

## Impact100 Philadelphia: FULL PROPOSAL INSTRUCTIONS

**Please read these two pages carefully before beginning the Full Proposal application.** *When completing the application, you may type directly into the form, or copy and paste material from another document. You may want to save your work in stages*

The Impact100 Full Proposal has three sections:

### I. Organization & Project Information

Organization and project information is requested in a specific format on the first four pages.

### II. Project Narrative

The narrative should address the nine points below, and may be up to another five pages in length.

### III. Project Budget

The budget form is a separate document in Excel format, downloadable at:  
[www.impact100philly/grant-applicants/forms-to-download](http://www.impact100philly/grant-applicants/forms-to-download).

## **NINE POINTS to address in your Project Narrative**

*Provide information in the order listed, typing the bolded text for each of the nine sections (e.g. "1. Summary of Proposed Project") and then your answer.*

1. **Summary of Proposed Project**
2. **Statement of Need:** Provide specific data, research or agency experience. What unmet need exists?
3. **Goals and Objectives:**
  - How will this project address the statement of need?
  - Why has this project been selected as a priority within your organization?
  - Who will be served through the proposed project? (number of people, target population)
  - What are your projected outcomes?
  - How do you plan to measure impact and results?
  - Is this a new program or the expansion of an existing one? For an expansion, **fully describe** changes from the current program, including increases in number served, additional program components, etc.
4. **Project Timeline:** What are the start and end dates for this project, and other significant dates or milestones?
5. **Planning Details:**
  - Explain how the project will be implemented. How does it work? Provide examples.
  - Who are the key staff members for this project and what are their responsibilities?
  - What proposals or cost estimates have you received?
  - Do you have permits, governmental contracts, drawings, leases, site plans, etc.?
  - What are your contingency plans if actual costs are under or over budget?
6. **Other Funding Sources:** Do you have other funding sources for this project? List current funds and pending grants of \$1,000 or more for which you have applied or intend to apply to support this project.
7. **Sustainability:** Describe your plans for sustainability of this project. What are your future funding plans beyond the 15-month Impact grant?
8. **Collaboration:** If your proposal is a collaborative effort, please provide specifics and list all partners.
9. **Litigation/Liability:** Is there litigation pending or threatened against your organization? Recent judgment? Give details. Do you carry G/L and D&O insurance? If so, what are your coverage limits?

**MATERIALS your application should contain**

1. Your original, signed Full Proposal (four pages of information, up to five additional pages of narrative, and the project budget)
2. Thirty (30) copies of your Full Proposal (including the project budget), each copy collated and stapled
3. Thirty (30) copies of your organization's income statement, with actual results vs. budget for the last completed fiscal year
4. Thirty (30) copies of your organization's interim income statement, including actual results vs. budget for the year-to-date
5. Thirty (30) copies of your organization's board-approved full-year operating budget (if not included in #4)
6. One (1) copy of your organization's IRS 501(c)(3) determination letter
7. Three (3) copies of your IRS Form 990 filing, including Schedule A, for the past two (2) years
8. Three (3) copies of your financial statements (audited or independently reviewed) for past three (3) years

Do **NOT** include: newsletters, letters of recommendation, publicity materials, DVDs or videos. These materials will be discarded if received.

**CHECKLIST to review before submitting your application**

- Did you submit a Letter of Inquiry to Impact100 and receive an **invitation** to submit a Full Proposal?
- Will your application be **postmarked** by Friday, **February 17, 2012**?  
*Please do not use overnight services or incur additional expenses for delivery. A postmark on or before February 17 is sufficient. Early submissions are appreciated!*
- Have you included the **original** Full Proposal, with **original** signatures on the first page from the Executive Director and Board Chair?
- Did you clearly outline in the Project Narrative and the Project Budget the use of the **entire \$100,000** Impact100 grant, and show that all grant funds will be expended **within 15 months**?
- Did you fill it out the Impact100 **Project Budget Form**? Did you include a budget narrative if additional explanations were necessary?
- If your project is an expansion** of an existing program, did you fully explain how it will differ from current programs?
- Have you included one (1) copy of your **IRS letter** providing proof of your 501(c)(3) status?
- Did you attach **thirty (30) collated, stapled copies** of each of the following?
  - Full Proposal
  - Income statement for the last completed fiscal year and an interim statement for the current year, including actual results vs. budget
- Did you include **three (3) copies** of each of the following?
  - Your IRS Form 990, including Schedule A, for the past two years
  - Your financial statements (audited or independently reviewed) for the past three years

***Please do not include the checklist or these instructions with your application.***