the grant award date.

When does the planned Impact100 SRQ funding of the Initiative end? *

Select the date from the calendar.

The Impact100 SRQ grants will provide funding for Initiatives during a 24-month period beginning on the grant award date.

Initiative Sustainability

Describe how the effects of the Initiative and the Initiative itself will live on beyond the 24-month funding period. * Limit 250 words

Please detail how funding and program gains will be sustained. Explain your plan for supporting the continuation of your project and how the high impact will be maintained.

III. ORGANIZATION ABILITY TO IMPLEMENT

How have you historically provided services to your clientele and what makes you well qualified to implement this Initiative? * Limit 200 words

Please describe your history of successful project implementations. Also, please provide a particularly good example of a high-impact result generated by a project you have implemented. You may want to include Board and/or Staff expertise and how the methods and models you or others have previously used have demonstrated success.

How many employees does your organization have?*

Provide number of full and part-time employees.

How many volunteers does your organization have?*

Provide number of volunteers.

IV. BUDGET AND SUPPORTING FINANCIAL INFORMATION

****Note – The term “Initiative” used in this section has the same meaning as the term “Project” used in other parts of the Impact100 SRQ application.****

[Link to Initiative Budget Form*](#)

You must click on the link for the 2023_InitiativeBudgetForm in the online application in Submittable to complete the required budget.

This Form must be filled out and uploaded to your application for you to be eligible to receive an Impact100 SRQ grant. The Excel file should open automatically on your computer. You should download it so you can work in it. There are three tabs within the workbook with examples, one with instructions, and one for you to complete.

You should save your final version as a PDF file to upload it to the application.

The Initiative Budget Form is an Excel spreadsheet containing 5 tabs:

- The first tab includes detailed instructions to complete the form. The same instructions are included in this instruction book as well.
- The second tab is the spreadsheet to be completed as part of your application to Impact100 SRQ.
- The third tab is an example of an initiative with capital expenditures.
- The fourth tab is an example of an initiative with staff included in the budget.
- The fifth tab is an example of an initiative that has a cost greater than the Impact100SRQ grant amount.

Please review before completing the Initiative Budget worksheet. The following line numbers correspond to the Initiative Budget Form on Tab 2 of the Excel file.

PROPOSED INITIATIVE BUDGET

Line 5 - Enter Organization's Name

Line 6 - Enter Initiative Title

Line 7 - Enter Initiative Budget Period

If the Initiative expenses are equal to the grant amount, these dates should match the start and end dates in your application.

If the Initiative expenses are greater than the grant amount, these dates may fall outside the 24-month period.

Line 10 - 'Allocated to Impact100 SRQ' must total the Impact100 SRQ Grant Amount
SOURCE OF FUNDS TO SUPPORT INITIATIVE

Lines 12 -30 - Sources of Funds to Support Your Initiative

If your initiative is equal to the Impact100 SRQ grant amount, you do not need to enter any additional information in Lines 12-30. The spreadsheet already includes the 2023 Impact100 SRQ grant amount as pending revenue.

If your initiative is more than the Impact100 SRQ grant amount, indicate if the additional funds are Committed (report in Column D) or Pending (report in Column F) in the

appropriate category. Revenue categories are Government Grants, Corporations, Private Grants, Individuals, Program Revenue, In-Kind Contributions, Other.

For applications with budgets that are more than the Impact100 SRQ grant amount, see Budget over Grant Example tab. Insert rows as necessary in any of the revenue categories.

Use Column L (Notes) to share additional comments. Sample notes are included on the Budget Over Grant Example tab.

INITIATIVE EXPENSES

Lines 34-98 - Initiative Expenses

Enter the expenses for your initiative in the corresponding categories on the Initiative Budget. If you have an expense that does not fit in a listed category, use Other.

If your initiative budget is equal to the Impact100 SRQ grant amount, enter all expense amounts in Column H (Allocated to Impact100 SRQ). The total expenses should equal the amount of the Impact100 SRQ grant amount.

If your initiative budget is more than the Impact100 SRQ grant amount, allocate your expenses so the portion of expenses to be covered by the Impact100 SRQ grant amount is reported in Column H (Allocated to Impact100 SRQ). Allocate the additional expenses in Column J (Non Impact100 SRQ Expenses).

Use Column L (Notes) to share additional comments. Sample notes are included on the Example tabs.

Additional rows may be inserted.

Save the completed version of this document as a PDF file. Rename the file as: (Your Organization's Name) 2023 Initiative Budget.

Upload the PDF version of your Initiative Budget via the upload link in the application.

What is the total of the Initiative Expenses? *

Select either:

Impact100SRQ Grant Amount of \$109,000 (Use this if the amount of your request is exactly the same as the amount of Impact100SRQ grant award funds available.)

More than Impact100 SRQ Grant Amount of \$109,000. (Use this if the amount of your request is greater than the amount of Impact100SRQ grant award funds available.)

Describe in a narrative format each line item requested in the Initiative Budget. * Limit 500 words

Your Initiative Budget narrative should be consistent with the details shown in the spreadsheet. It is designed to give your organization the opportunity to give context and explain the various line items shown in the template. Your Budget Narrative should also allow the reviewers to fully understand the details of your budget.

If any expense is over \$10,000, attach a bid or quote. (Attach up to 15 .pdf files)

Bids or quotes must be dated after January 1, 2023

Provide documentation from third parties for any individual expense in your Initiative Budget with a cost of \$10,000 or more. Accepted types of documents include, but are not limited to:

- written vendor quote or bid
- screen shot of price of an item
- vehicle window sticker, online MSRP or dealer quote

Most important is that the information provided comes from a third party and is not generated by the nonprofit applicant. Only one bid or quote is required for individual expenses greater or equal to \$10,000. If you have more than one bid or quote, please provide them.

Does the Initiative include a renovation or capital improvement to property?*

Select "Yes" or "No"

If you selected "Yes" then answer:

Do you own or have a written lease for a minimum of 5 (five) years for the land/building where this Initiative will take place?*

Select

"Yes- we own the land/building"

"Yes- we have a written lease, contract or agreement for a minimum of 5 (five) years"

"No"

If you select "Yes- we have a written lease, contract or agreement for a minimum of 5 (five) years" then

Upload the written lease, contract, or agreement here. (Attach up to 5 .pdf files)

If you selected, **"If the Initiative is a renovation or capital improvement to property that requires construction,"** if available, attach applicable proposals, contracts, site plans,

zoning permits, etc.” then upload construction docs, attach applicable proposals, contracts, site plans, zoning permits, etc. (Attach up to 15 .pdf file(s).

If you select “**More than Impact100 SRQ Grant Amount of \$109,000**” the subsequent question appears:

Since the Initiative Expenses are more than the Impact100 SRQ Grant Amount, describe the other sources of funds that will be used to cover the additional expenses, whether they are Committed or Pending, how you plan to secure the additional Pending funds and the anticipated timeframe to secure them.

Provide specific detail for all funds required to complete your initiative that are more than the Impact100 SRQ grant amount. Indicate if the additional funds are committed or pending. If the funds are committed, please provide supporting documentation below. Supporting documentation can be, but is not limited to:

- documentation of Board of Directors meeting indicating board designation of additional funds
- letter of commitment from a third-party funding source
- copies of checks for committed funds already received
- in-kind contributions – letter from third party providing in-kind goods and/or services
- fundraising campaign – a status of the campaign (i.e., fundraising goals, funds collected to date, pledges to date)
- if matching funds available – a letter from third party indicating the source of the matching funds

If funds are Committed, please provide supporting documentation (with upload link).

* (Attach up to 15 .pdf files)

Supporting Financial Information:

Upload all required documents.

Two Years of Complete Financial Statements including Statement of Activities and Statement of Financial Position, Audited if available*

Provide two years of complete annual financial statements, audited if available. If audited, provide the entire audit report, including notes.

Interim Financial Statements through March 31, 2023, including Statement of Activities and Statement of Financial Position*

Provide interim financial statements from the date of your year-end through March 31, 2023. Provide both a Statement of Activities and a Statement of Financial Position for this time period.

Form 990 for the past two fiscal years

Provide the two most recent completed Form 990s.

Current Fiscal Year Operating Budget*

Provide the current year operating budget.

Year-to-date Actual vs Budgeted Statement of Activities*

Provide a current year report showing actual vs budgeted activity through March 31, 2023.
If you have more current information, please provide it.

V. GENERAL INFORMATION

Please be sure to complete every field below as completely as possible.

Website*

Street Address, City and Zip Code*

Site Visit Address, if different from above

Counties Applicant Serves*

If "Other" is checked, a subsequent question asks what other Counties do you serve.

Applicant Contact Name*

Contact's Title*

Contact's Email Address*

Contact's Phone Number*

Do you have a secondary contact person?*

If yes,

Secondary Contact's Name* Secondary Contact's Title*

Secondary Contact's Phone Number*

Secondary Contact's Email Address*

Executive Director/Chief Executive Officer*

Executive Director/CEO's phone number*

List of Current Board of Directors (file attached)*

Do you carry general liability or director/officer liability coverage? If not, please explain why.*

Do you have an anti-discrimination policy? If not, please explain why and what practices you have in place to ensure your organization does not discriminate.*

Please upload an organization logo that can be used if you are selected as a grant finalist. *

Upload any other supporting documentation here.

Upload IRS 501 (c) 3 Determination Letter*

**If necessary, provide further explanation regarding the answers previously provided.
Here's your opportunity to let us know anything you think is important to explain.**

☐ **I certify that the Executive Director/Chief Executive Officer has thoroughly read and approves the content of this Application.* When this box is checked it is an assurance that, regardless of who has prepared the application, the ED or CEO has full knowledge of the initiative and the initiative budget.**