

# Guidelines for 2024 \$100K Grant Application



#### Presenters

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### Agenda

- Eligibility Criteria
- Writing a Successful Application
- Practical Tips, Important Dates and Contact Information



#### Who We Are

- An all-women volunteer-run organization that funds local nonprofits
- Each member donates \$1,000 to fund \$100,000 grants
- Our trained volunteers review around 60 proposals to select finalists
- All Impact100 Garden State members vote on finalists to select grantees of \$100,000 grants
- We have awarded over \$3 million since 2013



#### Grant Reviewers' Code of Ethics

Grant Reviewers who read proposals:

- Receive training to conduct a thorough and consistent review of each proposal
- Pledge to keep each applicant's name and all proposal information confidential
- Review proposals where they do not have any relationship to board members and/or staff



# Eligibility



#### **Application for 2024 Grant**

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**STEP 1. ELIGIBILITY CRITERIA** 

**STEP 2. APPLICATION FORM** 



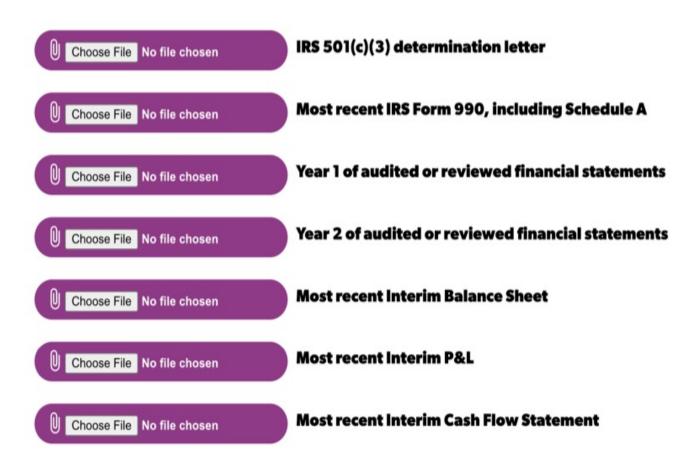
### Eligible Organizations

- 501(c)(3) public charity in good standing
- Agree to work with Impact100 Garden State to develop a schedule for receiving disbursements of the \$100,000 grant
- Provide required documents



#### **VII. 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.





### Eligible Grant Proposals Must

Describe a program that addresses an unmet need(s) in:





**Environment, Preservation and Recreation** 



**Health and Wellness** 

**Arts and Culture** 







### Eligible Grant Proposals Must

- Serve residents of Morris, Passaic, Somerset, Sussex, and/or Union Counties
- Use the \$100,000 grant within three years for a new/pilot program or a future expansion
- Have approval from the CEO/Executive Director



# Eligible Expenditures

- Compensation for staff/consultants for work on the proposed program (may be full-time or prorated)
- ✓ Capital expenditures, equipment, and staff development/training necessary to implement the proposal
- ✓ Other justified costs necessary to implement the proposal



### Ineligible Expenditures

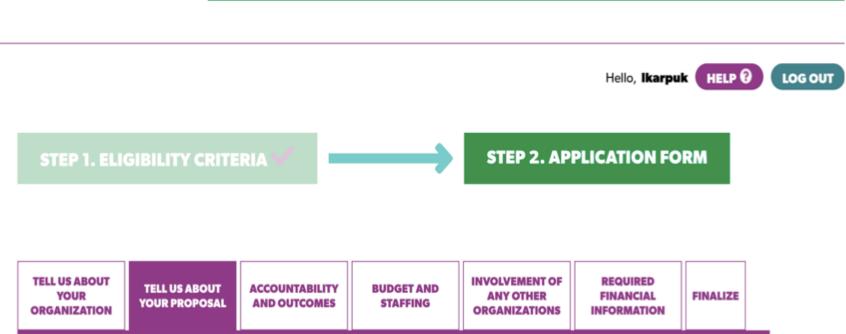
- X Debt reduction, interim or bridge financing, endowment funding
- X Fundraising activities or events
- X Capital campaigns
- X Private foundations
- X Activities that are political, partisan or religious in nature



### Verification of Eligibility



#### **Application for 2024 Grant**





# Writing a Successful Application

Before you begin writing, ask yourself:

- 1. Where and what is the need?
- 2. What activities will you implement to meet this need?
- 3. Who and how many will benefit from the implementation?
- 4. What outcomes do you expect will result from the implementation of your proposal?
- 5. How will you spend the \$100,000 grant?



#### 1. Where and what is the need?

- Explain how existing resources are not sufficient; use data from your community to support your explanation.
- Tell us how your organization is positioned to meet this need.



# 2. What activities will you implement to address this need?

Who? Number and credentials of service providers

What? Types of services provided

Where? Location and/or virtual

When? Timeline for implementation

Why? Rationale based on experience and/or research



# 3. Who and how many will benefit from the implementation?

- Characteristics of target population
- Number plan to serve



# 4. What outcomes do you expect for the population served?

- Explain what success is for the population served.
- Specify the percentage served who are likely to achieve "success".
- Include a discussion of any "ripple" effects.
- Mention the plan for data collection (e.g. survey, observations).
- Discuss how your organization will use the data you collect.



# 5. How will you use the \$100,000 Impact100 grant?

- Present a budget indicating how you will spend the \$100,000 from Impact100 Garden State.
- If relevant, identify other revenue sources needed to implement the program and indicate how you will spend these funds.
- We encourage using our Budget Template



### Key Questions on Application

Name and brief introduction to your proposal. (One sentence for each topic, 100 words total)

- 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?



# **Key Questions on Application**

#### What are you proposing to do and why? (700 words)

- What is the need in the community and how is this need not met by existing services in the area? (about 75 words)
- Why do you think your organization is positioned to fulfill this need? (about 50 words)
- Describe who and how many will benefit from the implementation of your proposal. And, what is the expected duration of your proposal? (about 75 words)
- Explain exactly what you plan to do to address the needs of the beneficiaries and how you will use the grant funding. (about 400 words)
- What are the expected outcomes for the beneficiaries as a result of the implementation of your proposal? (If the proposal is a future expansion of a current program, detail what has happened thus far.) (about 100 words)



# Questions Regarding Accountability and Outcomes

- What are the steps to be taken and approximate timeline to implement your proposal? (Complete the provided table in the Accountability and Outcomes tab of the application).
- Describe the plan to measure the expected outcomes for the beneficiaries of your proposal. (200 words)
- How will you use this information/data to determine what will happen following the conclusion of the Impact 100 Garden State funding? (i.e. modification of services for greater success, expansion, future funding, etc.)? (100 words)



# If you need support to implement the proposed program

- Identify any organizations from which you will receive referrals, services, space, and/or other resources.
- Identify organizations which you will reimburse for helping you implement the proposal.
- Specify how you will split the \$100,000 between two nonprofits to implement the proposed program.



# Practical Tips, Important Dates & Contact Information



# Practical Tips about the Application Form

- Create a new username and password
- Downloadable PDF
- Help button directs you to FAQs and our email
- SAVE SAVE SAVE
- Upon submitting the application, you will receive an email confirming receipt along with a copy of your submission



### Important Dates 2024 Grant Cycle

	January 17 <sup>th</sup>	Deadline to submit application (closes at <u>noon</u> )
	By March 20 <sup>th</sup>	Applicants informed of grant status
	By April 19 <sup>th</sup>	Finalists notified
	June 5 <sup>th</sup>	Grantees announced
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# Thank you!

- Please contact us at grants@impact100gardenstate.org
- Meet our previous grantees at <u>https://impact100gardenstate.org/see-our-impact/grant-recipients/</u>