

2021-2022 GRANT ELIGIBILITY GUIDELINES

Mission

We are women who collectively impact the lives of individuals and our community through transformational giving.

Grant Cycle

Our funding cycle runs from May 1st, 2021 through April 30th, 2022. The number of \$100,000 grants we can award each year depends on our overall membership numbers, and additional contributions to grants funding by members and friends of Impact 100, in addition to the number of qualified proposals received. Awardees are determined by a vote of our total membership at our Annual Meeting in April. No matter the amount of money each member contributes to the grants fund, each member is only entitled to ONE vote.

Post-award, each awardee will meet with our Community Partners committee to negotiate a contract and create a payment schedule and methodology, i.e. reimbursement or payment of invoices. Payment terms are intended to meet the needs of the organization and requirements of the project while ensuring Impact 100 upholds its fiduciary responsibility as stewards of our membership's resources.

Grant Timeline

Applications Due: November 3, 2021

Site Visits: January – February 2022

Finalists Notified: March 2, 2022

“Meet the Finalists” Presentation to Membership – March 3, 2022

Annual Membership Meeting and Awarding of Grants – April 20, 2022

Grant Focus Areas

Impact 100 funds projects with high potential for community impact in the following focus areas:

Arts and Culture – Projects or initiatives which develop greater artistic or cultural opportunities and improve participation in the arts or arts education in Indian River County.

Children and Families – Projects or initiatives which enhance/strengthen the lives of children and families in Indian River County.

Education – Projects or initiatives which advance or improve learning opportunities for children and/or adults in Indian River County

Environment – Projects or initiatives which promote a positive relationship between people and the environment, preserve or enhance public spaces or support environmental education and awareness in Indian River County.

Health and Wellness – Projects or initiatives which improve the physical and/or mental well-being of Indian River County residents.

Organization Eligibility

Organizations eligible for an Impact 100 of Indian River County grant:

Are recognized as tax-exempt under Section 501(c)3 of the Internal Revenue Code as attested by a letter from the IRS.

Are based in Indian River County or are a chapter of a multi-county, state or national non-profit serving the residents of Indian River County. If the organization serves multiple counties, its Board must include Indian River County residents.

Possess at least two years of complete financial statements. (Detailed submission requirements are based on whether financials are audited or unaudited and are more fully outlined in the Grant Application.)

Cannot have received a \$100,000 Impact 100 grant within the last three years.

Grant Eligibility

Projects or initiatives eligible for an Impact 100 of Indian River County grant must:

Be implemented in and serve the residents of Indian River County.

Have a total project budget of \$100,000. Grant projects in excess of \$100,000 must show a complete project budget and all source(s) of additional funding.

Expend the full amount of the grant within 24 months.

Fit within one of the five Focus Areas.

Be a new program, expand upon an existing program or propose a new or expanded collaboration (see below).

Collaborations

A collaboration exists when two or more qualifying non-profit organizations have the responsibility of managing and contributing to the proposed project in a significant manner, AND the Impact grant funds will be shared between them in accordance with each organization's role in the grant's project and the proposed budget. For a collaboration, one organization will need to be identified as the Lead Organization, responsible for completing the grant application, financially managing the grant funds, and providing all reports. The other collaborating organization(s) may be asked to provide organizational and financial information after the initial application review. Important: a non-profit can only apply for one grant each year, either as an individual organization or as part of a collaborative effort.

Please note: if funding is not being shared, we consider this a partnership and not a collaboration. It would be a regular, single applicant submission and the partnership details would be included under the Project Narrative section of the grant application. Being a partner does not exclude or preclude the partnering non-profit from submitting their own grant application in the year they are listed with another non-profit as a partner.

Impact 100 of Indian River County DOES FUND:

New programs which meet the grant evaluation criteria.

Expansions of existing programs to new, larger or different constituencies (this includes programs which have previously received an Impact 100 grant). However, the grant funds for the expansion of an existing program can only be used to fund the expansion part of the existing program (new, larger or different constituencies) and shall NOT be used to fund the existing program.

Salaries directly related and necessary to the implementation of a proposed project.

General operating expenses and overhead specific to a proposed project.

Capital purchases directly related and necessary to the implementation of a proposed project.

General construction or renovation costs directly related and necessary to the implementation of the proposed project.

Impact 100 of Indian River County DOES NOT FUND:

Debt reduction or operational deficits.

General operating expenses or overhead which is not allocable (directly related and necessary) to a proposed project.

Grants to individuals or non-profit projects which propose grants to individuals who do not comply with the "DO NOT FUND" prohibitions.

Private foundations.

Endowment or memorial funding.

Fund drives or annual appeals.

Interim or bridge funding.

Partisan, legislative, or political activity.

Fraternal, sectarian or religious organizations where the grant is intended for the principal benefit of the organization's own members.

Grants intended for inherently religious activities or requires a participant in the program to ascribe to a particular religious affiliation or belief.

Marketing or advertising unrelated to a proposed project.

General capital campaigns.

General construction or renovation unrelated to a proposed project.

Capital improvements or renovations to property where the organization does not own the property to which the capital improvements will be made or have a stable and/or long-term lease. A stable lease shall be evidenced by long term usage of property or facility with documentary evidence from the owner of intent to continue the arrangement for a specified time and specified conditions. A "long term lease"

shall be presumed to be a lease of not less than five (5) years from the time of the grant submission. This presumption may be overcome by:

Documentation from the lessor the current lease will be renewed to the equivalent of five (5) years from the date of grant submission.

A shorter-term lease (than 5 years) provides for an “rent with option to purchase for a definite price” and the non-profit presents an acceptable plan to meet the option to purchase within the current lease term.

Legal expenses.

Projects which discriminate based on age, gender and/or gender identity, race, national origin, ethnicity, physical or intellectual disability, religious belief, sexual orientation or political orientation.

Grant Evaluation Criteria

Impact 100 of Indian River County funds organizations and initiatives that leverage our investment to produce a measurable and sustainable impact which transforms our community over time.

HIGH IMPACT – Does the initiative have high impact and incrementally move the organization towards transformative change for both the target population and the community at large?

May be demonstrated by:

A clearly defined problem with data to support the need and a clearly defined, viable solution which will address the need in a meaningful manner.

A visionary, daring or risky approach to solving a problem, which has a reasonable likelihood of success.

A project which affects many people in a meaningful way.

A project which targets a small number of people yet has broad implications for the wider community.

Concrete and measurable outcomes for the project.

ORGANIZATIONAL STRENGTH – Does the organization have the strength, capacity, and capability to successfully administer a \$100,000 grant?

May be demonstrated by:

An involved Board which provides effective operational and fiscal leadership.

Segregation of duties between Board and executive/financial functions, with organization documents to support the division of duties.

A board which reflects a range of abilities/talents commensurate with the needs of the Organization.

A board which supports the organization both behaviorally and financially and which specifically supports the proposed grant.

An organization that conducts effective annual fundraising and grant applications.

Relevant/realistic staffing for the proposed project.

SUSTAINABILITY- What is your plan to sustain the proposed project outcomes and funding after the two-year funding period?

May be demonstrated by:

Showing an income stream to sustain the actual program over time.

Outlining plans which show the creation of funds to sustain the program (e.g., fundraising, folding into an existing budget). If fundraising will be a source of revenue to sustain a grant project, please be prepared to outline the current fundraising efforts and what additional plans will be in place to add revenue to sustain the Impact 100 project.

Financial Information Requirements for Grant Applications

If your organization's financial statements are audited or reviewed by an outside accountant, please provide the following:

Last two tax returns filed with the IRS (Form 990 or other forms as designated in the organization's IRS Determination Letter)

Financial statements as follows:

If your fiscal year ends June 30th:

2022

Annual Operating Budget.

Unaudited financial statements as of 9/30/21 including all available statements and footnotes. Provide Income Statement and Balance Sheet at a minimum.

2021

Accountant's Audit/Review Report* and Internal Control Comment Letter as of 6/30/21, if complete by the application deadline (11/11/21).

If the Accountant's Audit/Review Report* is not available by the application deadline, provide unaudited financial statements as of 6/30/21 including all available statements and footnotes. Provide Income Statement and Balance Sheet at a minimum.

2020

Accountant's Audit/Review Report* and Internal Control Comment Letter as of 6/30/20.

2019

Accountant's Audit/Review Report* and Internal Control Comment Letter as of 6/30/19. Note: This is only required if the Accountant's Audit/Review Report as of 6/30/21 is not available by the application deadline.

If your fiscal year ends September 30th:

2022

Annual Operating Budget.

2021

Unaudited statements as of 9/30/21 including all available statements and footnotes. Provide Income Statement and Balance Sheet at a minimum.

2020

Accountant's Audit/Review Report* and Internal Control Comment Letter as of 9/30/20.

2019

Accountant's Audit/Review Report* and Internal Control Comment Letter as of 9/30/19.

If your fiscal year ends December 31st:

2021

Annual Operating Budget

Unaudited statements as of 9/30/21 including all available statements and footnotes. Provide Income Statement and Balance Sheet at a minimum.

2020

Accountant's Audit/Review Report* and Internal Control Comment Letter as of 12/31/20.

2019

Accountant's Audit/Review Report* and Internal Control Comment Letter as of 12/31/19.

* Note: The Accountant's Audit/Review Report should include the Accountant's Opinion, complete financial statements with footnotes.

If your organization's financial statements are NOT audited or reviewed by an outside accountant, please provide the following:

Annual Operating Budget

Last two tax returns filed with the IRS (Form 990 or other forms as designated in the organization's IRS Determination Letter)

Unaudited financial statements for the two most recently completed fiscal years and the current fiscal year through September 30, 2021. Financial statements should include all available statements and footnotes. Provide an Income Statement and Balance Sheet at a minimum.

Copies of your organization's legal establishing documents (e.g., charter and bylaws).

Brief narrative description of your financial practices.

Titles and names of people who maintain accounting records, prepare financial statements, and/or review financial information.

Important

Impact 100 of Indian River County, Inc.'s grant Eligibility Guidelines continue to evolve. Impact 100 of Indian River County, Inc. reserves the right to change grant award criteria without prior notice at any time. We also reserve the right to reject any grant application that does not meet these guidelines.

The direct solicitation of Impact 100 of Indian River County, Inc. members for support or any grant application is strictly prohibited.

Resources for use with this software:

Please view these resources for help utilizing this software in filling out and managing your application.

[Product Demo for Submitters](#)

[Getting Started As A Submitter](#)

[Help Articles For Submitters](#)

Questions?

For questions about the grant application process and content please contact Mary Ellen McCarthy at me.mccarthy@comcast.net.