

2019 Grant Proposal

Instructions

Please answer the following questions on your organization's letterhead. Include the actual question and the number of the question on your proposal. **Where noted, please DO NOT exceed the required word count.** Also, we recommend that you read through the proposal before starting to complete it.

Your proposal is due by 5 pm on Friday, February 15, 2019. The proposal must be complete when submitted, i.e. all questions answered and all forms included. If not complete when submitted, your proposal will, unfortunately, not be reviewed.

Please upload a PDF your proposal to our website: impact100sj.org/2019-grant-submission

Organization* Information

1. Mission of your organization.
2. List the primary programs in support of the organization's mission. Include a 1-2 sentence description of each.
3. How would you describe your organization's target population?
4. Brief history of your organization, including accomplishments and milestones.
(Limit answers to 250 words or less.)
5. Briefly describe what makes your organization unique.
(Limit answers to 250 words or less.)
6. List of board members. Please include board position, professional affiliation and number of years served.
7. Percentage of board members who provided contributions to the organization during the last 12 months.
8. Date of the organization's last strategic plan and years it encompasses.
9. Describe your organization's long term goals or vision.
(Limit answers to 250 words or less.)
10. Describe how this project fits within your organization's strategic plan and/or long term goals or vision. (Limit answers to 250 words or less.)

11. Why has this project been selected as a priority for your organization
(Limit answers to 250 words or less.)
12. How long has the current Executive Director served in this position?
13. Number of full-time employees.
14. Number of part-time employees.
15. Number of volunteers.
16. List the organization's top five funding sources for the last completed fiscal year, including the names of funders and amounts.
17. In the next 6-12 months, do you foresee any significant changes taking place within the organization? If yes, please provide details. (Limit answers to 250 words or less.)

**Your organization MUST be located in either Camden, Burlington, Gloucester or Cumberland Counties.*

Project Information

18. Describe the specifics of the population that will be served by this project and its location (NOTE: the population being served by this project MUST be located within the four counties of Burlington, Gloucester, Camden and Cumberland).
19. Describe the problem or need that this project will address. Provide specific data or organizational experience to support the problem or need.
(Limit answers to 250 words or less.)
20. Indicate the approximate number of individuals that the organization expects to serve through this project over the 24 month grant period.
21. Are you expanding on an existing project or is this a new project?
22. List the key staff positions for this project including 1) the role that this staff member will play in the project's implementation 2) whether this is a new or existing hire
23. Will you be collaborating with other organization(s) to carry out this project? If so, please list name(s) of organization, name of executive director, name of board chair, its 501(c)(3) status and describe their role in the project.
(Limit answers to 250 words or less.)

24. Please list the specific activities/components of the project and a projected timetable for each in the format indicated below. NOTE: The timetable for the project should begin on July 1, 2019 and go through June 30, 2021, which corresponds to the Impact100 SJ grant award period.

Example:

<u>Activity/Project Component</u>	<u>Timetable</u>
Develop curriculum	July-August 2019
Pilot curriculum	September – December 2019

25. List the anticipated, measureable outcomes your organization seeks to achieve with this project. Be as specific as possible about each outcome. Include a description of how you will measure each outcome, including the metrics or tools you will use.

(Limit answers to 500 words or less.)

26. List the steps the organization will take to achieve sustainability of the project beyond the 24-month grant period. If this will not be an ongoing project, please explain.

27. As our name suggests, our grant is all about impact. List 3 significant ways this grant would improve or change your organization’s ability to more effectively carry out its core mission going forward. (Limit entire answer to 500 words or less.)

28. Describe why now is a particularly significant time for your organization to receive this grant. (Limit entire answer to 500 words or less.)

Project Budget

29. Total project budget amount (including grant from Impact100 SJ).

30. Please list all project expenses in format indicated below. If the project budget is greater than \$100,000, please indicate with an asterisk (*) what expenses are to be covered by the our grant. **NOTE:** Make sure each activity listed above is reflected in an expense listed here. Expenses may include individual staff; make sure to include the percentage of their time to be spent on project under the additional details column. Total of all expenses must equal total project budget amount. (Please use the following format.)

Specific Expense	Additional Details/Breakout	Total

31. If the total project budget amount exceeds \$100,000, please list all proposed additional funding sources and date you anticipate securing these funding sources. You may include in-kind support if applicable. (Please use the following format.)

Funder/Donor	Amount/Value

Organization Financial Information

32. Are you a 501(c)3 tax-exempt organization who has filed an IRS Form 990 for each of the past 3 years?

33. Have you completed independently prepared (audited or reviewed) financial statements for each of the past 3 years?

34. In any of the past 3 years, has an independent accountant expressed any concerns regarding the organization’s financial health or viability? If yes, please explain.

35. Litigation/liability: is there litigation pending or threatened against your organization? A recent judgement? Please provide details.

36. Does your organization have an endowment fund? If yes, what is its current value?

Please be prepared to upload the following documents when you submit a PDF of your proposal to our online platform. To protect the integrity of the information you provide, please upload PDFs of these documents.

- Current fiscal year operating budget
- Form 990s from the past 3 years
- Current fiscal year income statement (P&L)
- Current fiscal year balance sheet
- Independent financial audits for the past 3 years
- Copy of your 501(c)(3) letter from the most recent year

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