

**REQUEST FOR FUNDING –** Application is due **NOVEMBER 27, 2024**. All applications must be submitted through Slideroom. The Word version is for offline preparation only.

We are excited to receive applicants’ Requests for Funding to Impact100 Philadelphia in this upcoming 17th year of our grantmaking.

We are continuing a single application process in 2024-25, however, we have made some important modifications. So even if you have applied previously, please read through this introduction and the application carefully, paying particular attention to the "Why Now" focus.

There are several stages in our process. The first is submitting this Request for Funding (RFF), a request for a $100,000 operating grant. We hope that it is relatively easy to complete while still providing Impact100 members with ample information about your organization. The deadline is **November 27, 2024**.

All applicants will be kept informed about their status as we move through the review process:

* Based on members’ reviews, a subset of applicants will be selected for **Financial Review**
* Following that review, some organizations will be contacted in **mid-March** with a request for a **site visit**. Site visits lasting about 90 minutes are expected to occur between mid-March and late April.
* All site-visited organizations will be notified of their **finalist status in mid-May.** Finalists will be required to submit additional materials for the Impact100 member voting ballot.
* Based on member voting results, grant award amounts will be announced at Impact100’s Annual meeting on **June 2**, and funding will begin later in June.

Additionally, all applicants will have the opportunity to ask questions of the financial review group during virtual office hours on Wednesday, November 13, at noon.

**Our Funding Practice**

Impact100 Philadelphia’s **vision** is to make our community more just, equitable, safe, and healthy for everyone.

Toward this goal, we make high-impact grants that address unmet needs in the Philadelphia region and raise the profile of smaller (lesser known or unrecognized) nonprofit organizations.

Our grants provide **general operating support** to enable the organization to act on a strategic opportunity to better serve its community.

**In this application, you will be asked to present a compelling case for why this is the pivotal moment in your organization’s journey for an Impact100 grant. For this reason, the key question that we ask applicants is, “Why now?” Applicants must be able to explain why a grant from Impact100 at this time would strengthen the organization’s ability to serve its community. Impact100 reviewers pay particular attention to the “Why Now” statement.**

Applicants must meet the basic eligibility requirements detailed on the next page. Furthermore, Impact100 gives priority to organizations with:

* A staff and board that reflect the communities they serve.
* An annual operating budget between $300,000 and $3,000,000. Organizations that fall significantly outside these parameters are highly unlikely to advance to the finalist stage.
* A strong explanation for “Why Now”

**FY25a ELIGIBILITY***The following questions relate to Impact100 Philadelphia’s eligibility criteria and documents that are required for our review. To be eligible to apply for Impact100 Philadelphia’s general operating grants, an organization must meet the following criteria. Note: Questions 1 & 2 are new eligibility requirements for past grantees.*

1. Have you received an Impact100 Philadelphia $100,000 grant in the past six grant cycles (since 2018)? If yes, you are not eligible to apply this year. Yes / No

2. Have you received an Impact100 Philadelphia grant under $100,000 in the past three grant cycles (since 2021)? If yes, you are not eligible to apply this year. Yes / No

3. Is your core constituency under-served and/or under-resourced? Yes / No

4. Is your publicly stated core mission to address the constituency’s unmet needs through programs and services in any of the following areas: arts and culture, education, environment, family, health and wellness? Yes / No

5. Can you provide a strong explanation for why a $100,000 grant will have a strategic or significant impact on the organization at this time? Yes / No

6. Are you tax-exempt under Section 501(c)(3) of the Internal Revenue Code, independent of a financial sponsor? Yes / No

7. Are you located in and serving residents of the counties of Bucks, Chester, Delaware, Montgomery, or Philadelphia, Pennsylvania? Yes / No

8. Do you maintain a bank account, in the organization’s name and under local control?
Yes / No

9. Do you have three years of independently prepared financial statements? These statements are NOT the 990 tax filing, nor are they compiled statements. These are audited or reviewed statements prepared by an independent CPA or accounting firm. Yes / No

10. Should you move forward in Impact100's review process, can you provide these required documents in February 2025? If no, you are not eligible to apply this year. Yes / No

1. Two years of IRS Form 990 tax returns: most recent and prior year

2. Your current full-year operating budget, including actual results year-to-date through the last completed quarter vs projected budget

3. Impact100’s [Financial Summary Form](https://impact100philly.org/wp-content/uploads/2024/10/FinancialSummaryForm.xlsx)

4. List of Board of Directors, with affiliations and year joined

5. If you are a local affiliate of a national organization: An income statement and balance sheet for local operations

6. If most recent financial statements are more than 6 months old: A draft or internally prepared income statement and balance sheet for the most recently completed year

**FY25b AREA(S) OF WORK***Impact100 Philadelphia accepts applications from eligible organizations working in one or more of the following areas. Impact100 will no longer award grants by focus area or prioritize one area over another. So that we can understand how your organization serves its mission and constituency, please identify the area(s) in which you work (check all that apply).*

1. Please identify the area(s) in which you work (check all that apply).
* Arts and Culture. The organization promotes, develops, and expands participation in artistic expression and creativity through culturally diverse art programs/programming, utilizing varied media and art forms such as exhibitions and performances.
* Education. The organization teaches, informs, and educates individuals or specific groups, addressing equitable access to creating or advancing future opportunities for children and/or adults.
* Environment. The organization improves, preserves, and protects community public spaces or natural resources, providing equitable access while promoting a just, safe, healthy, and sustainable world.
* Family. The organization strengthens and enhances the lives of children, older adults, and all families to achieve a better life and a healthy, secure future.
* Health and Wellness. The organization empowers wellness as a way to strengthen and improve the mental and physical well-being of communities and people of all ages.

**FY25c ORGANIZATION INFORMATION**

* + 1. Applicant Organization
		2. Provide a very brief statement describing the purpose and programs/services of your organization. (Suggested length: Not more than 50 words.)
		3. Website
		4. Organization Address
		5. County in which the organization is located

Bucks

Chester

Delaware

Montgomery

Philadelphia

Other

* + 1. Year Founded
		2. Tax ID Number
		3. Name and address of organization granted IRS tax-exempt status under section 501(c)(3)

Applicants must be tax-exempt under Section 501(c)(3), 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).

* + 1. Organization Structure

# board members # F/T employees #P/T employees # volunteers

* + 1. Date of fiscal year end from the financial statements from your last completed fiscal year
		2. Cash and cash equivalents (from Balance Sheet) from the financial statements from your last completed fiscal year
		3. Total annual expenses (from Income Statement) from the financial statements from your last completed fiscal year
		4. Total annual revenue (from Income Statement) from the financial statements from your last completed fiscal year
		5. Financial Statement Last Year

Please attach your last three years of audited financial statements. NOTE: The size limit per file is 10 MB. If a file exceeds 10 MB, please reformat to a smaller size before attempting to upload.

* + 1. Financial Statement Second to Last Year

NOTE: The size limit per file is 10 MB. If a file exceeds 10 MB, please reformat to a smaller size before attempting to upload.

* + 1. Financial Statement Third to Last Year

NOTE: The size limit per file is 10 MB. If a file exceeds 10 MB, please reformat to a smaller size before attempting to upload.

* + 1. List the top 5 funding sources for the last completed fiscal year.

Include name of funder; amount; whether one-time or multi-year.

* + 1. Litigation/Liability: Is there any litigation pending or threatened against your organization? A recent judgement?

If yes, please provide details.

* + 1. Describe as specifically as possible the demographics of the COMMUNITIES YOU SERVE noting race, ethnicity, disability, age, and any or all special needs or characteristics of this population.

Through our grantmaking, Impact100’s goal is to make our community more just, equitable, and healthy for everyone. One of our funding priorities is to support organizations with a staff and board that reflect the diversity of the populations they serve.

* + 1. Primary contact person for Request for Funding

Name Title Phone Number Email Address

* + 1. Financial contact person for Request for Funding

Name Title Phone Number Email Address

* + 1. 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.

Name Title Phone Number Email Address

* + 1. Today's Date

**FY25d NARRATIVE QUESTIONS***Please note the suggested answer lengths below. Long responses are not necessary.*

1. MISSION, HISTORY, VISION, GOALS

Provide your organization’s mission and a brief history, along with your vision and long-term goals.

(suggested length: 200 to 400 words)

2. PROGRAMS AND PEOPLE SERVED

Describe your community or constituency and how your primary programs and services address unmet needs. Please include specifics such as number of people served and locations where services are delivered.

(suggested length: 200 to 400 words)

3. WHY NOW?

Why is now the pivotal moment when an Impact100 grant would have an especially significant impact on your organization and its ability to serve your community? Impact100 reviewers pay particular attention to the Why Now statement.

Please note that debt reduction, operating deficits, interim or bridge funding, or endowment funding are not eligible requests.

(suggested length: 200 to 400 words)

4. DEI EFFORTS

In what ways do your staff and board reflect the community you serve? How do you include your community or constituents in leadership, planning, or other aspects of your work? What steps are you taking to ensure that your organization is diverse, inclusive, and promotes equity and justice?

(suggested length: 200 to 400 words)

5. OTHER

Feel free to leave this space blank, or to use it for any other important information you would like to share.

6. REMINDER BEFORE SUBMITTING

Before you submit, did you attach your last three years of audited financial statements? Yes / No