

Sample form, not for offline completion.

Visit <https://impact100dc.grantplatform.com> to apply.

Arts & Culture

Section One: Eligibility Criteria

Organization Name

Secondary Focus Area

Education

Environment

Family

Health & Wellness

Mailing Address

Mailing address of organization

Website

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

- Yes
- No, but we have a fiscal sponsor
- No

Only 501(c)(3) organizations or organizations that utilize the 501(c)(3) status of a fiscal sponsor 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 three full years of financial statements that have been audited or reviewed by an independent CPA and are accompanied by a signed Independent Audit or Review Report for each year?

- Yes
- No

Only organizations with financial statements that have had a financial audit or review by an independent CPA for a minimum of three years are eligible.

Section Two: Applicant General Information

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

Finance Contact's Email Address

Finance Contact's Phone Number

EIN Number

Date Founded

Date organization was founded

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

Are you acting as a Fiscal Sponsor for a Sponsored Organization that does not currently have its own tax exempt status and that is proposing a Project that fits within your mission?

Yes

No

If yes, you will be considered the Applicant for purposes of this application. Please complete the application with your own information (for example, the Fiscal Sponsor's financial records, etc.)

In addition, please provide the following information:

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 Three: Proposal to Impact100DC

Program or Proposal name (optional)

10 words

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

200 words

How does your proposed use of Impact100 DC funds align with your mission and vision?

What is the problem you are addressing? Describe the unmet need(s) you plan to address including statistical and historical information and the population to be served.

What is your proposed solution to the unmet need?

Please outline how you plan to execute your proposed program. On what specific parts of your plan will you expend Impact100 DC funds?

What is the envisioned outcome of those activities?

How will you measure the impact of your work and/or evaluate success? Please include relevant tools.

Proposal Summary:

50

In 50 words or less, synthesize the key elements of your proposal in a summary statement.

words

(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.

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).

BUDGET SUMMARY:

In 50 words or less, qualitatively 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.)

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

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 expense items for the grant period and include the timing of fund expenditure. 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 Four: Organizational Information

In what ways does your organization advance the values of diversity, equity, and inclusion through (a) its overall mission, vision; and (b) through its programs and activities?

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

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

What experience/knowledge/support does your organization bring to ensure successful execution of your proposed expenditure of impact funds?

Who will implement this work? Describe relevant staffing and their expertise

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.

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

Describe the role of your organization's Board of Directors.

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.

Is there anything else you would like to tell us about your organization and why you are applying for this grant? (optional)

Section Five: Organizational Financial Information

Please describe the impact the coronavirus pandemic has had on your organization in terms of fundraising (optional) 200 and budgeting, and how you have responded to those challenges to ensure organizational sustainability. 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 annual sources and amounts for each of the past three years.

Funding Source	1st Year	2nd Year	3rd Year
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 15%.

Section Six: Financial Statement Package Attachments

Attach the required audited or independently reviewed financial statement documents for the three most recent years that are available for your organization. For example, a 12/31 calendar year end organization who has not yet received a signed independent audit or review report for 2023 by the application deadline should provide a financial statement package including the financial statements and review report for 2022, 2021, and 2020. Whereas, a 9/30 fiscal year end organization who has completed and received an audit opinion for 2023 by the application deadline should provide a financial statement package including the financial statements and review report for 2023, 2022, 2021.

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 years described above.

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 1st Year]

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



Attach the latest audited/reviewed financial statement package

Financial Statements and Independent Audit(Review) Report [for 2nd Year]

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



Previous Year audited/reviewed financial statements

Financial Statements and Independent Audit(Review) Report [for 3rd year]

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



Previous Year - 1 audited/reviewed financial statements

IRS Form 990 [for 1st year] 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 2nd Year] 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 3rd Year] 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 most recent full year organizational budget to actual [for 1st Year]

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



Attach prior year full year organization wide budget to actual

Current period in process organization budget to actual

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



Attach current year in process organization wide budget to actual.

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 15 and May 10.)

Briefly describe your primary funding/fundraising channels and plans for growth to ensure the sustainability of your work.