

Focus Area:

Section One: Applicant General Information

Organization Name

Mailing Address

Mailing address of organization

Executive Director Name

Name of the Executive Director approving application

Executive Director Email Address

Email address of Executive Director

Executive Director Phone Number

Contact number of Executive Director

Who should we contact if we have questions about the financial statement package data? Name and Title 10 words

Include the Name and Title of Finance Director or other knowledgeable individual

Contact's Email Address

Contact's Phone Number

Website

EIN Number

Date Founded

Date organization was founded

Are you a 501(c)(3) tax exempt organization?

Yes

No

Only 501(c)(3) organizations are eligible to apply. If your organization does not meet this criteria please do not proceed.

Are you located in and do you serve residents of the following areas: District of Columbia, Montgomery, Prince George's, Fairfax or Arlington County, or the cities of Fairfax, Alexandria or Falls Church? Select all that apply.

District of Columbia

Montgomery County

Prince George's County

Fairfax County

Arlington County

Fairfax City

Alexandria City

Falls Church City

Only organizations that serve the Greater Washington area are eligible for this grant. If your organization does not meet this criteria please do not proceed.

Have you had an annual operating budget between \$300,000 and \$5,000,000 for the past three years?

Yes

No

Only organizations with an operating budget of at least \$300,000 but no more than \$5,000,000 during the past three fiscal years are eligible. Only 501(c)(3) organizations are eligible to apply. If your organization does not meet this criteria please do not proceed.

Do you have general liability and/or D&O insurance?

Yes

No

Are you involved in any pending litigation?

Yes

No

Do you have an anti-discrimination policy?

Yes

No

Does this proposal involve a formal partnership between two non-profit organizations in which at least one organization meets all of our funding criteria above (the "Lead Applicant")?

Yes

No

Section Two: Organizational Information

Briefly describe your organization's history, mission and vision. Include specifically who your program serves. (max. 200 words)

Why should your organization receive this grant? Summarize your organization's competencies and successes.

Are there other community-based organizations with whom you work who are critical to your success? Briefly identify and describe up to three such collaborations.

Explain how dismantling systemic racism and/or structural inequity is central to your organization's work.

How are the voices of the people you serve incorporated into your organization's decision making processes?

Provide a demographic breakdown of the members of your current Board of Directors and executive leadership team. Download template file here [Demographic Table File](#) and reattach to this question.



This is not a request for a list of board members; that information will be requested in section 7 additional attachments to this application. Please do not attach any other data than the completed template.

Section Three: Proposal Narrative

Program or Proposal name (optional) 10 words

Proposal Summary:

Briefly summarize the main points of your entire proposal as simply and clearly as possible. Please include the target population (who the funds will serve), why they need this programming (or what problem is being addressed), what you will do (what you need the funds to accomplish), and your goals (what you expect will happen because of your proposed activities). (Tip: You may want to write this statement after you have completed all of the other questions below as it is intended to serve as a concise summary of the key elements of your proposal.) Maximum 50 words.

Need Statement: Please describe and document the following: 1) What unmet social problem or economic need your project addresses (provide sources).	2) What makes this need critical to fund during this year's grant cycle?	3) How does this need tie into our funding priorities? In other words, how does the proposed programming focus on advancing equity, including for people of color and/or others who have been historically underserved, underrepresented, marginalized, or adversely impacted by persistent poverty and inequality?	4) How does this program align with your organization's mission/vision?	5) What experience/knowledge does your organization bring to successfully execute this program?	500 words
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Planned Work:

What is your proposed solution to this problem or need? (What will you do if we fund this proposal?)

What specific activities will you undertake to accomplish your answer above?

What do you expect to achieve as a result of these activities? (In answering, please include qualitative and quantitative results. Example: "We will increase, by a minimum of one grade level, the reading proficiency of 125 elementary school aged students.")

How will you measure your expected impact (please include the tools you will use)?

How will your organization sustain the goal(s) at the heart of this proposal once Impact funding has concluded?

Section Four: Proposal Budget

BUDGET SUMMARY: Briefly describe what you will fund (staff, activities) with the Impact grant if awarded. (Tip: As with the Proposal Summary, above, this section is intended to serve as a concise summary of the key elements of your budget and budget narrative. Maximum 50 words.)

What is the total budget for this proposal if different from the grant amount of \$100,000? 50 words

In your response, include how budget amounts were determined (i.e. internal/external estimates, actual costs from prior/existing programs, etc.) and how costs will meet the overall needs of the program. Please also describe any contingency plans if actual costs are over budget or additional funding sources are not secured. Also include how much of your program budget will go towards organization wide operating costs. Is there any additional information you want us to understand about the financial need? For example, whether the program would be unable to launch without Impact100 DC funding or whether the program has the ability to be self-sustaining at a point, etc.? Note: if total funding need exceeds Impact100 DC grant amount (approx. \$100,000), clarify what additional funding has been secured to date and/or additional steps the organization is taking to secure additional funding.

Proposal Budget: Attach a detailed program budget that summarizes revenue and expenses for the grant period and timing of expending funds. Please use the categories listed below that are applicable to your organization. Consider using our [Impact100DC Budget Template](#). Download template, complete and reattach to this question.

Note: Attachments are limited to 5MB per file.



Revenue Categories. Grants/Contracts. Local/state/federal government Covid-related funding (including Paycheck Protection Program, etc.) Foundations Corporations' United Way/Combined Federal Campaign/other federated campaigns Individual donors Other (specify). Earned Revenue. Events Publications Fees Other (specify) Membership Income In-kind support Other (specify) Expense Categories. Under "salaries" - include the title(s) of the staff position(s) to be funded and what percentage of their time will be funded by the Impact grant. Salaries Benefits Payroll taxes Consultant and Professional Fees Travel Equipment Supplies Printing & copying Postage, shipping & delivery Telephone and telecommunications Technology and maintenance Rent and utilities Other

Budget Narrative: Attach a budget narrative including the nature and purpose of proposal expenses. Clearly indicate to what extent Impact100 DC grant dollars would be allocated within the budget. If applicable, include information on other sources of funding for the project.

Note: attachment size is limited to 5MB per file.



Section Five: Organizational Financial Information

Please describe the impact the coronavirus pandemic has had on your organization in terms of fundraising and budgeting, and how you have responded to those challenges to ensure organizational sustainability. (optional) 200 words
(Maximum 200 words)

Current organizational budget (i.e. gross revenues):

- \$0 - \$300,000
- \$300,001 - \$1,000,000
- \$1,000,001 - \$5,000,000

List top 5 funding sources and amounts for prior three years.

Funding Source	2022	2021	2020
1			
2			
3			
4			
5			

Add additional rows as needed to include top 5 funding sources for each year.

Please explain any significant change to your top funding sources in the past 18 months.

Describe how accounting functions are completed and overseen within the organization (i.e., segregation of duties, internal/externally prepared, key reviewers/approvers of financial statements) among both staff and board members.

On average, what percentage of your total organizational budget comes from recurring revenue sources (i.e., (optional) sources of revenues that are expected to occur at regular intervals with a high degree of certainty)?

What percentage of your total organizational budget is devoted to operating costs (overhead)? Please explain if that number is significantly higher than the preferred percentage for this grant: 15%.

Section Six: Financial Statement Package Attachments

Attach a financial statement package covering the three most recently available reviewed years. The package must include a Statement of Financial Position (Balance Sheet), Statement of Activities (Income Statement), Statement of Functional Expenses and Statement of Cash Flows along with the related financial statement footnotes and Independent Audit (Review) Report for each of the three most recently available years.

Note: To be eligible for the grant, organizations must be able to provide three years of a complete set of financial statements that have been audited or reviewed by an independent third party. Financial reporting system exports (e.g., Quickbooks), trial balances, or internally prepared spreadsheets will not fulfill this requirement.

Note: attachment size is limited to 5MB per file.



Financial Statements and Independent Audit(Review) Report [for fiscal year or period ended XX22]

Note: attachment size is limited to 5MB per file.



Most recent/currently available audited/reviewed financial statements

Financial Statements and Independent Audit(Review) Report [for fiscal year period ended XX21]

Note: attachment size is limited to 5MB per file.



Previous Year audited/reviewed financial statements

Financial Statements and Independent Audit(Review) Report [for fiscal year period ended XX20] (optional)

Note: attachment size is limited to 5MB per file.



Previous Year - 1 audited/reviewed financial statements

IRS Form 990 [for fiscal year or period ended XX22] Include a minimum of parts 1,8,9, &10 for same periods in which financial statements were provided above.

Note: attachment size is limited to 5MB per file.



IRS Form 990 [for fiscal year or period ended XX21] Include a minimum of parts 1,8,9, &10 for same periods in which (optional) financial statements were provided above.

Note: attachment size is limited to 5MB per file.



IRS Form 990 [for fiscal year or period ended XX20] Include a minimum of parts 1,8,9, &10 for same periods in which financial statements were provided above.

Note: attachment size is limited to 5MB per file.



Attach Prior period (full year) organizational budget to actual

Note: attachment size is limited to 5MB per file.



Current period organization budget to actual

Note: attachment size is limited to 5MB per file.



Section Seven: Additional Attachments



Copy of your IRS tax-exempt determination letter.

Note: attachment size is limited to 5MB per file.



Short biographies of staff essential to the success of this project.

Note: attachment size is limited to 5MB per file.



List of current board members

Note: attachment size is limited to 5MB per file.



Section Eight: Consents

I affirm that if awarded an Impact100DC grant that funds will only be used as described in the proposal narrative. By affirming you acknowledge that any funds not used for identified purposes may result in cancellation of future funding and an obligation to repay any grant funds expended that were not used in accordance with the program described.

If selected, I consent to a possible informational meeting with the Impact 100 DC Finance Committee to discuss matters related to our organization's finances, and a virtual or in-person site visit from an Impact 100 DC focus area committee. (We anticipate these site visits will be conducted between April 10 and May 9.)

DRAFT