



Impact 100 NYC Letter of Inquiry

Below is a Printable List of Questions for Impact 100 NYC's Letter of Inquiry. Applications must be completed and submitted online. For instructions on the submission of a Letter of Inquiry, visit our website at: www.impact100nyc.org under Apply for a Grant. Before preparing a Letter of Inquiry, you must review the eligibility requirements to make sure that the organization and project or program fits the criteria for an Impact 100 NYC Innovation Grant. We also encourage you to review the frequently asked questions before beginning the preparation of a Letter of Inquiry. Under Apply Now, when you click the red box entitled, Letter of Inquiry Online Application, this will take you directly to our online grants management system. The online application will be available beginning in October.

Organization Information

1. Organization Name
2. Address (street, city, zip)
3. Phone Number
4. Website
5. Executive Director Name
6. Executive Director Email
7. Executive Director Phone Number
8. Contact Person Name for this application, if different from Executive Director
9. Contact Person Title
10. Contact Person Email
11. Contact Person Phone Number
12. Organization EIN#
13. When did the organization receive its 501(c)(3) status? **Organizations must be in operation under 501(c)(3) status for a minimum of 36 months prior to applying.*
14. Has the organization's 501(c)(3) status been revoked or modified within the past 3 years? If yes, please explain.
15. Has your organization received any judgments, entered into any settlements, or faced or initiated any pending or threatened litigation within the past 3 years? If yes, please explain.
16. Is the organization a local chapter, member or affiliate of a larger organization? If so, please describe the organization's relationship.
17. In what year did the organization begin operating in New York City?
18. Borough or boroughs in which the organization operates. Check all that apply. (Bronx, Brooklyn, Manhattan, Queens, Staten Island). **Organizations must operate in at least one borough of New York City.*
19. When does the organization's Fiscal Year end? (month/day)
20. In the past 3 years, has an independent accountant expressed any concerns regarding the organization's financial health and/or viability? If yes, please explain.
21. What is the organization's current Board approved Annual Operating Budget?

Mission/Primary Programs

1. Provide the organization's mission statement.
2. Provide a brief history of the organization.
3. Summarize the primary programs in support of the organization's mission.
4. What makes the organization unique?
5. How do you measure the outcomes of current programs? What methods of evaluation and metrics do you use?
6. Summarize the organization's recent outcomes (including achievements, challenges, and impact on the community).
7. List the organization's top five funding sources for the last completed fiscal year, including names of funders and amounts.

Project or Program Information

1. Project or program title for which you are seeking the \$100,000 grant funding
2. Project or Program Budget Amount **Must be \$100,000 or greater.*
3. Project or Program Contact Name and Title
4. Project or Program Contact Phone
5. Project or Program Contact Email
6. Indicate the boroughs within New York City where the project or program activities will take place. Check all that apply. (Bronx, Brooklyn, Manhattan, Queens, Staten Island).
**The project or program must serve residents of Bronx, Brooklyn, Manhattan, Queens and/or Staten Island and expend funds fully in Bronx, Brooklyn, Manhattan, Queens and/or Staten Island.*
7. Provide a clear, brief description of the project or program.
8. What is the nature of this project or program? Choose from one of the following: (1) new project or program or (2) significant expansion of an existing program, fully describe what the significant expansion of your current program would be, including rationale for expansion, additional program components, expected increases in numbers served or reached, etc.
9. Please describe how this new initiative or expansion of an existing proven program is innovative.
10. Is the project or program a collaborative effort? If yes, please provide specifics and list all partners.
11. Describe the target population and number of underserved individuals the organization expects to serve through this project or program during the 24 month Impact Grant period.
12. Describe the measurable goals and expected outcomes of this project or program. Be specific about what you intend to measure and why.
13. Explain how these expected outcomes will be transformational to the beneficiaries, organization and/or community.
14. How will funds be secured if the total budget exceeds the Impact Grant of \$100,000? Please complete the following table with information including name of funding source, amount, and status of request. If the project or program budget is \$100,000, you may answer "not applicable."
15. Describe your plans for sustainability for this project or program. What are the future funding plans beyond the 24-month Impact 100 NYC grant?
16. If this project or program involves capital improvements to property, please clarify the ownership status of the property involved. If the property is leased rather than owned, please indicate the number of years remaining on the lease.
17. 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 letter of inquiry, please complete the following sentence. The \$100,000 Innovation Grant from Impact 100 NYC will enable our organization to _____.

Letter of Inquiry Authorization

1. CEO/Executive Director Certification: By typing the CEO/Executive Director's name below you are certifying that the CEO/Executive Director has reviewed the information provided in the Letter of Inquiry and it is accurate and complete.

nextgen

1. Would your organization like to be considered for a \$10,000 grant from nextgen, Impact 100 NYC's grant making initiative for teens in 8th-12th grade. **Your answer will not affect your consideration for Impact 100 NYC's \$100,000 grant.*
2. If you would like to be considered, please describe how your organization could specifically use \$10,000 to support your mission. Please name/title the specific project/need, share a brief description of how the funds would be used, and provide information about who and how many would be helped. **Your organization will be contacted if selected to move forward in the nextgen process.*

Financial Attachments

Upload the requested 12 attachments in PDF format and in four (4) groupings. We recommend you use www.smallpdf.com if you don't have access to other PDF software. It's free! It allows you to convert documents to PDFs as well as combine and manipulate them into groups.

Group 1:

1. IRS 501 (c)(3) Determination Letter
2. Form 990 - Last Completed Fiscal Year (including all supporting schedules)
3. Form 990 - 2nd to Last Completed Fiscal Year (including all supporting schedules)
4. Form 990 - 3rd to Last Completed Fiscal Year (including all supporting schedules)

Group 2:

5. Audited Financial Statements - Last Completed Fiscal Year
6. Audited Financial Statements - 2nd to Last Completed Fiscal Year
7. Audited Financial Statements - 3rd to Last Completed Fiscal Year

Group 3:

8. Organization's annual operating budget and actual year-to-date income and expenses (align these side by side) for the current fiscal year
9. Organization's annual operating budget and actual year-to-date income and expenses (align side by side) for the previous year
10. List of Funders and Amounts (Please provide a list of individuals, foundations, corporations and governmental agencies that fund or have funded the organization in an amount greater than \$5,000 for the current year.)
11. List of Funders and Amounts (Please provide a list of individuals, foundations, corporations and governmental agencies that fund or have funded the organization in an amount greater than \$5,000 for the most recently completed fiscal year.)

Group 4:

12. Project or Program Budget (Please download a project/program budget .xls template form from our website at: www.impact100nyc.org under How to Apply, Application Process; upload the completed project/program budget form)

Final note about attachments:

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

You must submit all requested documents and in the order requested. Applications with missing documents will be automatically rejected.

Further questions? Direct them to
grants@impact100nyc.org