



Deeper Dive

Nonprofit Budget Workshop

2026

Nancy Arbuckle, Impact100 SRQ Financial Review Committee Director
Sandy King, Impact100 SRQ Financial Review Committee Coordinator
Hildy Zampella, Impact100 SRQ Grant Link Coordinator

Financial Review Topics

1. Role of Financial Review Committee (FRC)
2. Initiative Budget Forms and Budget Narrative
3. Required Supporting Financial Documents
4. 2026 Funding Basics

Role of Financial Review Committee (FRC)

Impact100 SRQ members with experience in reviewing and understanding financial documents:

- Evaluate the financial health and capacity of Nonprofit to manage a \$111,000 grant
- Assess feasibility of Nonprofit Initiative Budgets and viability of sustainability plans
- Share findings with individual Focus Area Committees (FAC)
- Provide ongoing support to Grant Recipients during 2-year grant period

Initiative Budget Forms

- Source of Funds to Support Initiative
 - Committed – show documentation
 - Pending
- Initiative Expenses

Initiative Budget Form: Source of Funds to Support Initiative

Impact100 SRQ - 2026 Grant Award				
PROPOSED INITIATIVE BUDGET (SOURCE OF FUNDS) FOR:				
<i>Organization Name</i>				Impact100 SRQ funds must be used as presented in the Initiative Budget and as described in the Initiative Budget Narrative. Impact100 SRQ requires support of actual direct operating expenses that is consistent with the amounts presented in the Initiative Budget before funds are disbursed.
<i>Initiative Title</i>				
<i>Initiative Budget Period (within 24-month grant period*)</i>				
<small>*Impact100 SRQ will fund only those Initiative actions and activities within the 24-month grant period that begins when the Grant Agreement is signed by all parties. Requests for funding must be submitted within 30 days of the end of the grant period.</small>				
SOURCE OF FUNDS TO FULLY SUPPORT INITIATIVE	Initiative Total	Committed	Pending	Notes
Impact100 SRQ Grant Request	\$ 111,000		\$ 111,000	
Government Grants				
- enter budget line items -	\$ -			
Corporations				
- enter budget line items -	\$ -			
Private Grants				
- enter budget line items -	\$ -			
Individuals				
- enter budget line items -	\$ -			
Program Revenue				
- enter budget line items -	\$ -			
In-kind Contributions				
- enter budget line items -	\$ -			
Other Sources				
- enter budget line items -	\$ -			
Total - Non-Impact100 SRQ Sources	\$ -	\$ -	\$ -	
Total - All Sources	\$ 111,000	\$ -	\$ 111,000	

- Embedded formulas calculate columns and rows. *If you require additional rows, email grants@impact100srq.org for a modified form.*



Initiative Budget Form: Source of Funds to Support Initiative

Impact100 SRQ - 2026 Grant Award				
PROPOSED INITIATIVE BUDGET (SOURCE OF FUNDS) FOR:				
<i>Organization Name</i>				Impact100 SRQ funds must be used as presented in the Initiative Budget and as described in the Initiative Budget Narrative. Impact100 SRQ requires support of actual direct operating expenses that is consistent with the amounts presented in the Initiative Budget before funds are disbursed.
<i>Initiative Title</i>				
<i>Initiative Budget Period (within 24-month grant period*)</i>				
<i>* Impact100 SRQ will fund only those Initiative actions and activities within the 24-month grant period that begins when the Grant Agreement is signed by all parties. Requests for funding must be submitted within 30 days of the end of the grant period.</i>				
SOURCE OF FUNDS TO FULLY SUPPORT INITIATIVE	Initiative Total	Committed	Pending	Notes
Impact100 SRQ Grant Request	\$ 111,000		\$ 111,000	

- If the initiative is **equal to the** grant amount, no additional information is needed for the Source of Funds section.



Initiative Budget Form: Source of Funds to Support Initiative

- If the initiative is **greater than the grant amount**, indicate the additional funds in columns D (Committed) and E (Pending) by category
 - Use Column G (Notes) to share additional comments

Impact100 SRQ - 2026 Grant Award							
PROPOSED INITIATIVE BUDGET (SOURCE OF FUNDS) FOR:							
Organization Name	ABC Non-Profit			Impact100 SRQ funds must be used as presented in the Initiative Budget and as described in the Initiative Budget Narrative. Impact100 SRQ requires support of actual direct operating expenses that is consistent with the amounts presented in the Initiative Budget before funds are disbursed.			
Initiative Title	Field Trips for Seniors						
Initiative Budget Period (within 24-month grant period*)	1/21/27-1/20/29						
* Impact100 SRQ will fund only those Initiative actions and activities within the 24-month grant period that begins when the Grant Agreement is signed by all parties. Requests for funding must be submitted within 30 days of the end of the grant							
SOURCE OF FUNDS TO FULLY SUPPORT INITIATIVE				Initiative Total	Committed	Pending	Notes
Impact100 SRQ Grant Request				\$ 111,000		\$ 111,000	EXAMPLE
Government Grants							
- enter budget line items -				\$ -			
Corporations							
- enter budget line items -				\$ -			
Private Grants							
Grant from Foundation XYZ				\$ 25,000	\$ 25,000		
Individuals							
Fundraising Campaign				\$ 20,000	\$ 5,000	\$ 15,000	
Program Revenue							
Board Designated Funds				\$ 6,588	\$ 6,588		
In-kind Contributions							
- enter budget line items -				\$ -			
Other Sources							
- enter budget line items -				\$ -			
Total - Non-Impact100 SRQ Sources				\$ 51,588	\$ 36,588	\$ 15,000	
Total - All Sources				\$ 162,588	\$ 36,588	\$ 126,000	

Initiative Budget Forms

Acceptable Proof of Committed Funds

- Documentation of Board of Directors designation of additional funds
- Letter of commitment from third-party funding source
- Copies of checks for committed funds already received
- Letter from third-party providing in-kind goods and/or services
- Status of fund-raising campaign (i.e., goals, funds or pledges collected to date)
- Letter from third-party provider of matching funds



Impact100 SRQ Initiative Budget Form: Initiative Expenses

Impact100 SRQ - 2026 Grant Award				
PROPOSED INITIATIVE BUDGET (EXPENSES) FOR:				
<i>Organization Name</i>				<i>* Impact100 SRQ will fund only those Initiative actions and activities within the 24-month grant period that begins when the Grant Agreement is signed by all parties. Requests for funding must be submitted within 30 days of the end of the grant period.</i>
<i>Initiative Title</i>				
<i>Initiative Budget Period (within 24-month grant period*)</i>				
INITIATIVE EXPENSES	Initiative Total	Allocated to Impact100 SRQ⁽¹⁾	Non Impact100 SRQ Expenses	Notes
PERSONNEL: New staff allocated to the initiative				Full Payroll Costs: Include all payroll-related expenses (salaries or wages plus the full cost of employee benefits, including health insurance, applicable payroll taxes, etc.) Include the percentage of time to be spent on the initiative. If any payroll-related expenses are excluded from the expenses allocated to the Initiative, please explain how they will be funded.
-List each role/position, including % of time spent on initiative			\$ -	
			\$ -	
Total - New Staff	\$ -	\$ -	\$ -	
PERSONNEL: Existing staff allocated to the initiative				Staff Impact: Indicate whether existing staff hours and/or salaries will increase, or if current responsibilities will be reassigned. Full Payroll Costs: Include all payroll-related expenses (salaries or wages plus the full cost of employee benefits, including health insurance, applicable payroll taxes, etc.) Include the percentage of time to be spent on the Initiative. If any payroll-related expenses are excluded from the expenses allocated to the Initiative, please explain how they will be funded.
-List each role/position, including % of time spent on initiative			\$ -	
			\$ -	
Total - Existing Staff	\$ -	\$ -	\$ -	

- Enter **all** Initiative expenses under “**Initiative Total.**” This amount will automatically fill in the “Non Impact100SRQ” Expense. Once you enter the portion allocated to Impact100SRQ, it will be subtracted from the total.



Impact100™ SRQ Initiative Budget Form: Initiative Expenses

Impact100 SRQ - 2026 Grant Award						
PROPOSED INITIATIVE BUDGET (EXPENSES) FOR:						
<i>Organization Name</i>		ABC Non-Profit		* Impact100 SRQ will fund only those Initiative actions and activities within the 24-month grant period that begins when the Grant Agreement is signed by all parties. Requests for funding must be submitted within 30 days of the end of the grant period.		
<i>Initiative Title</i>		Field Trips for Seniors				
<i>Initiative Budget Period (within 24-month grant period*)</i>		1/21/27-1/20/29				
INITIATIVE EXPENSES			Initiative Total	Allocated to Impact100 SRQ⁽¹⁾	Non Impact100 SRQ Expenses	Notes
PERSONNEL: New staff allocated to the initiative						Full Payroll Costs: Include all payroll-related expenses (salaries or wages plus the full cost of employee benefits, including health insurance, applicable payroll taxes, etc.) Include the percentage of time to be spent on the initiative. If any payroll-related expenses are excluded from the expenses allocated to the Initiative, please explain how they will be funded.
Program Director- 2 years			\$ 31,000	\$ 31,000	\$ -	(\$50,000 sal + \$4,000 taxes + \$8,000 benefits) X 2 years * 25% time spent
					\$ -	
Total - New Staff			\$ 31,000	\$ 31,000	\$ -	
PERSONNEL: Existing staff allocated to the initiative						Staff Impact: Indicate whether existing staff hours and/or salaries will increase, or if current responsibilities will be reassigned. Full Payroll Costs: Include all payroll-related expenses (salaries or wages plus the full cost of employee benefits, including health insurance, applicable payroll taxes, etc.) Include the percentage of time to be spent on the Initiative. If any payroll-related expenses are excluded from the expenses allocated to the Initiative, please explain how they will be funded.
Volunteer Coordinator- part-time; will increase hours by 3			\$ 8,088	\$ 8,088	\$ -	\$18/hr X 3 hrs/wk X 104 wks) + \$600 taxes. Part-time employee; no benefits
					\$ -	
					\$ -	
					\$ -	
Total - Existing Staff			\$ 8,088.00	\$ 8,088.00	\$ -	

EXAMPLE

INITIATIVE EXPENSES	Initiative Total	Allocated to Impact100 SRQ ⁽¹⁾	Non Impact100 SRQ Expenses	Notes
NON-PERSONNEL COSTS: Itemize below				Quotes are required from third-party vendors dated no earlier than March 1, 2026 for all individual items, other than Personnel, over \$10,000
Consultant/Professional Fees				
- list specific expenses -			\$ -	
Land/Building Acquisition				
- list specific expenses -			\$ -	
Construction Costs (specify material; labor; site prep; and other costs separately)				
- list specific expenses -			\$ -	
Equipment/Machinery/Vehicle				
- list specific expenses -			\$ -	
Technology (specify hardware and software separately)				
- list specific expenses -			\$ -	
Maintenance				
- list specific expenses -			\$ -	
Office Furniture and Fixtures				
- list specific expenses -			\$ -	

- Use “Notes” for additional comments, including what documentation will be uploaded with your application

INITIATIVE EXPENSES	Initiative Total	Allocated to Impact100 SRQ ⁽¹⁾	Non Impact100 SRQ Expenses	Notes
NON-PERSONNEL COSTS: Itemize below				Quotes are required from third-party vendors dated no earlier than March 1, 2026 for all individual items, other than Personnel, over \$10,000
Construction Costs (specify material; labor; site prep; and other costs separately)				
Pole Barn for van storage	\$ 18,000	\$ 17,412	\$ 588	See quote from XYZ Contractor attached in application
			\$ -	
Equipment/Machinery/Vehicle				
10-passenger van	\$ 30,000	\$ 30,000	\$ -	See van quote attached in application and described in budget narrative
10 passenger van	\$ 30,000		\$ 30,000	
Technology (specify hardware and software separately)				
Laptop	\$ 2,500	\$ 2,500	\$ -	For new staff
Cell phone	\$ 1,000	\$ 1,000	\$ -	For new staff
Maintenance				
Van maintenance and gasoline (\$4,500/yr X 2 years), 2 vans	\$ 18,000	\$ 9,000	\$ 9,000	See budget narrative for calculation
Van insurance- 2 vans	\$ 24,000	\$ 12,000	\$ 12,000	See budget narrative for calculation

EXAMPLE

- For any single expense, other than Personnel, over **\$10,000**, upload a bid or quote to your application from a third party dated March 1, 2026, or later
 - While only one bid or quote is required, additional bids/quotes are desirable

Impact100 SRQ - 2026 Grant Award				
PROPOSED INITIATIVE BUDGET (EXPENSES) FOR:				
<i>Organization Name</i>				<i>* Impact100 SRQ will fund only those Initiative actions and activities within the 24-month grant period that begins when the Grant Agreement is signed by all parties. Requests for funding must be submitted within 30 days of the end of the grant period.</i>
<i>Initiative Title</i>				
<i>Initiative Budget Period (within 24-month grant period*)</i>				
INITIATIVE EXPENSES	Initiative Total	Allocated to Impact100 SRQ⁽¹⁾	Non Impact100 SRQ Expenses	Notes
Rent & Utilities (only new expenses, related to initiative)				
- list specific expenses -			\$ -	
Marketing/Promotion				
- list specific expenses -			\$ -	
Travel				
- list specific expenses -			\$ -	
Supplies/Services				
- list specific expenses -			\$ -	
Other				
- list specific expenses -			\$ -	
Total Non -Personnel Costs	\$ -	\$ -	\$ -	
TOTAL INITIATIVE AND ALLOCATED TO IMPACT100 SRQ	\$ -	\$ -	\$ -	

⁽¹⁾ Use this column to show the allocation of Impact100 SRQ grant funds. The total must equal the amount of the Impact100 SRQ grant: \$ 111,000. Column C (Initiative Total) will be identical to Column D (Allocated to Impact100 SRQ) if the total project budget is exactly the same as the grant amount.

- For budgets **equal to** the grant amount, enter all expense amounts under **“Allocated to Impact100SRQ.”**
 - Total **MUST** equal the Impact100 SRQ grant amount of \$111,000

Impact100 SRQ - 2026 Grant Award					
PROPOSED INITIATIVE BUDGET (EXPENSES) FOR:					
<i>Organization Name</i>		ABC Non-Profit			* Impact100 SRQ will fund only those Initiative actions and activities within the 24-month grant period that begins when the Grant Agreement is signed by all parties. Requests for funding must be submitted within 30 days of the end of the grant period.
<i>Initiative Title</i>		Field Trips for Seniors			
<i>Initiative Budget Period (within 24-month grant period*)</i>		1/21/27-1/20/29			
INITIATIVE EXPENSES		Initiative Total	Allocated to Impact100 SRQ⁽¹⁾	Non Impact100 SRQ Expenses	Notes
Marketing/Promotion					
- list specific expenses -				\$ -	
Travel					
- list specific expenses -				\$ -	
Supplies/Services					
- list specific expenses -				\$ -	
Other					
- list specific expenses -				\$ -	
Total Non -Personnel Costs		\$ 123,500.00	\$ 71,912.00	\$ 51,588.00	
TOTAL INITIATIVE AND ALLOCATED TO IMPACT100 SRQ		\$ 162,588.00	\$ 111,000.00	\$ 51,588.00	

EXAMPLE

⁽¹⁾ Use this column to show the allocation of Impact100 SRQ grant funds. The total must equal the amount of the Impact100 SRQ grant: \$ 111,000.
 Column C (Initiative Total) will be identical to Column D (Allocated to Impact100 SRQ) if the total project budget is exactly the same as the grant amount.

Initiative Budget Forms: Final Steps

- Save the completed versions as PDF Files
- Rename the files as:
 - “(Your Organization’s Name) 2026 Initiative Budget Source of Funds”
 - “(Your Organization’s Name) 2026 Initiative Budget Expenses”
- Upload the PDF versions of your Initiative Budget Forms via the upload links in the application

Initiative Budget Narrative

- Describe in narrative format each line item of Initiative Budget Form, including supporting calculations for expense estimates
- Must be consistent with numbers and details in Initiative Budget Form
- Limit 500 words
- Designed to give opportunity to provide context and explanations for Budget items
- Allows reviewers to understand details of your budget

→ *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™ SRA

Required Supporting Financial Documents

- Complete Financial Statements for past two fiscal years, including Statement of Activities (Profit & Loss) and Statement of Financial Position (Balance Sheet), audited if available.
- Interim Financial Statements since the last completed fiscal year through March 31, 2026, or later
- IRS Form 990s (if required) for the past two fiscal years
- Bids and Quotes over \$10,000 from third-party vendors, dated after March 1, 2026
 - Written vendor quote or bid
 - Screenshot of the price of an item from an online catalog, such as Amazon, Ikea, or specialized vendors
 - Vehicle window sticker, online MSRP, or dealer quote
- If Capital Renovation or Improvement:
 - Property ownership or lease/other valid written agreement demonstrating permission of the property owner
 - Applicable proposals, contracts, site plans, zoning permits, etc.

See Nonprofit Resources: [Descriptions and Relevance of Required Nonprofit Financial Documents](#)

2026 Grant Funding Basics

- Grant funds disbursed as reimbursement, based upon Nonprofit's Initiative Budget as submitted in the application
- Only Initiative actions and activities incurred and paid within the 24-month grant period that begins when the Grant Agreement is signed by all parties are eligible for Impact100 SRQ funding

Note: With *Initiative Budgets over the Grant Amount*, the overall timeline may be outside the 24-month period

Questions?

Initiative Budget Forms, detailed with examples and a Q&A session, available on June 9, 2026, via Zoom. We recommend that the financial representative from the Nonprofit who will be filling out these forms attend.