Sample form, not for offline completion.
Visit https://impact100dc.grantplatform.com to apply.

Arts & Culture

Arts and Culture: Includes proposals that foster greater exposure to or participation in the arts, expand arts education, or use art as a medium for creative expression. Priority will be given to funding that target residents in underserved communities that have lacked access to quality arts programs.

Section One: Eligibility Criteria

Organization Name

In addition to the primary Focus Area selected above, please select two additional focus areas that relate to your application. Your application will be considered under only one focus area.

- [ ] Family
- [ ] Education
- [ ] Preservation, Environment, and Recreation
- [ ] Health and Wellness
- [ ] Arts and Culture

Mailing Address of organization

Website

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

- ◯ Yes
- ◯ No

Only 501(c)(3) organizations or 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 communities in the areas listed above are eligible for this grant. If your organization does not meet this criteria please do not proceed.

Does your organization currently have three periods of financial statements that have been audited or reviewed by an independent CPA available? For purposes of this requirement, a financial statement package is considered available only when the audit or independent review has been completed and the related signed report has been issued to the organization by the application deadline.

- ◯ 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. Non-consecutive financial audits or reviews will be considered on a facts and circumstances basis.

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.

Section Two: Applicant General Information

Executive Director Name

Name of the Executive Director approving application

Executive Director Email Address

Executive Director Phone Number

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

Please 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

Fiscal Year End

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 application 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

1000 words

1. Provide a detailed overview of your organization including the following:

a) Mission and Vision statements
b) Organizational history
c) The unmet needs your organization addresses
d) Information on the communities and constituents you serve
e) Your primary activities and programs

2. How will you use a grant of $100,000: What impact would a $100,000 grant have on your organization; what would it allow you to do? 300 words

3. Funding Request Breakout

	Expense Description	Percentage of Grant
1		0.0
2		0.0
3		0.0
4		0.0
5		0.0

When thinking about how you plan to use a grant of $100,000 - please indicate the top 5 categories in which you anticipate the funds will be expended. Total must add up to 100.

If less than five categories will be used, indicate N/A in the remaining fields and 0.0 as Percentage of Grant.

Example Expense Descriptions

- Salaries
- Benefits
- Payroll Taxes
- Consultants and Professional Fees
- Travel
- Equipment
- Supplies
- Printing and Copying
- Postage, Shipping and Delivery
- Telephone and Telecommunications
- Technology and Maintenance
- Overhead (Rent and Utilities)
- Evaluation
- Other (specify)

4. Is there any additional context you would like to add to the funding request breakout (optional) 100 words

5. Describe the impact and success of your work over the past five years and the tools you use to evaluate your progress and success.

6. Please tell us about the Executive Director and how their background and experience contributes to their effective leadership of the organization.

7. Describe the role of the Board of Directors

8. How do the life experiences of your Board of Directors and staff reflect the communities you serve?

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

10. Describe any collaborations and partnerships that help you carry out your mission

11. Please describe any major organizational shifts or challenges that you anticipate immediately or over the next two to five years

12. Please describe any major changes that you anticipate to your funding over the next two to five years

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

Section Four: Organizational Financial Information

If your organization is still experiencing disruption as a result of the coronavirus pandemic, please describe those here and indicate how you are responding to those challenges. (Maximum 200 words) (optional)

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

- [ ] $300,000 - $750,000
- [ ] $750,001 - $3,000,000
- [ ] $3,000,001 - $5,000,000

List top 5 annual funding sources and amounts for each of the past three periods starting with the most recent completed fiscal year available.

Funding Source	Most Recent Period	Previous Period	Two Periods Prior
1			
2			
3			
4			
5			

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

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

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, sources of revenues that are expected to occur at regular intervals with a high degree of certainty)? (optional)

Section Five: Financial Statement Package Attachments

Upload your organization's three most recent available annual financial statement packages that have been audited or independently reviewed. Each package must include a final version of the Statement of Financial Position (Balance Sheet), Statement of Activities (Income Statement), Statement of Functional Expenses and Statement of Cash Flows, accompanying footnotes, and the related signed (wet signature) Audit or Independent Review Report.

Note: A financial statement package should be included only if the audit or independent review has been completed and the related signed report has been issued as of the application deadline. Financial reporting system exports (e.g., Quickbooks), trial balances, or internally prepared spreadsheets will not fulfill this requirement.

Please upload the packages in the following order from **most current to oldest** information:

1. Most Recent Available Period
2. Previous Available Period
3. Available Two Periods Prior

If audited or independently reviewed financial statements are not available for consecutive reporting periods, submit the three most recent periods available, provided they fall within a five year look-back period. Provide an explanation for reason for non-consecutive period submission. Financial Statements older than 5 years based on the application submission year will not be accepted. For example, an application submitted in 2026 for reporting periods ending in 2025 through 2021 may be submitted. Financial Statements for reporting periods ending in 2020 or earlier will not be accepted.

Note: attachment size is limited to 10MB per file.

☐ My organization has non-consecutive financial statements. (optional)

Financial Statements and Independent Audit(Review) Report Most Recent Period Available
Note: attachment size is limited to 10MB per file.

Attach the latest (most recent) audited/reviewed financial statement package (including signed audit/review report)

Financial Statements and Independent Audit(Review) Report for the Previous Available Period
Note: attachment size is limited to 10MB per file.

Attach Previous Period (next most recent) audited/reviewed financial statements (including signed audit/review report)

Financial Statements and Independent Audit(Review) Report for the Period Available Two Periods Prior
Note: attachment size is limited to 10MB per file.

Attach additional Previous Year (third most recent) audited/reviewed financial statements (including signed audit/review report)

IRS Form 990 [for the Most Recent Period Available] 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 10MB per file.

IRS Form 990 [for the Previous Period Available] 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 10MB per file.

IRS Form 990 [for the Period Available Two Periods Prior] 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 10MB per file.

Attach most recent annual (full year) organizational budget to actual [for the Most Recent Period Available]
Note: attachment size is limited to 10MB per file.

Attach your most recent annual (full year) organization wide budget to actual. This period should align to the most recent financial statement package provided.

Attach an organization wide Budget to Actual that covers all periods between the date of the most recent financial statement package available and the date of application submission.
Note: attachment size is limited to 10MB per file.

For example: Annual financial statements provided January 1, 2025 - December 31, 2025. Application submission November 2026. Most recent period covered by approved budget September 30, 2026. Budget to Actual to provide: January 2026 - September 2026.

Attach 2027 Annual (or otherwise most recent) organization wide budget(s) available.

Please provide forward looking annual/fiscal year budget covering operating periods covered by the grant.

For example, the grant is issued mid 2027, please include annual budget covering 2027 (and later if available).

Section Six: Additional Attachments

Copy of your IRS tax-exempt determination letter.
Note: attachment size is limited to 10MB per file.

Short biographies of staff essential to the success of this project.
Note: attachment size is limited to 10MB per file.

List of current board members
Note: attachment size is limited to 10MB per file.

Section Seven: Consents

☐ 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 19th and May 14th.)