



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 November.

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 Has the organization's 501(c)(3) status been revoked or modified within the past 3 years?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.

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 each requested attachment in a PDF format.

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)
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.)