



Guidelines for 2024

\$100K Grant Application

Presenters

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Chair, NPO



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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.



Choose File No file chosen

IRS 501(c)(3) determination letter



Choose File No file chosen

Most recent IRS Form 990, including Schedule A



Choose File No file chosen

Year 1 of audited or reviewed financial statements



Choose File No file chosen

Year 2 of audited or reviewed financial statements



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

Eligible Grant Proposals Must

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



**Environment, Preservation
and Recreation**



Health and Wellness



Arts and Culture



Education



Children and Families

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 pro-rated)
- ✓ 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

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STEP 1. ELIGIBILITY CRITERIA ✓



STEP 2. APPLICATION FORM

TELL US ABOUT
YOUR
ORGANIZATION

TELL US ABOUT
YOUR PROPOSAL

ACCOUNTABILITY
AND OUTCOMES

BUDGET AND
STAFFING

INVOLVEMENT OF
ANY OTHER
ORGANIZATIONS

REQUIRED
FINANCIAL
INFORMATION

FINALIZE

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



Thank you!

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