



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. 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, include an explanation under Project Detail, question 12, or notify us at GrantQ@impact100nyc.org.

**For simplicity, we refer to a proposed project or program, simply as "project" in the questions below.*

Full Proposal - Organization Detail

1. Number of board members
2. 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 contributed financially to the organization during the most recently completed fiscal year? If the answer is less than 100%, explain why.
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. Provide a short bio for the Executive Director.
9. Number of full-time employees
10. Number of part-time employees
11. Number of volunteers
12. How does the organization utilize volunteers?
13. How does your organization bring diverse voices (staff, board, community, constituents) to the table to lead and govern, as well as for discussion, problem-solving, consensus building, and program design?
14. Does the organization carry General Liability and Directors and Officers insurance? If yes, what are the organization's coverage limits?
15. Does your organization have an endowment fund? If yes, what is the value of the endowment fund?
16. In the next 6-12 months, do you foresee any significant changes to take place within the organization? If yes, provide details.

Full Proposal - Project Detail

1. Share what makes your organization uniquely qualified to address the specific need or issue your proposal is targeting.
2. If funded, provide the anticipated start date for the proposed project. If this is a significant expansion of an existing project/program, indicate when changes will be implemented.
3. Provide other significant dates for the project.
4. Do you plan to use the funds over 12 months, 18 months, 24 months, or other?
5. Explain in detail how the project will be implemented?
6. List and provide brief bios/qualifications of 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.
7. Does the organization plan to hire any new staff members for this project? If yes, explain.
8. Provide further details regarding the project'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.
9. Does the project budget include any capital, one-time or upfront costs versus ongoing expenses? If yes, explain.
10. 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, provide estimated targets for 6 months, 12 months, 18 months, and 24 months post grant award.
11. List the steps the organization plans to take to achieve long-term sustainability of the project beyond the Impact 100 NYC grant period, including future funding plans.
12. Is there any additional information about the project or changes to the originally submitted LOI? Please explain.
13. If the project is a collaboration with other organizations, 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."

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 authorizes 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.

*****SUBJECT TO CHANGE*****

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 GrantQ@impact100nyc.org.

Full Proposal Attachments

Combine requested attachments into one PDF and upload.

1. Organizational Chart showing both names and positions
2. Memo of Understanding/Letters of Agreement, if this is a collaborative proposal (not letters of support)
3. If applicable, updated project budget. Only submit if the budget has changed. Use Impact 100 NYC budget template only.