Impact 100 NYC
Letter of Inquiry Questions

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.

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

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 Has the organization's 501(c)(3) status been revoked or modified within the past 3 years?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, 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, explain.
16. Is the organization a local chapter, member or affiliate of a larger organization? If so, 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, 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. How do you measure the outcomes of current programs? Summarize the organization's recent achievements, challenges, and impact on the community.
5. List the organization's top five funding sources for the last completed fiscal year, including names of funders and amounts.

Project Information

1. Project title for which you are seeking the $100,000 grant funding
2. Project budget amount *Must be $100,000 or greater.*
3. Indicate the boroughs within New York City where the project activities will take place. Check all that apply. (___Bronx, ___Brooklyn, ___Manhattan, ___Queens, ___Staten Island). *The project must serve residents of Bronx, Brooklyn, Manhattan, Queens and/or Staten Island and fully expend funds to serve constituents from the five boroughs.*
4. Provide a clear, brief description of the project, including a statement of need.
5. What is the nature of this project? Choose from one of the following: (1) new project or (2) significant expansion of an existing project. Fully describe what the significant expansion of your current project would be, including rationale for expansion, additional program components, expected increases in numbers served or reached, etc.
6. Describe how this project is innovative.
7. Is the project a collaborative effort? If yes, provide specifics and list all partners.
8. Describe the target population and number of underserved individuals the organization expects to serve through this project during the Impact Grant period.
9. Describe the measurable goals and expected outcomes of this project. Be specific about what you intend to measure and why.
10. Explain how these expected outcomes will be transformational to the beneficiaries, organization and/or community.
11. How will funds be secured if the total budget exceeds the Impact Grant of $100,000? 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."*
12. If this project involves capital improvements to property, clarify the ownership status of the property involved. If the property is leased rather than owned, indicate the number of years remaining on the lease.
13. Impact 100 NYC's members are most enthusiastic about projects 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, please provide a 100-word (or less) synopsis of your proposed project.

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.

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 for **current fiscal year** (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 for **previous year** (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 Budget (Download a project budget .xls template form from our website at: www.impact100nyc.org under How to Apply, Application Process; upload the completed project budget form)

Final note about attachments:
You must submit all requested documents and in the order requested. Applications with missing documents will be automatically rejected.

Further questions? Direct them to
GrantQ@impact100nyc.org