



2026 Grant Application Instruction Guide

Thank you for your interest in applying for an Impact100 Garden State \$100,000 grant. We hope this Instruction Guide assists you in thoughtfully and thoroughly responding to each application question. The application deadline is Friday, January 9, 2026, at 5 p.m. EST.

PLEASE NOTE: Due to anticipated application volume, only the first 100 completed applications will be accepted and reviewed. We encourage organizations to register and complete applications as early as possible. Organizations who register will receive an email notifying them when 50 spots remain, when only 25 spots remain, and again once the application has closed. There is no limit on the number of organizations who may register.

To Begin, please:

- Review [important dates](#) related to our grant application process.
- Review our [Grant Eligibility Guidelines](#)
- Preview a [PDF of the 2026 Grant Application](#)
- Check out our grant application [Resources](#) and [Grant FAQs](#)
- View our [Instructional Videos](#)
- If you have additional questions, we encourage you to reach out to our Nonprofit Outreach Team at grants@impact100gardenstate.org.**

Our 2026 membership numbers and the total number of \$100,000 grants to be awarded will be announced in March 2026. Finalists will be awarded at “The Big Give” on June 10, 2026.


General Suggestions:

- You can type your responses directly into our online application or copy and paste them from another document. **Please note:** the application does not automatically check for spelling or grammar, so you may wish to use a separate tool to prepare and proofread your text.
- Each narrative question has a word limit, but you don’t need to use the full limit if a shorter response fully addresses the question.
- Be sure to save your work as you go; saving is not automatic, and unsaved work may be lost if the session times out.

Table of Contents

STEP 1: Eligibility Criteria	3-6
STEP 2: Required Financial Documents	7-9
STEP 3: Application Form	10-24
I. Tell Us About Your Organization	10-11
II. Tell Us About Your Proposal	12-15
III. Accountability and Outcomes	16-18
IV. Budget & Staffing	19
V. Involvement of Any Other Organizations	20-22
VI. Finalize	23

*Be sure to check out our
“Components of a Clear Ask”
infographic on p. 13

In this Document:
All application sections appear as they do in the application.
Instructions and examples appear in this color.
Look for the  symbol for helpful suggestions.



STEP 1: Eligibility Criteria

- Complete STEP 1 of the application to confirm your organization and initiative meet the eligibility requirements of our signature \$100,000 grant.
- NOTE: Once STEP 1 is submitted, you will not be able to return to this section to make any changes.

Organization Name _____

- Enter the full legal name of the organization that will receive the funds if awarded a grant.

We are a 501(c)(3) organization and our tax-exempt status under IRS Section 501(c)(3) has not been revoked or modified.

We certify

- All applicants must be registered 501(c)(3) organizations. If your organization is not a 501(c)(3), it is ineligible to apply for this grant.
- Please submit proof of 501(c)(3) status in STEP 2 of this application, along with any documentation of modifications to this status, if applicable.

Select the county or counties where your proposal will be implemented: (Select at least one of the 5 counties specified)

Morris Passaic Somerset Sussex Union list additional counties

- Proposals must be implemented in at least one of our five counties and/or primarily benefit residents of these counties. If this requirement is not met, your organization will be ineligible for this grant.

NOTE: Some exceptions apply, such as services (e.g., a camp) located outside the five counties but intended to benefit residents within them. For clarification, please reach out to our Nonprofit Outreach Team before proceeding with the application.

Our organization has been in operation for two years or longer and has audited or reviewed financial statements from the two most recent years.

We certify

- A minimum of two full years of operation with two recent, consecutive years of audited or reviewed financial statements is required to apply.
- If your organization does not have two years of audited/reviewed financials, the application will not be eligible for a grant award. Please consult your accountant to confirm your ability to provide the necessary documentation.

Select the Focus Area(s) which is most closely aligned with your proposal, not necessarily your organization's mission. (Select at least one)

- Arts & Culture: Programs that develop, cultivate, or enhance the cultural and artistic climate.
- Children & Families: Programs that strengthen or enhance the lives of children and families.
- Education: Programs that advance or improve learning opportunities for children and/or adults.
- Environment/Preservation/Recreation: Programs that restore, conserve, or improve natural surroundings and resources (including for recreational use); improve the welfare of animals; preserve buildings and structures; or support research, public awareness, or education relating to the environment.
- Health & Wellness: Programs that improve the physical and/or mental well-being of people.

- Please select the focus area(s) that best aligns with your initiative. This does not have to be your organization's mission. If your proposal spans multiple focus areas, you may choose more than one.

NOTE: We do not have a preference for any specific focus area. All applications are categorized by similar grant types and reviewed by our committees. Over the years, we have awarded grants across all focus areas.

Certification

- Our CEO/Executive Director (ED) authorizes submission of this proposal.

- The CEO/Executive Director of the organization must be aware of the submission of this proposal.

- We acknowledge that Memoranda of Understanding (MOU) are needed for any proposal requiring cooperation from other organizations for things such as: building use, referrals of participants/clients, proposal implementation requiring the participation or use of resources/facilities of schools, hospitals, police departments, etc. or for declared collaborative/joint applications.

If selected for a site visit in March of 2026, we will need to produce signed MOUs in March. We acknowledge that we should seek these documents in advance of site visit notification.

- **Most applications necessitate collaboration with other organizations for the successful implementation of grant proposals. Please outline the distinct roles and responsibilities required to carry out the proposal.**
- **If you are applying collaboratively or jointly, both organizations should create and sign a Memorandum of Understanding (MOU) before submitting this application. The MOU will establish and guide your partnership.**

NOTE: If selected for a site visit by our Grant Review team, all required MOUs must be submitted on short notice in March. We advise obtaining these MOUs prior to notification. Failure to provide a requested MOU will result in your removal from consideration for the grant award.



If you are collaborating with a school, please note that the process for obtaining a MOU can be lengthy, as it may require approval by a legal department and Board of Education at scheduled meetings.

● We understand that if we are selected to receive a grant, we will be expected to sign a Grant Agreement. An exhibit to the Grant Agreement will include a mutually agreed upon timeline for milestones and disbursement of the funds so that the proposed program has the necessary funding in a timely manner.

Per the Grant Agreement, we will be required to provide quarterly reports documenting funds spent and confirming that the funds were spent solely for the purpose for which the grant was sought; and we will receive incremental disbursements for the duration of our grant period.

- **If awarded a grant in June at “The Big Give”, our Grant Administration Team will meet with you to ensure that the Grant Agreement is signed by mid-July.**

● We agree that if we are selected to receive a \$100,000 grant, we will be required to provide a Certificate of Insurance and add Impact100 Garden State and CFNJ as additional insureds for general liability, automobile and worker’s compensation insurance.

- **Specific information about the insurance requirements will be discussed with Finalists during the meeting with our Grant Administration Team.**

● We agree that if provided funds from Impact100 Garden State, we will not discriminate against any employee or applicant for services or participation in this proposal based on religion, race, gender, sexual orientation, and/or physical or cognitive disabilities.

- **Impact100 Garden State is committed to embracing diversity, equity, and inclusion (“DEI”) as fundamental organizational values.**

- We certify that Impact100 Garden State grant funds, if awarded, will not be used for a faith-based project or program which requires participation in activities of a particular faith, denomination, or religion to benefit from the project or program.

→ Proposals from faith-based organizations have been funded through our grants, provided that these organizations do not engage in proselytizing or require participants to participate in faith-based activities to receive the services outlined in the proposal.

- We certify that, to the best of our knowledge, the statements contained in this application are true, accurate and complete.

Signature of CEO/ED



STEP 2: Required Financial Information

We require submission of two years of audited or reviewed financial statements and your organization's most recent interim balance sheet, P&L and cash flow statements. The table below summarizes our financial statement requirements for three common year-end dates. Please also note that failure to provide the required financial statements, including complete interim financials (balance sheet, P&L and cash flow statements) will be cause for disqualification.

Required Attachment	If your Fiscal Year End is June 30, provide the following:	If your Fiscal Year End is September 30, provide the following:	If your Fiscal Year End is December 31, provide the following:
First Year Audit/Review	6/30/25	9/30/25; If 2025 audit/review not yet complete, provide 9/30/24	12/31/24
Second Year Audit/Review	6/30/24	9/30/24; If 2025 audit/review not yet complete, provide 9/30/23	12/31/23
Interim Financials (Unaudited) Balance Sheet, P&L, Cash Flow	7/1/25 to 9/30/25	If 9/30/25 audit/review not yet complete, provide 10/1/24 to 9/30/25	1/1/25 to 9/30/25

- Complete STEP 2 of the application. You can proceed to STEP 3 without submitting, but you must return to STEP 2 to upload the necessary documents before finalizing your application.
- If you are uncertain about the type of financial statements you possess, consult your accountant for clarification before continuing with this application. Substitution of other types of financial statements will not be accepted.
- All documents must be uploaded in PDF format, should not exceed 10MB in size, and cannot contain these characters ' " < > | : \ / ? *

NOTE: If this is a Joint Application, the partner organization must also submit the required financial documents and meet all eligibility criteria.

Submission of Required Documentation


Please submit the following in PDF format (no more than 10 MB in size). Save your progress before uploading any attachments. All uploads are mandatory.



Choose File No file chosen


IRS 501(c)(3) determination letter

- Upload a PDF file containing a copy of your 501(c)(3) determination letter and any modifications to the 501(c)(3) status.


 Choose File No file chosen

Most recent IRS Form 990, including Schedule A

- Submit the most recent IRS Form 990 filed within the 2025 calendar year.
- If not required to submit a 990, please provide a brief explanation on why you are exempt from filing within the 2025 calendar year.

 Choose File No file chosen

First Year Audit/Review


 Choose File No file chosen

Second Year Audit/Review


- To be considered for a grant award, submission of the most recent, consecutive two years of audited or reviewed financial statements is mandatory.
- If your organization is not legally required to have its financial statements audited, you must provide two years of financial statements reviewed by a CPA for grant consideration. Financial compilations and other types of financial statements are not acceptable substitutes.




If you are unsure about what type of financial statements you have, contact your accountant for clarification before proceeding with this application.

 Choose File No file chosen

Most recent Interim Balance Sheet

 Choose File No file chosen

Most recent Interim P&L

 Choose File No file chosen

Most recent Interim Cash Flow Statement

- Provide the most recent interim Balance Sheet, Profit and Loss (P&L) and Cash Flow Statements from the last audited fiscal year through September 30, 2025.
- These interim statements may not be readily available. You can proceed to STEP 3 without submitting them, but you must return to STEP 2 to upload these documents before finalizing your application.

NOTE: If you select a Joint Application during STEP 3 (Involvement of Any Other Organizations), you will need to return to STEP 2 (Required Financial Information) to upload the financial documents for your Joint Applicant organization. The additional fields will only appear if Joint Application is selected.

- The Joint Applicant organization must provide its complete financial documents and meet the same eligibility requirements as the primary applicant.
- If your application is not a Joint Application, the additional financial section will not appear on your application form.



I. Tell Us About Your Organization

1. General Information:

Organization's legal name _____ Organization's website _____ Organization's Complete Address (Street, ... _____

Organization's Federal Tax ID (EIN) _____ Primary contact name _____ Primary contact title _____

Primary contact phone _____ Primary contact fax (optional) _____ Primary contact email _____

CEO/ED name _____ CEO/ED title _____ CEO/ED phone _____ CEO/ED email _____

Financial contact name _____ Financial contact title _____ Financial contact phone _____ Financial contact email _____

→ Please provide the requested contact information for communication throughout the grant review and award process.

Social Media (optional)

Facebook URL _____ Instagram URL _____ X formerly known as Twitter URL _____ YouTube URL _____

2. Mission Statement:

0 of 200 words max

→ We request this information to help us understand how the initiative aligns with your mission.

3. List your organization's major accomplishments over the past two years:

0 of 300 words max

→ We request this information to gain insight into your organization's priorities over the past two years. This will also showcase your organization's experience and preparedness to implement this proposal.

4. List your organization's major priorities for the next two years:

0 of 300 words max

→ We request this information to help us understand your organization's plans for the upcoming two years.

5. Current staffing at your organization:

Number of paid full-time employees _____

Number of paid part-time employees _____

Number of volunteers _____

→ We request this information to help us understand the size and scope of your organization and its relevance to your financial documents.

6. Referring to this specific grant proposal, what efforts has your organization made to include the proposed recipient community in the planning, programming and/or delivery of services?

0 of 200 words max

→ We request this information to help us understand your organization's level of engagement with the community you serve.

TELL US ABOUT YOUR ORGANIZATION	TELL US ABOUT YOUR PROPOSAL	ACCOUNTABILITY AND OUTCOMES	BUDGET AND STAFFING	INVOLVEMENT OF ANY OTHER ORGANIZATIONS	FINALIZE
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II. Tell Us About Your Proposal

1. Title of your proposal:

0 of 10 words max

→ Enter the name of your initiative here. The title of your proposal should be concise, clear, descriptive, and memorable to help reviewers easily understand and remember your proposal.

2. Brief introduction to your proposal (1 sentence for each topic):

- Where and what is the need in the community? (Please specify the location of this community.)
- What activities will you implement to address this need?
- Who and how many will benefit from the implementation of your proposal?
- What outcomes do you expect will result from the implementation of your proposal?

0 of 150 words max

- **WHAT IS YOUR ASK?** A “clear ask” summarizes your request into 2-4 memorable sentences: simple, clear, and concise. It serves as the “thesis statement” for your proposal. If this were the only section of the application, this brief statement would convey what you plan to do with the grant and why you need the funding.
- Where and what is the need in the community? What activities will you undertake to address this need? Who will benefit, and how many people will you reach? What outcomes do you expect to achieve?



Components of a Clear Ask

Instead of this...

Example of an UNCLEAR Ask:

The Community Center seeks funding to expand our after-school teen outreach and drug prevention program, which provides multiple opportunities for many teens to connect and get support.

Try this!



Where and what is the need in the community?

Hundreds of students in our service area are exposed to drugs, violence, and are at risk of dropping out of school before graduation and incarceration.

What will you do to address the need?

Provide after-school tutoring, mental health support and drug prevention education utilizing in-person and online tutoring, and both individual and group counseling to address their needs, and group sessions

What do you need to do this?

An additional Substance Abuse Counselor, online curriculum, training support for tutors.

Who will benefit?

50 additional high school students

What outcomes do you expect?

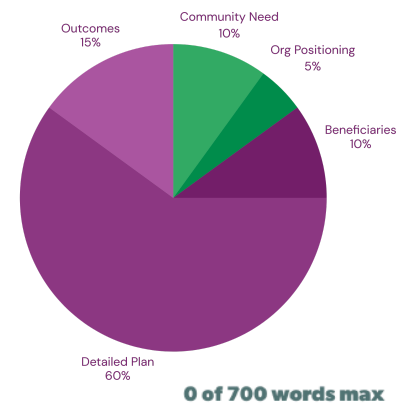
Improved academics, increased graduation rates and decreased incidences with law enforcement.

Example of a CLEAR Ask

The Community Center seeks to expand after-school tutoring and mental health support for 50 additional teens identified to be at risk for dropping out. Studies have shown that at-risk students who receive wrap-around services including both tutoring and mental health support are twice as likely to graduate than at-risk students who only receive tutoring. This \$100,000 request will allow us to add one substance use counselor, purchase an online curriculum, and training for our three after-school tutors. The 25 teens in our pilot program have successfully increased their GPA's, stayed in school and report delayed drug use.

3. What are you proposing to do and why? Be sure to include the following:

- Identify the need in the community and explain why existing services do not adequately address it (approximately 10% of your response).
- Describe how your organization is uniquely positioned to meet this need (approximately 5% of your response).
- Detail who will benefit from your proposal, including the number of beneficiaries, and specify the anticipated duration of the proposal (approximately 10% of your response).
- Provide a detailed plan on how the grant funding will be utilized to meet the needs of the beneficiaries (approximately 60% of your response).
- Outline expected outcomes for the beneficiaries as a result of your proposal's implementation. If the proposal involves a current program or future expansion, include details on the progress made so far (approximately 15% of your response).



- Building upon your Brief Introduction (above Question II, 2.), expand on this information to provide a more detailed and persuasive description of your proposal.
- Please review **“Considerations for a Clear Ask”** on the next page of this document. The suggested percentages are only a guideline of where to focus your content.
- Be sure to address the questions mentioned above, but feel free to present them in any order. Provide enough detail to ensure that the reviewers grasp the depth and scope of your proposal.

4. Over how many years do you expect to use the Impact100 Garden State funding?

- 1 year 2 years 3 years

- Our grants can be disbursed over a period of one to three years. Please select the duration you anticipate for expending the \$100,000.



Considerations for a Clear Ask



Identify the need in the community and explain why existing services do not adequately address it.
(approximately 10% of your response)

- This is your opportunity to present background information or statistics showing the need. Focus on local information and statistics in the immediate area you plan to serve.



Describe how your organization is uniquely positioned to meet this need.
(approximately 5% of your response)

- Briefly demonstrate your organization's experience and readiness to address this need.



Detail who will benefit from your proposal, including the number of beneficiaries, and specify the anticipated duration of the proposal.
(approximately 10% of your response)

- Briefly detail the target population your proposal will serve using specific information in your description and the expected duration the Impact100 Garden State funds will be used.



Provide a detailed plan on how the grant funding will be utilized to meet the needs of the beneficiaries.
(approximately 60% of your response)

- Describe how you will use the Impact100 Garden State funding to address the defined need.
- Use sufficient detail to bring your proposal to life. Consider connecting your work with an example of the client experience. Show how funding from the proposal will impact the client's journey.



Outline the expected outcomes for the beneficiaries as a result of your proposal's implementation. If the proposal involves future expansion, include details on the progress made so far.
(approximately 15% of your response)

- Provide a brief summary(overview) of the impact of your proposal: Will the proposal impact a few deeply or be broad and reach many? How will your initiative change the trajectory for the population or community you serve? Is there an additional benefit to the broader community?

TELL US ABOUT YOUR ORGANIZATION	TELL US ABOUT YOUR PROPOSAL	ACCOUNTABILITY AND OUTCOMES	BUDGET AND STAFFING	INVOLVEMENT OF ANY OTHER ORGANIZATIONS	FINALIZE
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III. Accountability and Outcomes

NOTE: Impact100 Garden State funds initiatives that address a specific need, demonstrate measurable outcomes, and significantly benefit the community or population served. If you are selected for a grant award, we will ask you to use the information provided in this section to develop a Grant Agreement outlining milestones and funding disbursement schedule.



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.

1. At the conclusion of the Impact100 Garden State funding, who and how many do you anticipate will have benefited from this proposal?

A. Number of direct recipients of services (For example, 24 families)

→ Clearly describe, in measurable terms, the number of direct beneficiaries of your initiative.

B. Select the counties where the beneficiaries of your proposal reside: (Select all counties that apply)

list additional counties and percent

- Morris
 Passaic
 Somerset
 Sussex
 Union

→ We require that the implementation of the proposal primarily serve the residents of at least one of the five counties listed above. If the proposal does not meet this requirement, your organization is not eligible to apply for this grant.

→ If you select the “other box” you will be prompted to name the additional counties that will be served and indicate the approximate percentage of participants from those counties. For example, you might enter Warren (5%), Hunterdon (10%).

2. What are the steps to be taken and approximate timeline to implement your proposal if awarded a \$100,000 grant in June 2026?

(Please enter N/A for any unused fields)

Year 1	Activities
July 2026 - September 2026	<input type="text"/>
October 2026 - December 2026	<input type="text"/>
January 2027 - March 2027	<input type="text"/>
April 2027 - June 2027	<input type="text"/>

Year 2 (optional)	Activities
July 2027 - September 2027	<input type="text"/>
October 2027 - December 2027	<input type="text"/>
January 2028 - March 2028	<input type="text"/>
April 2028- June 2028	<input type="text"/>

Year 3 (optional)	Activities
July 2028 - September 2028	<input type="text"/>
October 2028- December 2028	<input type="text"/>
January 2029 - March 2029	<input type="text"/>
April 2029 - June 2029	<input type="text"/>

- Clearly LIST your anticipated activities for each quarter of the funding (e.g. hiring staff, major purchases, etc.). This information demonstrates that you have a clear implementation plan when spending the Impact100 funds. We will ask you to use these activities in creating measurable milestones in the grant agreement.
- You must enter “N/A” for any unused fields past the end of your implementation plan.

3. Describe the plan to measure the expected outcomes for the beneficiaries of your proposal as described in “Tell Us About Your Proposal.” If this is an existing service, include the methods used to measure results thus far.

0 of 200 words max

- Describe the significant qualitative and quantitative changes or benefits from implementing your proposed initiative, along with the tools you will use to measure your impact. Include both short-term and long-term benefits.
- If the proposal is for a current program please clearly explain how the current services will be maintained or expanded: Will more clients receive services? Will you reach a new target population? Will you introduce a new service modality to enhance the recipients’ experience and success? Will this improve the effectiveness of current services?



This is your chance to clearly explain why these outcomes will be transformational and make a significant difference, including who will be impacted, how many individuals will benefit, and the depth of the impact. Be sure to mention any ripple effects that your proposal may have on individuals, their families or community.

4. How will you use this information/data to determine what will happen following the conclusion of the Impact100 Garden State grant funding (For example: modification of services for greater success, expansion, future funding, etc.)?

0 of 100 words max

- We want to understand your plan for sustaining the initiative beyond our funding period, as we aim to support proposals that create meaningful long-term change. This is your opportunity to outline the sustainability plan for your proposal if it is successful.
- While funding is an important aspect of sustainability, other resources such as board commitment, staffing, and community support are also essential and should be included in your plan to ensure the initiative's long-term success.

TELL US ABOUT YOUR ORGANIZATION	TELL US ABOUT YOUR PROPOSAL	ACCOUNTABILITY AND OUTCOMES	BUDGET AND STAFFING	INVOLVEMENT OF ANY OTHER ORGANIZATIONS	FINALIZE
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IV. Budget and Staffing

1. Upload a preliminary budget for the grant proposal (in PDF format) using the provided budget template. Please note, the Excel budget template includes 3 tabs: 1. BUDGET TEMPLATE, 2. DIRECTIONS, 3. COMPLETED SAMPLE.

 Choose File No file chosen

- We require grant applicants to submit a line item Budget to ensure transparency during the application process.
- Download and complete the provided Excel [budget template](#). The file contains directions and a sample budget. The spreadsheet includes embedded formulas to assist with accurate calculations. Once you have completed the budget, save the final version as a PDF file to upload into the application. This PDF should be one to two pages long and no larger than 10MB for successful upload.
- If the total expenses for the proposal exceed the funding from Impact100 Garden State, please specify the sources and status of any additional funding, as well as how all funds will be allocated.
- As part of the Grant Agreement, a quarterly disbursement schedule (paid at the start of the quarter) will be developed for the Impact100 Garden State budgeted expenses planned for the one to three year grant period.

NOTE: Expenses incurred or paid before the award date will not be funded.

2. Complete the proposed staffing table.

PROPOSED STAFFING

	Name/New Hire	Position/Title	Credentials/Qualifications	% Time spent
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Provide the requested information to outline the staffing needs necessary for implementing the proposal, including both paid and volunteer workers.

TELL US ABOUT YOUR ORGANIZATION	TELL US ABOUT YOUR PROPOSAL	ACCOUNTABILITY AND OUTCOMES	BUDGET AND STAFFING	INVOLVEMENT OF ANY OTHER ORGANIZATIONS	FINALIZE
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V. Involvement of Any Other Organizations

Please note: If this proposal requires the involvement of any other organizations and you are selected for a site visit, a Memorandum of Understanding (MOU) will be required to advance through the selection process. A MOU must clearly state the roles, responsibilities and financial obligations that each partnering organization will assume to ensure the success of the proposed initiative.

- **Cooperation of Other Organizations:** This refers to situations where an organization formally agrees (often through a Memorandum of Understanding) to provide access to their space or resources. Examples include: a school Principal or Board of Education approving the use of school facilities or referring students to the proposed services; a place of worship offering space within their facility; a hospital administrator allowing the distribution of pamphlets; or a police department assigning officers to participate in the proposed services.
- **Collaborative Partnership:** In this arrangement, two or more 501(c)(3) organizations work together to implement the proposal, with the applicant organization receiving 100% of the Impact100 Garden State funding. The applicant organization is responsible for allocating a portion of the funds to the collaborating organization based on their role in delivering services. The applicant organization also manages the overall funds and ensures that the collaborating organization fulfills its commitments under the proposal.
- **Joint Application:** This occurs when two or more 501(c)(3) organizations jointly submit a proposal, with each organization receiving a share of the Impact100 Garden State funding. Each organization is individually responsible for managing the funds they receive and for delivering their part of the proposal. In a joint application, each participating organization must provide the necessary financial documentation.

→ Please carefully review the definitions provided above when responding to the following questions.

NOTE: If this is a Joint Application, the partner organization must also submit the required financial documents and fulfill all eligibility criteria.

1. Will you need the cooperation of any other organizations to implement your proposal? If so, list these organizations and their roles and responsibilities. (Please refer to the above definitions and examples. Enter N/A or None if not applicable.)

0 of 100 words max

→ Most applications require the cooperation of other organizations for implementation of the grant proposals.

→ If you do not need another organization to implement your proposal, write “N/A” or “None” in this field.



All required MOUs will need to be submitted with short notice in March if you are selected for a site visit by our Grant Review team. You are advised to seek MOUs prior to notification. Failure to submit a requested MOU will result in removal from consideration for the grant award.

2. If needed, what permits, licenses, or other permissions are required to complete the proposal and what is the process and timeline to acquire these? (Enter N/A or None if not applicable.)

0 of 100 words max

→ If your application requires any of these items, you do not have to submit these documents with your proposal. However, we ask that you provide a general outline of necessary items and the process to obtain them.

3. Is this proposal a Collaborative Partnership or Joint Application?

No Collaborative Partnership Joint Application

→ If you select “No,” no additional requests for information will appear and your application will proceed to the “FINALIZE” section under the tabs.

→ If you select “Collaborative Partnership” or “Joint Application” additional questions will appear in this section. (See definitions above).

→ If you are sharing the grant funding with another nonprofit then one is considered the Lead Partner. Since you are completing this application, you are assumed to be the lead organization in the collaboration.

Please provide the following information:

Name of the partner nonprofit organization Partner nonprofit organization website Partner nonprofit organization’s address

Name of partner nonprofit organization’s ... Partner CEO/ED phone Partner CEO/ED email

Name and title of partner’s financial contact Financial contact phone Financial contact email

Social Media (optional)

Partner nonprofit organization Facebook URL Partner nonprofit organization X formerly known as Twitter URL

Partner nonprofit organization Instagram URL Partner nonprofit organization YouTube URL

→ If you identify this as a Joint Application, you will need to return to STEP 2 Required Financial Documents and enter the Joint Applicant’s Financial Documents.

- If your application has Cooperation of Other Organizations or is a Collaborative Partnership, the financial contact line above and financial document section will not appear on your application form.

What is the nature of your relationship?

0 of 100 words max

- Use this space to describe how your organizations complement each other or work together prior to this application.
- Specify the extent of each organization's participation in developing the application.

List the specific functions of both the partner nonprofit organization(s) and your organization.

0 of 75 words max

- Detail your separate roles and responsibilities which will be necessary to implement the grant proposal.
- In the case of a Collaborative Partnership, the lead organization must take responsibility for managing the grant funds.
- In the case of a Joint Application, the partnering organizations must take responsibility for managing their portion of the proposal and management of the grant funds.
- If you are applying collaboratively or jointly, both organizations should create and sign a Memorandum of Understanding (MOU) prior to submission of this application. The MOU will define and guide your partnership.



MOUs must clearly outline: the roles and responsibilities of each organization; what each organization will gain from this partnership (including payments made); the individuals from each organization responsible for implementing the initiative; and a statement confirming the budget has been reviewed by the partners, with all agreeing to the total amount requested on behalf of the partner organizations.

TELL US ABOUT YOUR ORGANIZATION	TELL US ABOUT YOUR PROPOSAL	ACCOUNTABILITY AND OUTCOMES	BUDGET AND STAFFING	INVOLVEMENT OF ANY OTHER ORGANIZATIONS	FINALIZE
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Before submitting your application, it is essential to review it thoroughly to ensure all information is accurate and complete. Be sure to check for any missing fields, errors, or typos. Once your application is submitted, Impact100 Garden State cannot accept any corrections or re-submissions.

After submission, you will receive an email confirmation from Impact100 Garden State, along with a copy of your completed application. If you receive an error message or do not receive a confirmation email within 24 hours, please contact grants@Impact100GardenState.org for assistance as soon as possible.

SUBMIT FORM →

- If there are any incomplete fields in your application, you will be unable to submit it. Red error prompts will indicate which sections and questions require correction.
- If you believe there are no errors and are still unable to submit your application, please contact grants@impact100gardenstate.org for assistance.