



Impact 100 NYC Full Proposal Questions

Below is a Printable List of Questions for Impact 100 NYC's Full Proposal. Applications must be completed and submitted through our online grants management system. Please log on to your SlideRoom account to complete the Full Proposal. All questions answered in the Letter of Inquiry will automatically be transferred into the Full Proposal. Please do not change your answers from your Letter of Inquiry. If you have any significant changes to make from your Letter of Inquiry, please include an explanation under Project or Program Detail, question 15, or notify us at grants@impact100nyc.org.

Full Proposal - Organization Detail

1. Number of board members
2. Please complete the following table regarding information about board members, including director name, board position, professional affiliation, city/state, and number of years served.
3. What is the percentage of board members who provided contributions to the organization during the last 12 months?
4. How many board meetings are held each year?
5. What is the average % attendance at your board meetings?
6. How does the board contribute to the success of your organization and programs? Share how your board of directors engages with the organization and helps to move it forward.
7. How long has the organization's Executive Director served in this position?
8. Number of full-time employees
9. Number of part-time employees
10. Number of volunteers
11. How does the organization utilize volunteers?
12. How does your organization bring diverse voices to the table for discussion, problem-solving, and consensus building?
13. Does your organization have an endowment fund? If yes, what is the value of the endowment fund?
14. In the past three years has your organization received any judgments or faced any pending or threatened litigation? If yes, please provide details.
15. Does the organization carry General Liability and Directors and Officers insurance? If yes, what is the organization's coverage limits?
16. In the next 6-12 months, do you foresee any significant changes to take place within the organization? If yes, please provide details.
17. Discuss the organization's capacity to monitor, assess, and adapt to internal and external changes.
18. Do your constituents play a role in informing program and service design?

Full Proposal - Project or Program Detail

1. Provide a statement of need, including specific data, research or agency experience explaining the unmet need in New York City that will be addressed by this project or program.
2. Please share the qualifications of your organization to address this specific need or issue. Also, what distinguishes your organization from other nonprofits delivering similar services?
3. If funded, please provide the anticipated start date for the proposed project or program. If this is a significant reshaping of an existing program, please indicate when program changes will be implemented.
4. Please provide other significant dates for the project or program.
5. Do you plan to use the funds over 12 months, 18 months, 24 months, or other?
6. Explain in detail how the project or program will be implemented?
7. Please list the key staff that will be involved in the project. Be sure to include all personnel that will be partially or fully funded by the Impact 100 NYC grant.
8. Provide brief bio/qualifications of key staff responsible for this project or program.
9. Does the organization plan to hire any new staff members for this project or program? If yes, please explain.
10. Provide further details regarding the project or program's implementation and feasibility, such as relocation plans, requirements for permits, site plans, zoning issues, cost estimates, and contingency plans if costs are under or over budget.
11. Does the project or program budget include any one-time or upfront costs versus ongoing expenses? If yes, please explain.
12. Are there permits, contracts, drawings, leases, site plans, etc. for a project or program that include a capital expense (building, equipment, etc.)? If yes, please explain.
13. Provide the key indicators the organization will measure to demonstrate if the project/program is leading toward long term transformative outcomes for its beneficiaries, organization and/or community. For each key indicator, please provide estimated targets for 6 months, 12 months, 18 months, and 24 months post grant award.
14. List the steps the organization plans to take to achieve long-term sustainability of the project or program beyond the 24 month Impact 100 NYC grant period.
15. Is there any additional information about the project or program or changes to the originally submitted LOI? Please explain.
16. If the project or program is a collaboration with other organizations, please complete the following table with information for each of the other organizations including name of the organization, 501 (c)(3) status, CEO/Executive Director, and Board Chair/President. If this is not a collaborative project or program, you may indicate "not applicable."
17. How would you proceed with the proposed project or program if you do not receive the Impact 100 NYC grant?
18. Impact 100 NYC's members are most enthusiastic about projects or programs that are transformative to the organization and the populations they serve. If your organization is empowered with our funding, it is our hope that it will advance your mission and dramatically affect the lives of the people you serve. To conclude your application, please complete the following sentence. The \$100,000 Innovation Grant from Impact 100 NYC will enable our organization to

Full Proposal Authorizations

1. CEO/Executive Director Certification: By typing the CEO/Executive Director's name below, you are certifying that the CEO/Executive Director has read and approved the statement below.

Our organization and Board of Directors authorize submission of this proposal. Our tax-exempt status under IRS 501 (c)(3) has not been revoked or modified. If the organization is selected to receive an Innovation Grant from Impact 100 NYC, the organization will provide interim and final reports as set forth in the Grant Agreement and the organization will follow its terms and conditions. We certify that to the best of our knowledge, the statements contained in this application are accurate and complete.

2. Board Chair/President's Certification: By typing the Board Chair/President's name below, you are certifying that the Board Chair/President has read and approved the statement below.

Our organization and Board of Directors authorize submission of this proposal. Our tax-exempt status under IRS 501 (c)(3) has not been revoked or modified. If the organization is selected to receive an Innovation Grant from Impact 100 NYC, the organization will provide interim and final reports as set forth in the Grant Agreement and the organization will follow its terms and conditions. We certify that to the best of our knowledge, the statements contained in this application are accurate and complete.

Attachments

If any additional Form 990 and/or Audited Financial Statements have been completed since the Letter of Inquiry has been submitted, please forward these additional documents to grants@impact100nyc.org.

Full Proposal Attachments

Combine all requested attachments into one PDF and upload.

1. Organizational Chart showing both names and positions
2. Updated Grant Project/Program Budget. You are required to use the Impact 100 NYC budget template provided in the email sent to your organization on January 18, 2021. The budget template is also available on the Impact 100 NYC website at <https://impact100nyc.org/Application-Process>. Please be sure that your updated budget is accurate, detailed, and complete. Note: at the bottom of the budget template there is a narrative cell. Please use this space to explain specifics around funds and expenses, and INDICATE THE TIME FRAME for this budget, e.g., 1 year or 2 years .
3. Memo of Understanding/Letters of Agreement, if this is a collaborative proposal (not letters of support)