



Impact 100 NYC Full Proposal

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 onto your grants management system 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 12, or notify us at grants@impact100nyc.org.

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 Has the organization's 501(c)(3) status been revoked or modified within the past 3 years?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 the organization received a \$100,000 grant from Impact 100 NYC in the past 36 months?
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. County or counties in which organization operates. Check all that apply. (Bronx, Kings, New York, Queens, Richmond). **Organizations must operate in at least one county 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.

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

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 and challenges).
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 counties within New York City where the project or program activities will take place. Check all that apply. (___Bronx, ___Kings, ___New York, ___Queens, ___Richmond). **The project or program must serve residents of Bronx, Kings, New York, Queens and/or Richmond Counties and expend funds fully in Bronx, Kings, New York, Queens and/or Richmond Counties.*
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 reshaping of an existing program, fully describe changes from the current program, including rationale for pivoting, additional program components, increase in numbers served, etc.
9. Please describe how this new initiative or pivoting 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 under-served 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.

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 long has the organization's Executive Director served in this position?
5. Number of full-time employees
6. Number of part-time employees
7. Number of volunteers
8. How does the organization utilize volunteers?
9. Does your organization have an endowment fund? If yes, what is the value of the endowment fund?
10. In the past three years has your organization received any judgments or faced any pending or threatened litigation? If yes, please provide details.
11. Does the organization carry General Liability and Directors and Officers insurance? If yes, what is the organization's coverage limits?
12. In the next 6-12 months, do you foresee any significant changes to take place within the organization? If yes, please provide details.
13. Discuss the organization's capacity to monitor, assess, and adapt to internal and external changes.

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.
3. Provide the project or program start and end dates along with any other significant dates or milestones.
4. Explain in detail how the project or program will be implemented?
5. Provide brief bio/qualifications of key staff responsible for this project or program.
6. Does the organization plan to hire any new staff members for this project or program? If yes, please explain.
7. 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.
8. Does the project or program budget include any one time or upfront costs versus ongoing expenses? If yes, please explain.
9. 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 and attach any available relevant documents.
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, please 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 or program beyond the 24 month Impact 100 NYC grant period.
12. Is there any additional information about the project or program or changes to the originally submitted LOI that you would like to share with us?

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.

3. 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."

Financial Attachments

Upload each requested attachment in a PDF format.

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.

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)
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
8. Organization's annual operating budget and actual year-to-date income and expenses for the current fiscal year (align these side by side)
9. Organization's annual operating budget and actual income and expenses for the most recently completed fiscal year (align these side by side)
10. Project or Program Budget (You may download a project/program budget form from our website at: www.impact100nyc.org under How to Apply, Application Process; upload the completed project/program budget form)

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

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 current and most recently completed fiscal year.)

Other Attachments

Upload each requested attachment in a PDF format.

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)