

PENSACOLA BAY AREA IMPACT 100

Arts & Culture • Education • Environment • Family • Health & Wellness

2010 GRANT PROCESS OVERVIEW

IMPACT 100 Pensacola Bay Area is an organization of women whose commitment is to know and serve their community by collectively funding significant charitable initiatives on an annual basis. By pooling individual resources, IMPACT 100 Pensacola Bay Area expects to make a substantial impact on community life.

Step 1. Letter of Intent to Apply

Applicants must submit a Letter of Intent to Apply on the form available on our website, www.impact100pensacola.org. (See Downloads) Letter of Intent must be submitted via U.S. mail to:

IMPACT 100 Pensacola Bay Area /2010 Grant Process
P. O. Box 13304
Pensacola, FL 32591-3304

Letter must be postmarked by Friday, April 30, 2010. Letter may not be hand-delivered, faxed, or sent via electronic mail.

Step 2. Grant Application

Applicants must complete the grant application, available at www.impact100pensacola.org. (See Downloads), and mail it with required attachments, Certified Mail, Return Receipt Requested, to the above address, postmarked by **Friday June 25, 2010**, or by Hand Delivery to: John L. Myrick, P.A., 1457 North Ninth Avenue, Pensacola, Florida, Monday - Friday between the hours of 9 a.m. and 4 p.m., Monday through Friday. Applications will not be accepted by fax or electronic mail. Applications postmarked or delivered after the deadline will not be considered for the 2010 grant process.

Step 3. Review of Applications

The IMPACT100 Pensacola Bay Area focus area committees will review the grant applications and will select finalist application(s) from the focus areas. Committees will contact all applicants to schedule site visits. Projects will be rated on program quality, community impact, and overall impression. Ratings will be confidential and will not be released to applicants. Finalists will be notified by Wednesday, September 16, 2010.

Step 4. Finalist Presentation

Summaries of the finalist applications will be provided to voting members of IMPACT 100 Pensacola Bay Area. Representatives from each grant finalist will be invited to make a presentation at the IMPACT100 Pensacola Bay Area annual meeting, to be held Sunday, October 24, 2010.

Step 5. Selection of Grantee

IMPACT 100 Pensacola Bay Area members will vote by individual ballot at the annual meeting and the winning project(s) will be selected by majority vote. Prior to the release of grant funds, each recipient must complete the IMPACT 100 Pensacola Bay Area grant agreement form. The organization(s), whose project is chosen, will be advised of selection and will be invited to attend a check presentation and press conference to announce the grant.

Step 6. Reports and Evaluation

Grantees must submit periodic reports on implementation and progress of the project to IMPACT 100 Pensacola Bay Area, as requested. When the project is complete, or funds are fully expended, the grantee must submit a final report.

Questions: email grants@impact100pensacola.org