



Please submit only the requested information, in a 12-point font.
Submit one original and fifteen (15) collated, stapled copies.

Proposals must be **postmarked by 2/26/10**, and mailed to:
Impact100 Philadelphia, P.O. Box 275, Wynnewood, PA 19096

SAMPLE APPLICATION!
*** Final form may be modified and will be available by 12/15/09 ***

FULL PROPOSAL FOR \$100,000 GRANT
- Cover Sheet -

I. CONTACT INFORMATION

Organization Name Organization's Legal Name, if different

Mailing Address

Street Address, if different

Focus Area category for this project/program (select one only; must be the same as on Letter of Inquiry):

Arts & Culture Education Environment Family Health & Wellness

Project/Program Title Project Director

Phone Fax Email

Total Project Budget Project Start and End Dates

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 Our tax exempt status under IRS Section 501 (c)(3) has not been revoked or modified.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-signature & date Chair of the Board-signature & date

Print Name Print Name

Executive Director and Chairman of the Board must be two different individuals. If this is a collaboration between two or more non-profits, then all Executive Directors and Board Chairs must sign this application.

II. ORGANIZATION INFORMATION

Name of Organization

Years in Operation

Geographic Area Served

Organization Budget *(last completed fiscal year)*

Brief summary of mission and history:

Number of:

Board Members: _____

Full-Time Employees: _____

Volunteers: _____

Part-Time Employees: _____

Percentage of Board Members who contributed financially to organization in the last 12 months: _____

Top five funding sources for the last completed fiscal year, including names and amounts:

Current programs and accomplishments, and what makes your organization unique:

III. PROJECT NARRATIVE

In addition to the Cover Sheet, please provide the following information. The Project Narrative is **not to exceed five (5) pages, typed in a 12-point font.**

1. Brief Summary of Proposed Project
2. Statement of need – Provide specific data, research or agency experience.
3. Goals and objectives:
 - How will this project address the statement of need?
 - Why has this project been selected as a priority within your organization?
 - Who will be served through the proposed project? (number of people, target population)
 - What are your projected outcomes?
 - How do you plan to measure impact and results?
 - How do you define success?
4. Timeline – What are the start and end dates for this project, and other significant dates?
5. Budget and Work Plan:
 - What proposals or cost estimates have you received?
 - Do you have permits, governmental contracts, drawings, leases, site plans, etc.?
 - What are your contingency plans if actual costs are under or over budget?
 - Who are the key staff members for this project and what are their responsibilities?
6. 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 to support this project.
7. Lesser Grant Amount – Impact100 hopes to award a second large grant this year, in an amount between \$80,000 and \$100,000. If you receive a grant less than \$100,000, can your project still be implemented? Will you alter the scope of the project or will you secure additional funding to ensure its implementation? Provide details.
8. Sustainability - Describe your plans for sustainability of this project. What are your future funding plans?
9. Collaboration - If your proposal is a collaborative effort, please provide specifics and list all partners.
10. Litigation/Liability - Is there litigation pending or threatened against your organization? Recent judgment? Please give details. Does your organization carry G/L and D&O insurance? If so, what are your coverage limits?

IV. PROPOSAL PACKET

Please enclose:

Your original, signed Full Proposal

Proof of IRS 501(c)(3) status

Fifteen collated, stapled copies of:

- Your Full Proposal
- A list of board members, including board position, profession/affiliation, county of residence, and years served
- Qualifications/bio of key staff responsible for the project
- Organization operating budget for the most recently **completed** fiscal year and for the **current** fiscal year
- Detailed project budget, listing anticipated revenue and expenses
- Most recent annual report

Three copies of:

- IRS Form 990 filing (including Schedule A) for the past **two** years
- Financial statements (prefer audited) for past **two** years

Do not include: newsletters, letters of recommendation, publicity materials, DVDs or videos.

V. GRANT APPLICATION CHECKLIST

Please use the checklist below to ensure that all necessary information has been enclosed.

- ___ 1. Did you submit a Letter of Inquiry to Impact100 and receive an invitation to submit a Full Proposal?
- ___ 2. Have you included the original Full Proposal with signatures on the cover page from the Executive Director and the Chair of the Board of Directors? (must be two different individuals)
- ___ 3. Have you included a letter from the IRS providing proof of your 501(c)(3) status?
- ___ 4. Did you clearly outline in the Full Proposal the need and use for the entire \$100,000 Impact100 grant? Will all grant funds be expended within 15 months?
- ___ 5. Did you attach **fifteen (15) copies** of the following?
- the Full Proposal
 - the list of your board members, including name, position on board, profession or affiliation, county of residence, and years served
 - a description of key staff
 - your operating budget for the most recently completed fiscal year and the current year
 - your detailed project budget
 - your annual report (do not include other brochures, letters of recommendation, or videos/DVDs)
- ___ 6. Did you include **three (3) copies** of the following?
- your IRS Form 990, including Schedule A, for the past two years
 - your financial statements for the past two years