

[Questions highlighted in grey will be auto-filled from your Letter of Inquiry]

[SUBMITTED IN LETTER OF INQUIRY]

ORGANIZATION INFORMATION

1. For which Focus Area are you applying?
2. Nonprofit Organization
3. Website
4. Organization Address
5. Pennsylvania county in which the organization is located
6. Year Founded
7. Tax ID Number
8. Name and address of organization granted IRS tax-exempt status under section 501(c)(3) *Note that applicants must be tax-exempt under Section 501(c)(3) of the Internal Revenue Code, independent of a financial sponsor. A local chapter, member, or affiliate of a larger organization may apply under the national organization's 501(c)(3).*
9. If your organization is a local chapter of a national organization, what is the name of the national organization?
10. Organization Structure [#board members, #FTE, #PTE, #volunteers]
11. How does the demographic composition of your board, executive team, and key staff members reflect the populations your organization serves (such as racial and ethnic identity, gender, and other demographics relevant for your organization)?
12. Does the 501(c)(3) organization have A) 3 years (36 months) of independently prepared (audit or review) financial statements, B) 2 years (24 months) of Form 990 tax returns, and C) a current year-to-date income statement? *These documents will be required if the applicant is invited to submit a Full Proposal.*
13. If Impact100's \$100,000 grant is received, will the funds be expended within 24 months? *This is the maximum grant period for the \$100,000 grant.*
14. Organization's Fiscal Year End (mm/dd)
15. Provide the BUDGETED TOTALS for your CURRENT fiscal year. (If you are a chapter of a national organization, please enter local data, not national.)

TOTAL REVENUES

TOTAL EXPENSES

16. Provide ACTUAL RESULTS for your LAST completed fiscal year. *Note that NET ASSETS are not Net Income. Net Assets are listed on the balance sheet and on line 22 of Form 990.* (If you are a chapter of a national organization, please enter local data, not national.)

TOTAL REVENUES	TOTAL EXPENSES	NET ASSETS
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17. Provide ACTUAL RESULTS for your SECOND TO LAST completed fiscal year. *Note that NET ASSETS are not Net Income. Net Assets are listed on the balance sheet and on line 22 of Form 990.* (If you are a chapter of a national organization, please enter local data, not national.)

TOTAL REVENUES	TOTAL EXPENSES	NET ASSETS
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18. List the top 5 funding sources for the last completed fiscal year. Include name of funder, amount, and purpose for each. Indicate details for any multi-year grants, including fiscal year awarded, the total amount of the grant, and the grant period.

19. Litigation/Liability: Is there any litigation pending or threatened against your organization? A recent judgement? Please provide details.

20. Do you carry G/L insurance? If so, what are your coverage limits?

21. Do you carry D&O insurance? If so, what are your coverage limits?

22. Primary contact person for proposal

23. Financial contact person for proposal

24. Executive Director *By typing my name and the date below, I certify that I am the Executive Director of the applicant organization and that I have reviewed the information in this application, and it is accurate and complete.*

25. Email Address

26. Title

27. Today's Date

NARRATIVE RESPONSE

1. What is your organization's mission? What problem or need does your organization seek to address? (max 1,200 characters)
2. Give a brief history of your organization, including successes. (max 1,500 characters)
3. Describe your primary programs and target population(s). Include number of people served and counties where services are delivered and, where available, racial and ethnic demographics. Indicate how/why your constituents are under-served. (max 2,000 characters)
4. Briefly describe your organization's long-term vision and goals. (max 1,000 characters)
5. Why are you applying now? Why is this juncture the time when \$100,000 would have an especially significant impact for your organization? (max 1,200 characters)

ATTACHMENTS

IRS 503(c)(3) Determination Letter

[FULL PROPOSAL QUESTIONS]

DETAILS OF PROPOSAL

1. Provide further details about your plans for the grant period, such as proposed activities, strategies, and timetables. If your proposal involves other organizations, provide details about your collaboration. (max 2,500 characters)
2. What specific outcomes, milestones, or benchmarks do you seek to achieve during the grant period? Please include the factors that your expectations are based on, such as data, research, or organizational experience. (max 2,000 characters)
3. What methods or systems for tracking results and outcomes do you intend to use? (max 1,200 characters)
4. Provide one or two examples of how your board of directors has provided strong governance and strategic guidance for the organization. (max 1,000 characters)
5. Provide one or two examples of how your current senior staff has provided strong leadership for the organization. (max 1,000 characters)
6. Please describe the steps your organization has taken and/or plans to take to make your board of directors, executive team, and key staff members reflect the demographics of the population that your organization serves. (max 1,000 characters)
7. If there is any other important information to include with your proposal, add it here. If not, please leave this question blank. (max 1,000 characters)

FINANCIAL & OTHER ATTACHMENTS

1. Board of Directors
Provide a list of board members including names, board role or title, professional affiliation, and length of service on your board.
2. Financial Summary Form (found under Step 3 How to Apply for a Grant on Impact100's website)
3. Interim Income Statement - Current Fiscal Year (year-to-date actual results vs budget. If possible, include a column showing your full-year operating budget.)
4. Full-Year Operating Budget (if not included in #3 above)
5. Financial Statements - Last Completed Fiscal Year (audit or independently reviewed) NOTE: If the audit or review of your last completed fiscal year is not yet available, provide your Income Statement for the last completed fiscal year.
6. Financial Statements - Second to Last Completed Fiscal Year (audit or independently reviewed)
7. Financial Statements - Third to Last Completed Fiscal Year (audit or independently reviewed)
8. IRS Form 990, with Schedule A - Last Year
9. IRS Form 990, with Schedule A - Second to Last Year