



2024 Grant Application Instruction Guide

Thank you for your interest in applying for an Impact100 SRQ grant. We hope this Instruction Guide will help you answer each of the application questions thoughtfully and thoroughly. **Please note: the last day to submit the Grant Application is July 17, 2024 at 12 NOON Eastern Time.**

To begin, please:

- Click here to [check out important dates](#);
- Click here to use the grant application [Resources](#) and [Grant FAQs](#) found on our website [Impact100 SRQ.org](#);
- Make sure that your organization and initiative are eligible for an Impact100 SRQ grant and understand what Impact100 SRQ will not fund by clicking here to review our [Grant Eligibility Guidelines](#). Click here for the [2024 Grant Application Eligibility Form](#), which must be **completed and submitted no later than July 8, 2024**.
- If your eligibility to receive the Grant Application is confirmed, you will receive an email with the link to our Submittable application system where you will find the application. Only applications submitted using the application link sent to you by Impact100 SRQ will be considered. The Grant Application will be available starting **April 17, 2024**. If your eligibility is confirmed before April 17, 2024, you will be notified of your confirmation, but you will not receive the link to the Application until that date. On April 16, 2024, we will announce our 2024 Giving Year membership numbers which will determine how many Grants we will award and each Grant's dollar amount. The last day to

submit the Grant Application is **July 17, 2024 at 12 NOON Eastern Time.**

- During the application review process, communications from us will be directed via the Submittable system to the individual who submitted the application. You will see these messages in your Submittable account and as an email.
- **Impact100 SRQ reserves the right to change its eligibility guidelines, grant application questions, and grant application instructions without notice at any time.**

Guidelines for completing the application

- The application consists of 10 sections:

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- You can either enter text or cut and paste your responses into our online application. There are limits on the number of words you can use to answer each question. Please don't feel compelled to use the full allotment of words if you can completely answer the question with fewer.
- The Executive Summary, by definition, may include information you will elaborate on elsewhere in the Application. Other than this summary overview, it is not necessary to repeat information in more than one section of the application.
- The 2024 grant award amount is \$109,500. Ensure your budget equals the exact Impact100 SRQ grant award amount.
- Impact100 SRQ grant recipients are required to:

- Use funds as presented in the Initiative Budget Form and as described in the Budget Narrative section.
- Provide documentation of actual expenses consistent with the amounts presented in the Initiative Budget Form before funds can be disbursed.
- If you have questions about the process or instructions, please email grants@impact100srq.org. Alternatively, you can join one of our Office Hours on Zoom or at an in-person training session.
- Office Hours (all Zoom)
 - Tuesday, April 30, 2024 1:00 PM **
 - Tuesday, May 7, 2024 12:00 Noon
 - Tuesday, June 4, 2024 12:00 Noon
 - Tuesday, June 18, 2024 4:00 PM
 - Tuesday, July 9, 2024 12:00 Noon
- Training

DATE	TIME	LOCATION	CITY
Wednesday April 24 2024	10:00AM	Zoom**	
Tuesday, May 14	9:00AM	Braden River Library	Bradenton
Tuesday, May 21	9:00AM	Gulf Coast Community Foundation Center	Venice
Wednesday, June 5	9:00AM	Gulf Coast Community Foundation Center	Sarasota

**The Training on April 24, 2024 and the Office Hour on April 30, 2024 will address questions about the Budget Initiative Form and the required financial documents.

To register for any of these events, please click here for the [Calendar of Events - Impact100 SRQ](#).

In this document:

All application sections and questions appear in purple.

Instructions appear in black.

Tips and examples are italicized.

Impact100 SRQ 2024 Grant Application

All fields marked by an asterisk * must be filled in prior to application submission. Only complete applications will be accepted and reviewed. Please be sure to upload all requested documents and make sure that your budget reflects the exact Impact100 SRQ grant amount announced for 2024.

Legal name of organization *

Enter the name of the organization that will receive the funds if a grant 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 this section blank.

Name to be used in our communications if selected as a Finalist, if different than legal name.

Enter the name you would like us to use in communications such as press releases, signage, and public remarks if you are selected as a Finalist.

Organization’s mission statement *

We ask this to help us understand how the initiative fits with your mission.

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 understand it and recall it.

To complete the next two responses, please refer to the five Focus Areas which are how we organize our applications for review and the categories for the Grant Awards. 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 & Animal Welfare: High impact initiatives that conserve, restore, or improve the natural environment, provide enhanced recreational opportunities, or promote the welfare of animals 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.

Use the dropdown menus to select your first and second choices of Focus Area that are best aligned with your initiative.

Initiative Focus Area - first choice *

Please select the Focus Area that is most closely aligned with your initiative, not necessarily your organization’s mission.

Initiative Focus Area - second choice*

Please select a second Focus Area that is also aligned with your initiative.

Each year we review the distribution of applications among our five Focus Areas to avoid an uneven distribution and provide more balance for applicants and members, using an Impact100 SRQ policy established for this purpose. If certain conditions are met, applications may be moved from the applicant's first choice to second choice. Such situations are rare, and the policy requires that there be a random selection among applicants who clearly align with their second choice Focus Area.

Is this initiative a collaboration with another nonprofit? *

Select "yes" or "no" from the dropdown menu.

If you are partnering with another nonprofit, one is considered the lead organization and the other is the partner. Since you are completing this application, you are assumed to be the lead organization in the collaboration. Each of you must have defined roles and responsibilities to achieve the goals of your combined initiative. The lead organization must be responsible for managing the grant funds. Both organizations 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 and complete the additional information about your collaborating applicant in Section X.

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

I. EXECUTIVE SUMMARY * (Limit 350 words)

TIP: It may be easier to complete this Executive Summary after you have answered all the application questions. Please be clear and concise here. You have the opportunity to elaborate in the other sections.

Provide our reviewers with a brief, memorable snapshot of your initiative, including an overview and how the Impact100 SRQ grant funds will be spent. Please touch on the following:

- 1. Initiative Overview** – Clearly, but briefly, describe the transformational initiative you are proposing.
- 2. The need you are addressing, the measurable results you expect and how your initiative will be transformational for the community or population served. (Impact)**

This is all about the significant qualitative and quantitative differences your initiative will make for the community as a whole and/or the target population you intend to serve. We want to know how significant the need is, what difference or gain your initiative will make (on whom or what) and what tools you will use to measure your impact.

3. Your organization's ability to deliver the expected results (Viability)

Briefly describe the steps you will take to address the problem or need.

4. Your organizational commitment to fund and support the initiative after the Impact100 SRQ funds are used (Sustainability)

We are interested in knowing your plan to continue the initiative beyond our funding period because Impact100 SRQ funds initiatives that make meaningful long-term change. While funding is certainly an important part of sustainability, other resources such as board commitment, staffing, etc. are also critical and should be part of your plan.

5. How the Impact100 SRQ grant funds will be spent and how they will contribute to the achievement of the expected outcomes. (Ensuring Impact100 SRQ's good stewardship of our members' funds).

Summarize what the Impact100 SRQ funds will be spent on and how meaningful our funds will be to the success of the initiative. Then explain how our funding in particular will help you achieve the outcomes you hope to achieve. If the total initiative expenses are greater than the Impact100 SRQ funding, explain how the additional funds will be obtained.

EXAMPLE: Your executive summary could read something like this:

With our history of serving (description of population), our organization recognizes (the important need...). This proposed initiative will (build..., expand... offer....)to address this need. To implement this initiative, we are asking for the Impact100 SRQ grant to fund (summary of itemized budget). This funding is essential for the achievement of these outcomes because... The funds for the balance of the initiative, above and beyond what is being requested from Impact100 SRQ, will be obtained by...to ensure its successful implementation. We expect the initiative will yield (expected gains on the number of the population in need), and we will measure these gains (in this way). To achieve this, we will (take the following steps). Our initiative will be sustained beyond the 24-month funding period through [funding plan, impact/outcome longevity].

II. INITIATIVE DESCRIPTION

Clearly describe the need you are addressing, the target population, your transformational initiative and how it advances your mission in concise yet thorough detail. Provide sufficient information for the reviewers to understand the depth and breadth of your proposal.

What is the important community need that you are addressing? Provide the data and other facts that support this need. * (Limit 200 Words)

Describe the target population for this initiative with supporting statistics about that population* (Limit 200 words)

Tell us something about who and how many you intend to serve with this initiative as well as the pertinent demographic information about this population or community.

Clearly describe in detail the transformational initiative you propose to meet the defined need and how it advances your organization's mission. * (Limit 350 words)

Describe your plan to address the need you defined above, its significance as a means of addressing the need, and how it is consistent with your mission. Explain how and why you have designed your initiative the way you have. Provide sufficient detail so that the reviewers understand the depth and breadth of your proposal. You will have an opportunity to describe your implementation plan in Section IV below.

What counties will the initiative benefit? *

Initiatives we fund may provide benefit to several counties, but their primary focus must be Sarasota and/or Manatee Counties. This question asks you to identify the counties you intend to serve with this initiative by checking boxes. If you check the "Other" box you will be asked to name the other counties that will be served and tell us approximately what proportion of the benefits will go to these counties.

In what way will the proposed initiative change what you do today? *

This question is intended to give us a basic understanding of the transformational change you are hoping to achieve. You may check all the boxes that apply to your initiative then provide more detail about each one you checked (limit 50 words for each one checked).

- **Will increase the population or component of the community that we currently serve. Specifically, for each population or component of the community that you currently serve, how many more will be served?**

EXAMPLE: We will expand our adult counseling program to provide services to 50 additional single parents. This represents a 100% increase in the number served.

- **Will expand our current program services to a different population or component of the community. Specifically, what different population or component of the community will be served that you are not serving today and how many will be served?**

*EXAMPLE: We are expanding our Save the Seas program to include seven additional estuaries in the Gulf of Mexico off the coast of Sarasota and Manatee Counties that have exhibited chronic high red tide blooms (>1,000,000 *Karenia brevis* cells/liter).*

- **Will broaden the type of program services beyond what we currently provide. Specifically, what will be the new program service(s) that you do not currently provide and how many will be served?**

EXAMPLE: We will expand our family stabilization program by building our first food pantry to be located in a 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 improve the effectiveness of our current program services by improving outcomes. Specifically, what improvements do you expect and how many will be impacted?**

EXAMPLE: The 100 ft. flyway we plan to build will allow us to provide more effective rehabilitation of the 300-400 birds of prey we treat each year resulting in a 25% improvement in the number of healthy birds returned to the wild.

III. IMPACT

Impact100 SRQ funds transformational initiatives that address a need, demonstrate measurable results, and broadly and/or deeply benefit the community or population it serves. If you are selected as a Grant Recipient, we will use this information to update our members on the impact of your initiative.

TIP: This is your chance to clearly explain the benefits of your initiative. Tell us what difference your initiative will make and how significant it will be.

What are the expected short-and long-term outcomes for the population served and/or the community at large? * (Limit 250 words)

Describe the qualitative and quantitative changes/benefits to be made as you implement your initiative.

EXAMPLE: We have one Client Coordinator who works with the unemployed to provide life skills development and basic mental health support. This program has been successful as 35% of the participants obtain employment within two months and maintain it for at least six months. By tracking the program's results, we have concluded that the results would double if we enhanced the program by hiring a new employee to engage with the participants after they have completed the original program to reinforce and sustain their learnings. Each year 250 clients participate in the program. Doubling the success rate from 35% to 70% would result in an additional 87 participants every year obtaining employment that is maintained for at least 6 months.

Please explain why these outcomes will be transformational and make a significant difference (on whom, how many and/or to what depth?) * (Limit 250 words)

How will your initiative change the trajectory for the population or community you serve? How many or how much will be changed and how deep is the change? What

benefits will it provide that your target would not have otherwise experienced? Is there benefit to the broader community?

EXAMPLE: Transitioning from unemployment to steady employment will be transformational for each year's 87 participants and their families. Their employment will ensure security from a steady and reliable income; an improved sense of pride, identity and personal achievement; expanded social networks and an opportunity to develop new skills. In addition, the benefits will positively impact the participant's family members and community. If the participants continue to practice the skills that they learned from the program, the transformational benefits will be sustained in their future years.

What data and/or metrics will you use to demonstrate measurable outcomes? * (Limit 200 words)

EXAMPLE: We will use a number of metrics to measure the success of the program's outcomes. The primary metric is the one we use currently, the percent of the participants who obtain employment within two months and maintain the employment for at least 6 months. In addition, for the 65% of the participants who do not currently meet the program's metric of success, we track the number of times they are employed but do not maintain the employment for at least 6 months and the reason. This data informed our conclusion that we could improve the success of the program from 35% to 70% if we hired a new employee to engage with the participants after they have completed the program.

We will add metrics to measure the success of our proposed initiative. These new metrics include the number of job interviews per participant per month, the duration of each employment period and job satisfaction. We expect to see these measurements improve by 50% after the first year of the program. Also, we will incorporate participant feedback into our metrics to measure satisfaction with the program, level of self-esteem and level of family stability.

IV. VIABILITY

Impact 100 SRQ funds initiatives that demonstrate the organization's ability to deliver the expected results.

What actions will be taken to implement this initiative? When will they be taken, by whom and in what way? * (Limit 300 words)

Tell us what steps you will take to implement, their timing and who will be responsible. If representatives from other organizations will be involved with the implementation, include their responsibilities.

Please share experiences that illustrate your ability to implement this initiative. * (Limit 200 words)

Tell us what specific experience, skills, resources or other qualifications you have that give you confidence that you can successfully achieve your expected outcomes. Have you done something similar in the past? Does your Board and/or staff have specific expertise to lend to the initiative? Are there proven models you can follow?

V. SUSTAINABILITY

Impact100 SRQ funds initiatives that demonstrate the organizational commitment to fund and support the initiative after the Impact100 SRQ funds are used.

Describe in detail your plan to provide the organizational support and necessary funding to sustain the proposed initiative after the Impact100 SRQ grant is fully expended.* (Limit 250 words)

This is your “forward plan” which is important because a truly transformational initiative lives beyond the two-year grant period and requires the commitment of staff, funding, and other resources to ensure its long-term success.

EXAMPLE:

Our strategy for perpetuating the initiative is multifold. We will use our new branding strategy “being good means doing good” for exposure to a much larger audience in the community. This will expand the pool of introductory donors as brand recognition becomes embedded in the community. Our partnership with the Foster Family Trust will generate

matching gifts up to \$500 each when donors give through the Trust. Our development team will employ a customized major donor campaign specifically focused on this initiative for gifts over \$5,000. They will also research and submit grant applications for this initiative to new private, community and corporate foundations.

VI. STEWARDSHIP

Impact100 SRQ funds initiatives that ensure we will be good stewards of the dollars with which we have been entrusted by our members.

For the total expenses allocated to Impact100 SRQ for funding, explain how they will contribute to the achievement of the expected outcomes.* (Limit 150 words)

What difference will our funding make to achieve the initiative's impact? If the initiative expenses are greater than the Impact100 SRQ grant amount, address your answer to the expenses allocated to Impact100 SRQ for funding.

VII. TIMEFRAME, BUDGET AND SUPPORTING FINANCIAL INFORMATION

Initiative Timeframe

The Impact100 SRQ grants will provide funding for actual initiative expenses incurred and paid during a 24-month period beginning on the grant award date. You will be required to submit paid invoices or other supporting documents to receive funds. All funding will be on an as-spent basis and must occur within this 24-month period.

When does the planned Impact 100 SRQ funding begin? Enter dates after January 22, 2025. *

Select your anticipated start date from the calendar. Expenses incurred or paid before this date will not be funded.

When does the planned Impact100 SRQ funding of the initiative end? Enter dates before January 22, 2027. *

Select your anticipated ending date from the calendar. Expenses incurred or paid after this date will not be funded.

Link to Initiative Budget Form*

You must click on the link for the 2024 Initiative Budget Form 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. Please download it so you can work in it. Then, save your final version as a PDF file to upload to the application.

The [Initiative Budget Form](#) is an Excel file which must be completed as part of your application to Impact100 SRQ. Formulas are embedded in the spreadsheet to assist in accurate calculations.

Three examples of specific types of Initiative Budgets are provided in the links below. If applicable, please review before completing the Initiative Budget Form. These links are also in the application.

- An initiative with [budget over grant amount](#)
- An initiative with [capital expenditure](#)
- An initiative with [staff included in budget](#)

The following line numbers correspond to the Initiative Budget Form 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 Impact100 SRQ funding 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.

- Impact100 SRQ will fund only those expenses incurred or paid by the organization within the 24-month grant cycle, following the grant award.

SOURCES OF FUNDS TO SUPPORT INITIATIVE

Line 10 - 'Allocated to Impact100 SRQ' must total the Impact100 SRQ Grant Amount

Lines 13 -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 13-30. The Budget Form already includes the 2024 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.

An example of an initiative with a [budget over grant amount](#) can be found here.

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 amount](#) example.

INITIATIVE EXPENSES

Lines 37-78 - Initiative Expenses

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

Insert rows as necessary in any of the expense categories.

If your initiative budget is **equal to** the Impact100 SRQ grant amount, also enter all expense amounts in Column H (Allocated to Impact100 SRQ).

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). Embedded formulas will automatically allocate the additional expenses in Column J (Non Impact100 SRQ Expenses). In this case, Column F (Initiative Total) will equal Columns H+J.

Applications submitted with an Initiative Total **less than** the grant amount will not be accepted.

Use Column L (Notes) to share additional comments. Sample notes are included on the Budget Form examples: [capital expenditure](#) example ** [budget over grant amount](#) example ** [staff included in budget](#) example

When finished:

Save the completed version of this document as a PDF file.

Rename the file as: (Your Organization's Name) 2024 Initiative Budget.

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

What is the total of the Initiative Expenses?

*

Select either:

Impact100SRQ Grant Amount of \$109,500 - Use this if the amount of your budget is exactly the same as the amount of Impact100SRQ grant award funds available.

More than Impact100 SRQ Grant Amount of \$109,500 - Use this if the amount of your budget is greater than the amount of Impact100SRQ grant award funds available. If you select this alternative, you will then be asked to answer the following additional question and provide supporting documentation for all committed funds.

Describe the other sources of funds that will be used to cover the additional expenses and whether they are committed or pending. If pending, elaborate on your specific plan and anticipated timeframe for securing them. * (Limit 200 words)

If funds are committed, attach proof of those funds.

What we are looking for is specific evidence of committed funds. Supporting documentation can be, but is not limited to:

- Documentation of Board of Directors meeting indicating Board designation of additional funds such as approved Board minutes
- 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 – 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

BUDGET NARRATIVE * (Limit 500 words)

Describe in a narrative format each line item requested on the Initiative Budget Form, including supporting calculations for expense estimates. * (Limit 500 words)

Your Initiative Budget Narrative should be consistent with the numbers and details shown in the Budget Form. It is designed to give your organization the opportunity to provide context and explain the various line items shown in the form. Your Budget Narrative should allow the reviewers to understand the details of your budget. Therefore, it is important to explain any supporting calculations for estimated expenses. Please note:

- Impact100 SRQ will not fund general operating expenses that support the organization's current operations and programs, overhead expenses or expenses that are based on a cost allocation.
- Impact100 SRQ will fund only those expenses incurred or paid by the organization within the 24-month grant period following the grant award.

If any expense, other than Personnel is over \$10,000, attach a bid or quote from a third party dated January 1, 2024 or later. (Attach up to 15 .pdf files)

Provide documentation from third parties for any individual expense in your Initiative Budget, other than Personnel, 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.

It is critical 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. However, multiple quotes are desirable. So, if you have additional quotes, please provide them. Also, please indicate in the notes column the documentation provided for expenses greater than \$10,000.

Does the Initiative include capital improvements or renovation to property? *

Select "Yes" or "No"

If you selected "Yes" then answer:

Do you own the property? If not, do you have a written property lease or other valid written agreement that demonstrates the permission of the property owner to fully implement the initiative?

Select

"Yes- We own the land/building."

"Yes- We have a written property lease or other valid written agreement that demonstrates the permission of the property owner to fully implement the initiative."

"No"

If you select "Yes- we have a written property lease, or other valid written agreement that demonstrates the permission of the property owner to implement the initiative", then upload the property lease or agreement here. (Attach up to 5 .pdf files)

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.

If this is the case for your initiative, then upload as many of the requested items as you have, up to a maximum of 15 .pdf files.

REQUIRED SUPPORTING FINANCIAL DOCUMENTS:

Upload all required documents.

Complete Financial Statements for the past two fiscal years, including Statement of Activities (Profit & Loss) and Statement of Financial Position (Balance Sheet), audited if available *

If audited, provide the entire audit report, including notes.

Interim Financial Statements since the last completed fiscal year through March 31, 2024 or later, including Statement of Activities (Profit & Loss) and Statement of Financial Position (Balance Sheet) *

If you have more current statements than March 31, 2024, please provide them.

IRS Form 990s (if required) for the past two fiscal years

Provide the two most recent completed Form 990s.

Current Fiscal Year Operating Budget *

Year-to-date Actual vs Budgeted Statement of Activities (Profit & Loss) for the current fiscal year through March 31, 2024 or later *

Provide a current year report showing actual vs budgeted activity through March 31, 2024. If you have more current information, please provide it.

VIII. GENERAL INFORMATION

Please complete every field below as completely as possible.

Website *

Street Address, City, State, and Zip Code*

Site Visit Address, if different from above

Executive Director/Chief Executive Officer's Name and Phone Number *

How many employees does your organization have? Provide number of full and part-time employees. *

How many volunteers does your organization have? *

What counties do you serve? *

The question about counties served in Section II refers specifically to the initiative you are proposing. This question asks for all the counties your organization serves. If "Other" is checked, a subsequent question asks what other counties you serve.

List of Current Board of Directors*

Please upload the list.

Do you carry general liability coverage? (Y/N)*

(If no, please explain why not.)

Do you have Director/Officer Liability coverage, either as part of your General Liability coverage or separately? *

(If no, please explain why not.)

Do you have an anti-discrimination policy? *

(If no, please explain why not and what practices you have in place to ensure your organization does not discriminate.)

Please upload an organization logo which can be used if you are selected as a Grant Finalist.

The preferred format is a .png graphic with a transparent background. *

The only formats the Submittable system will accept are .png and .svg.

Upload IRS 501 (c) 3 Determination Letter*

Upload any other supporting documentation here.

You can upload additional documents that further describe your initiative if they are not currently available on your website.

If necessary, provide further explanation regarding the answers previously provided.

Let us know anything else you think is important to explain. Remember, **our reviewers and members' primary focus is on your grant initiative**. You can also use this box to provide further brief explanations about any answers you provided previously in the application.

IX. CONTACT INFORMATION

Primary Contact's name, title, email address and phone number *

This is the member of your organization we should contact to arrange a site visit should you be selected for one.

Do you have a secondary contact person? *

If yes, **Secondary Contact's name, title, email address, and phone number**

The member of your organization we should contact if we are not able to reach the primary contact.

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 Executive Director or CEO has full knowledge of the initiative and the initiative budget and approves the content of the application.

X. CO-APPLICANT COLLABORATION INFORMATION (if applicable)

If you answered "Yes" to the question that asked whether this initiative is a collaboration with another nonprofit organization, your partner information should be entered here. Your partner must provide the same type of general information that you provided and the same supporting financial documents. In addition, you are asked to upload the Memo of Understanding (MOU) that defines roles/responsibilities of each and guides your partnership. **If you are collaborating with another nonprofit and an MOU is not included, the application will be disqualified.**

The MOU must:

- Clearly state the roles and responsibilities each partnering organization will assume to ensure the success of the proposed initiative.
- Clearly demonstrate a meaningful partnership between MOU partners and a commitment on the part of all initiative partners to work together to achieve the stated initiative goals.
- Clearly state what each collaborating organization will gain from this combined effort.
- Clearly state that each initiative partner has reviewed the budget and is aware of the total amount being requested as well as each initiative partner's share of the total budget.

- Identify the individuals from each agency who will be responsible for implementing initiative activities and describe how they will work with other initiative staff.
- Specify the extent of each partner's participation in developing the application. List the individuals involved in planning this proposal.
- Address if - and if so, how - the proposed initiative creates the opportunity for new collaborations to form with other organizations in your community.
- Include the printed name, title and organization for the applicant and collaborating partner under each signature at the end of the MOU document.