

PENSACOLA BAY AREA IMPACT 100

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

GRANT AWARD PROGRAM 2010

GRANT APPLICATION

Instructions: Please submit only requested information. Type application in a font size no smaller than 12 points. The completed document package must contain the following:

1. ONE original and FIVE copies of the completed Grant Application with the organization's IRS form 990, annual report and financial statements (prefer audited) for the past two fiscal years.
2. An electronic copy of the grant application with all of the above must be submitted on a CD saved as a PDF file. Please name your files in the following manner:
 - NameofOrganization.GrantProposal.pdf
 - NameofOrganization.IRSform990.pdf
 - NameofOrganization.financialstatement.pdf
 - NameofOrganization.annualreport.pdf

The application must be submitted by certified mail and **postmarked by Friday, June 25, 2010.**

Mail to: IMPACT 100 Pensacola Bay Area, Post Office Box 13304, Pensacola, FL 32591-3304

or, you may hand deliver **no later than Friday, June 25, 2010 at 4 PM** to: John L. Myrick, P.A., 1457 North 9th Avenue, Pensacola, FL 32503. Deliveries can be made Monday – Friday between the hours of 9 AM – 4 PM.

To verify completion of your application, please review and complete the "Grant Application Checklist" provided at the back of this application.

I. SUMMARY:

Organization Name: _____

Organization's Legal Name, if different: _____

Project Title: _____

IMPACT 100 Pensacola Bay Area focus area category for this project (select only one):

Arts & Culture _____ Education _____ Environment, Recreation & Preservation _____
Family _____ Health & Wellness _____

Executive Director (please print) _____

Chairman of Board of Directors (please print) _____

*Contact Person: _____

Name

Office Phone

Email Address

Cell Phone

**Contact Person should be available between 9:00 AM and 5:00 PM on business days in the months of July and August.*

Organization's Mailing Address:

Street: _____

City

State

Zip

Local Street Address for Site Visit:

Street: _____

City

State

Zip

Certification:

Our organization and its Board of Directors authorize submission of this funding proposal. Our tax exempt status under IRS Section 501 (c)(3) has not been revoked or modified. We understand that if selected to receive funding, we must furnish a report showing how funds were spent and that the funds were spent solely for the purpose for which the grant is sought. We certify that to the best of our knowledge, the statements contained in this application are true, correct and complete.

Executive Director

Chair of the Board

Signature

Signature

Print Name: _____

Print Name: _____

Date: _____

Date: _____

NOTE: Executive Director and Chairman of the Board must be 2 different individuals. *(If this grant application represents collaboration between two or more non-profit organizations, then all Executive Directors and Board Chairs must sign the application.)*

II. ORGANIZATION INFORMATION

Name of Organization: _____ Year Founded: _____

(Please attach additional page, if needed, to answer any of the following questions)

Brief Summary of Organization's History: _____

Organization's Mission Statement: _____

Geographic Area Served: _____

Number of Directors on Board: _____
Number of Employees full time: _____ part time: _____

Number of Directors who contributed financially to the organization in the last 12 months: _____

Current Programs and Projects: _____

III. PROJECT INFORMATION:

Project Start Date: _____

Project End Date: _____

Brief Summary of Project (no more than 150 words):

PROJECT NARRATIVE: Please use separate pages, not to exceed five pages, in font size not smaller than 12 points. Use the following to organize your narrative:

1. **GOALS** - What is the project or initiative to be addressed through the proposed project? How or why did you select this issue? What are your projected outcomes? What do you expect to accomplish?
2. **TARGET POPULATION** - Describe the need for your project in the community. Who will be served through your proposed project? Include demographics on populations and geographic area to be served. Is any other organization addressing this problem or issue now?
3. **OBJECTIVE** - How will you accomplish your goals? What specific activities and services will be provided through this project? How will you manage funds to implement the project? Does this project have a place in your organization's long range plans? Please describe.
4. **USEFUL INFORMATION** – What proposals or cost estimates have you received? Do you have permits, governmental contracts, drawings, leases, site plans, etc?
5. **EVALUATION** - How will you know you have accomplished your goals? How do you plan to measure impact and results? How will you correct errors or remedy problems?
6. **COLLABORATION** - If your proposal is a collaborative effort, please describe the collaboration (be specific) and list all partners.
7. **OTHER FUNDING SOURCES** - Do you have other funding sources for this project? List current funds and pending grants of \$1,000 or more for which you have applied or intend to apply.
8. **TIMELINE** - Describe the anticipated timeline for distribution of grant funds.
9. **SUSTAINABILITY** - Describe your plans for sustainability of this project. What are your future funding plans?
10. **LITIGATION** - Is there litigation pending, or threatened, against your organization? Recent judgment? If so, please give details.

IV. FOR YOUR NON-PROFIT ORGANIZATIONAL BUDGET:

	Projected 2010	Ending in 2009	Ending in 2008
BEGINNING CASH BALANCE:			

REVENUES:

Government grants (specify)			
Government contracts (specify)			
Foundations			
Corporations/Businesses			
Civic or Community Groups			
United Way			
Individual Contributions			
Fundraising activity (events)			
Membership Income			
In-kind Support			
Investment Income			
Endowment Earnings			
Earned Income			
Other (specify)			
Total Revenue			

EXPENSES/COSTS:

Salaries and Wages			
Employee Benefits and Taxes			
Consultants and Professional Fees			
Fundraising Costs			
Travel			
Equipment and Supplies			
Printing and Copying			
Communication (phone, fax, website)			
Postage and Delivery			
Rent and Utilities			
Marketing and Promotion			
Depreciation			
Other (specify)			
Total Expenses			

ENDING CASH BALANCE:			
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V. PROJECT BUDGET FOR THIS GRANT

PROJECT REVENUES:

IMPACT 100 Grant	\$114,000
Government grants (specify)	
Government contracts (specify)	
Foundations	
Corporations/Businesses	
Civic or Community Groups	
United Way	
Arts Council	
Individual Contributions	
Fundraising Activity (events)	
Membership Income	
In-kind support	
Investment Income	
Endowment Earnings	
Earned Income	
Other (specify)	
Total Revenue	

PROJECT EXPENSES/COSTS:

Project Payroll Costs	\$
Consultants and Professional Fees	
Land/Building/Construction Costs	
Equipment, Machinery, Vehicle Purchase Costs	
Office Furniture/Fixture Purchase Costs	
Fundraising Costs	
Travel Costs	
Printing, Copying, Supply Costs	
Postage and Delivery	
Rent and utilities	
Marketing and promotion	
*Other (specify)	
Total Expenses	

***Please attach details to better explain your project needs.**

VI. ATTACHMENTS:

Please staple to the **original** and each of the **FIVE** paper copies of the Grant Application the following:

- A list of your board members, including name, position on board, profession or affiliation, and county of residence.
- Copies of the most recent IRS Form 990 filing (including Schedule A) for the past two years; and
- Copies of financial statements (prefer audited) for past two years; and
- Copies of the applicant's Annual Report
- ***Please note: the original Grant Application and all of the above must be on PDF file you submit via CD.***
- Do Not Include: Newsletters, Emails/Letters of Recommendation or Publicity Materials.

GRANT APPLICATION CHECKLIST

To maximize the efficiency of IMPACT 100's Grant Application process, we have developed this checklist so each applicant can confirm that all necessary information has been delivered. Each applicant is encouraged to use this checklist prior to submission of its grant application package to IMPACT 100.

1.	Did you deliver the Letter of Intent and 501(c)(3) letter to IMPACT 100 by April 30, 2010?
2.	Did the Executive Director <u>and</u> the Chair of the Board of Directors sign the certification on the Grant Application? (This must be two different individuals)
3.	Did you include copies of your most recent IRS Form 990, including Schedule A for the past two years with this grant application?
4.	Did you include copies of the applicant's financial statements for the past two years with this grant application?
5.	Did you attach copies of your annual report?
6.	Did you attach to this grant application the list of your board members, including name, position on board, profession or affiliation and county of residence?
7.	Please double check: Did you clearly outline in this grant application the need/use of the entire \$114,000 grant amount?
8.	Have you included one original Grant Application, with five paper copies and one CD? Ensure the original, copies and PDF have items 2 through 6 included.
9.	Did you email your "Wish List" to wishlist@impact100pensacola.com? Your "wish list" is a list of items or services that your organization is seeking. This information will not be considered in your grant application, but will be circulated to our membership at a later date.

Questions?? Send an email to grants@inpact100pensacola.org