

WELCOME TO

impact.

TRAVERSE CITY

2025 Non Profit Grant Application Training

Welcome & Introductions

Mary Macey

**Nonprofit Engagement
Committee Chair**

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Grant Review Chair

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**Nonprofit Engagement
Committee Member**



Zoom Overview + Guidelines

- Feel free to turn on your camera! We'd like to see your faces!
- On your Zoom pic, click on 'Rename' and put in your name and the organization you represent
- Please leave your mic muted until the Q&A session at the end
- Put your questions in chat - let's "Rock The Chat!"
- There will be a Q&A at the end



What is Impact100?



What is Impact100?

Impact100 is a successful global philanthropy model created in 2001 by Wendy Steele of Cincinnati, OH.

Her concept is **simple** and **powerful**: Gather a group of women together to each give \$1,000, with the goal of significantly impacting local organizations in grants of at least \$100,000.



Who Is Impact100 TC?

- Impact100 TC is an all-women, all-volunteer 501(c)3 nonprofit
- A group of 100+ women who each donate \$1,000
The number of women donating equates to how many grants will be available
- We pool our money to award HUGE grants (at least \$100,000!) to local non-profits doing amazing things in the communities we live



IMPACT FACT:

Impact100 has over 60 chapters across the United States and beyond. By the end of 2024, Impact100 had collectively granted more than \$140 million dollars since its inception in 2001.

Impact100 Traverse City's Mission

“Women transforming our community through collective giving.”

We provide transformational grants in our five focus areas in our five-county region of **Grand Traverse, Antrim, Leelanau, Benzie, and Kalkaska.**



The 5 Focus Areas

The Five Focus Areas *Serving our five-county region*

Arts & Culture

Charitable initiatives that cultivate, develop, educate, and improve the cultural climate

Education

Charitable initiatives that further the ability to educate and improve education

Environment, Preservation, & Recreation

Preserve, enhance, revitalize, or restore facilities and surroundings

Family

Strengthen and enhance the lives of children and families

Health & Wellness

Positively impact mental or physical health and wellness



The Five Focus Areas (cont'd)

- Applicants identify which Focus Area(s) their initiative(s) fit by **ranking** the Focus Areas. Your initiative may fit within more than one focus area, but you must choose ONE as your top choice.
 - Your top choice should get a 1
 - Your bottom choice should get a 5
 - All others should fall in the middle
- We endeavor to honor your top choice of Focus Area selected, but will ensure that you are aligned to one of your top three. Each applicant will receive a call from the Focus Area chair to which you've been aligned at the start of the review process.
- Please note that we cannot offer advice on how to rank the focus areas



Grant Eligibility Overview

Which Organizations are Eligible to Apply?

Applicants who would be receiving Impact100 TC grant funds (either as the recipient or as a fiduciary recipient with a co-applicant) must be:

- A **tax-exempt public charity** under **Section 501(c)3** of the Internal Revenue Code (or a non profit in partnership with entity that is 501(c)3).
- Operate in **Antrim, Benzie, Grand Traverse, Kalkaska, or Leelanau** counties.
- **Free of legal actions declared:** including current or pending conflicts



What Initiatives are Eligible for Funding?

Impact100 looks to fund initiatives that are both **transformational** and **sustainable**

To be considered for funding, Impact100 looks to have you meet our eligibility guidelines your initiative(s)



What Initiatives are Eligible for Funding? (cont'd)

The proposed initiative must meet **all** of the following requirements:

- Serve residents of and expend funds within our **five-county region**
- Be **transformational** and increase the breadth and depth of an organization through innovation, deepening, or expansion
 - **Innovation**: new program or capital project, or services delivered in a new way
 - **Deepening**: more services or the same provided more often to the current population
 - **Expansion**: expanding the service to a new population



Clarifying “Transformational”

Transformation Initiative

Solves a community problem

Pursues change

Thinks beyond today

Drives innovation

VS

Operating Activity

Runs the defined business

Manages the status quo

Fills a daily need

Focus on actions

What Initiatives are Eligible for Funding? (cont'd)

- Have a **total project budget of at least the full amount** of the Impact100 Traverse City grant amount which will be between \$100,000 – \$133,000 depending on how many members this year
 - 2024 = \$116,000 with 348 members
- Expend funds **within 24 months** of the award date, unless Impact100 Traverse City is promptly notified of timeline changes and approves an extension.
- Have a **plan for sustainability** beyond the grant award period, when Impact100 Traverse City funds are no longer available.



What Initiatives are NOT Eligible for Funding?

The following purposes or initiatives are deemed **ineligible** for funding:

- Debt reduction, operational deficits, operating expenses or overhead, which includes funding a position as that is not sustainable.
(Note: operating funds may be requested if applicable to a *new* initiative/project to be funded)
- Capital improvements or renovations to property where the applicant organization may be denied access to at some point in time
- Grants to individuals or endowments
- Grants to support partisan, legislative or political activity
- Grants to an individual church or religious organization for its own benefit
- Grants for interim or bridge funding

A Complete Application is Required

In order to be considered for funding, applications must be **complete, include all of the required information and attachments and be submitted by the deadline.**

If an applicant fails to meet the aforementioned criteria, the application will not be considered for funding.



Writing Your Grant Application

Grant Writing Tips & Recommendations

- Craft a cohesive and compelling proposal
- While you're not "graded" on grammar and punctuation, your proposal's overall readability do affect the overall impression a reviewer may develop of your organization and the seriousness of your proposal
- PRO TIP - when you think you're done, have an outsider (not familiar with your organization and initiative) read your proposal; if they're confused by any part of it, we probably will be too!



Common Reasons for Declines

Related to Grant Application:

- Application **information lacking**; missing financial detail, simplistic project budget or timeline plan
- Impact of initiative **unclear**, who is impacted/underserved and how
- Needs of target community to be served **not well assessed** and/or investigated in support of the initiative
- **Inadequate or no plan** submitted to demonstrate how initiative will be sustained after the grant period ends
- Vision of organization and initiative were **not clearly articulated**
- Goals for the initiative were **vague**, evaluation process for determining the success of the project were **unclear**
- Initiative had been completed and grant funding was to **clear debt**



Common Reasons for Declines (cont'd)

Related to Funding:

- Grant would be dedicated primarily to **fund new staff** without concrete plan for managing staff cost after the grant ended
- Usage of grant funds was **unclear**, especially with larger projects with several funding sources
- Grant would fund over a **small portion** of the initiative; other funding sources needed for initiative success were **not yet committed**

Other:

- Initiative had **limited accessibility/reach** to the broader five-county region and/or the targeted community
- Initiative focus was **organizational not transformational**; organization may be transformational in nature but grant application was targeted for operational purposes



2025 Grant Review Process and Timeline

PHASE
1

Grant Application Opens
April 24, 2025



4 weeks to write grant application

Grant Applications Due
May 23, 2025



5 days to assign Focus Area

Grants Applications go to Focus Areas for Review
May 28, 2025

PHASE
2

Focus Area Committees Review Grants
May/June 2025



4 weeks for Focus Area review

Selected Grant Applications go to Financial Review
June 25, 2025

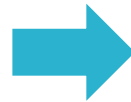


3-4 weeks for financial review

Approved Grant Applications go to Focus Areas for Site Visits
July 18, 2025

PHASE
3

Site Visits Occur
By August 8, 2025



2 weeks for site visits

Finalists Selected
Announced August 28, 2025



4 weeks until voting

Annual Meeting
September 23, 2025

At stages with pink border, declines are sent via Submittable to Applicants not moving forward

Process Overview - Review & Selection

- Complete applications submitted will be assigned to one of our five **Focus Area Committees**.
- The applications, including the financial information and attachments submitted with the application, are **read, reviewed and scored** by the members of the assigned Focus Area Committee.
- Focus Area Committees will select Applications to move beyond the initial review to be reviewed by our **Finance Review Committee**, who will execute a deeper review on the provided financial information and conditions.
- Applications passing financial review will then be scheduled for a **site visit** by the Focus Area Committees.
- Focus Area Committees will select a **finalist** based upon all information gathered during reviews and the site visit.



Process Overview - Review & Selection (cont'd)

- Selected finalists are announced at the [Meet the Finalists](#) event.
- **Finalist Executive Initiative Summaries** are then circulated to Impact100 Traverse City members in advance of the Annual Meeting.
- At the [Annual Meeting](#), representatives from each of the finalist organizations will provide a **ten-minute timed presentation** to our membership.
 - Presentation order is randomly selected at the Meet the Finalists event
 - After all finalist presentations are completed, members **rank vote** their selections for grant recipients.
 - **Grant recipients** are announced at the conclusion of the Annual Meeting!



Conflict of Interest/Conflict of Loyalty

At Impact100 Traverse City, we want all Applicants to receive **a fair and transparent review** of their application. For this reason, we require the following:

- Every member of our grant review committees must acknowledge our **Grant Review Conflict of Interest and Loyalty policy** and attest they will abide by its terms, and disclose any real, potential, or apparent conflicts.
- Each Board Member must attest that they will abide by our Board Code of Ethics, Conflict of Interest policy, and Conflict of Loyalty guidelines.
- Upholding the integrity of our Grant Review process is of utmost importance; **proper safeguards will be implemented** in the event of any recognized conflict of interest or loyalty in accordance with policy.



Submitting Your Grant Application

Submitting Your Grant Application

- Impact100 Traverse City leverages **Submittable** for grant application submission and review
- Register for an account at www.submittable.com and become familiar with the platform (several videos available on YouTube)
- The account and its associated email address used to submit your application **will receive all official communications** regarding the status of your application, including questions or requests for additional information and official selection or declination notifications. **We recommend the submitter account be someone who will be monitoring the account and application for the duration of the review period.**



Submitting Your Grant Application (cont'd)

- New in 2025: Application starts with an eligibility form. Check off each requirement to confirm. Upon completion, the application will open.
- Submittable does NOT save work as you progress. Please use the **Save Draft** button often and at the end of a working session.
- Be sure the application is complete and includes all of the required information and attachments before using **Submit**.
 - Include more than 1 attachment where required.
- Impact100 Traverse City is notified when applications are submitted in the Submittable application.
- Submission are **required** by 5:59PM on May 23.



Preparing for Grant Submission

- An information packet will be available April 22. Content will include:
 - Today's presentation along with a recording of the session
 - 2025 Impact100 Traverse City Grant Application
 - Financial worksheet templates
- Applicants are strongly encourage to **fully read through the entire application and assemble content** before you begin to create the application within Submittable.
- All attendees will receive the packet via the email address at which they registered for the session.
- Information packet will be available on impacttc.org.





This could be you in September!



Questions & Answers

- Is there language about billing, how the money should be spent and how it is reported? *Impact100 invests the grant money as a one-time payment or as a milestone payment (installments). A grant applicant may request either type of payment in the application. However, Impact 100 reserves the right to pay the grant in milestone payments if Impact100 determines it is more fiscally responsible to do so. Grant awardees will enter into a contract with Impact 100 TC that includes all of those terms.*
- Is there one award per focus area or could there be multiple in one of the focus areas? *There will be one finalist per focus area (may increase to two with 400+ members) and the award recipients will be selected from that group of finalists by ranked choice vote of our members.*
- Is an audited financial statement required or are reviewed or compiled statements accepted? Full audits are cost prohibited to small organizations. *At a minimum, we ask applicants to submit their 990's and corresponding financial statements. However, depending on the size of the non-profit, tax rules may not require a full 990. We won't deny an application if they aren't required to file a full 990 and only have management prepared statements.*
- Will the webinars be available for viewing? *Yes. The link will be included in the packet we send out with the presentation as well as being available on the Grants page of our website.*

Questions & Answers

- Is there language about billing, how the money should be spent and how it is reported? *Impact100 invests the grant money as a one-time payment or as a milestone payment (installments). A grant applicant may request either type of payment in the application. However, Impact 100 reserves the right to pay the grant in milestone payments if Impact100 determines it is more fiscally responsible to do so. Grant awardees will enter into a contract with Impact 100 TC that includes all of those terms.*
- If an organization is based outside the five county region, can we still apply? *If your organization serves our five county region, you can apply for a grant for an initiative in our region as long as it is for the sole benefit of the 5 county region.*
- Can multiple people (Submittable users) contribute content in the grant submission or only a single sign in application process? *We encourage those within your organization to collaborate on completing the application. However, our Submittable license only allows a single user to create and submit the grant application.*
- If our website is not fully developed, should we not apply for a grant this year? *We understand that organizations are at different stages of maturity. Your decision to apply should be based on the strength of your initiative. During the review process, questions posed back to you may give you valuable insight on where your website could be improved. Keep in mind that several of our past grant recipients were selected after a second submission.*

Questions & Answers

- Is there language about billing, how the money should be spent and how it is reported? *Impact100 invests the grant money as a one-time payment or as a milestone payment (installments). A grant applicant may request either type of payment in the application. However, Impact 100 reserves the right to pay the grant in milestone payments if Impact100 determines it is more fiscally responsible to do so. Grant awardees will enter into a contract with Impact 100 TC that includes all of those terms.*
- What is Impact 100 TC policy on working with volunteer organizations? *Impact 100 TC is an all volunteer organization and we welcome volunteer organizations to apply.*
- If the non-profit is mid-way through its fiscal year at the time of the application, does the "3 years of statements" refer to the 3 previously COMPLETED fiscal years? *Yes. Please provide your year-to-date and the prior 3 completed years of financial statements.*
- Are we more likely to get a grant if we cover all of the counties that are listed or If we partner up with somebody who is more familiar with the area? *Our members are advised to look at the impact of a request. That includes both breadth and depth. What resonates with one committee may not resonate with another. We ask you to speak from the heart (and back it up with data) what the true impact will be to those you serve. Your impact may be greater in one county than someone else's that serves all five.*

Questions & Answers

- You mentioned the five different categories, is a grant recommended for each category - does one from each get recommended - or how does the categories play into who gets what grant? *Each focus area will put forth one finalist for consideration for the annual vote. Should a focus area not have a strong candidate that year, another focus area may put forth a second candidate. Should Impact be able to give 5 total grants, more than one candidate will be selected from the various focus areas. All finalists will present at the annual meeting and the voting members will choose the grant recipients.*
- With respect to finance - if we are able to provide matching funds, does that strengthen our application *Impact's finance committee looks at the financial well being of your entity including your liquidity the strength of your balance sheet. They don't make a decision on the grant. If you can increase your impact leveraging other funds, that is attractive.*
- Do you require a financial audit? *Impact 100 TC doesn't require applicants to have a financial audit. We ask for three years of financials. If you haven't been in existence for three years, provide the financial information for the time you have been in operation.*

Questions & Answers

- Do you allow for an organization receiving the funds to be a pass through organization and regrant those funds to another company. For example, if we give money to a start up as a contest winner. *Impact 100 TC does not allow for pass through funding. Our grants are awarded for a particular initiative, intending to deliver a specific result to our community and not for the grant awardee to fund their own awards. On the other hand, if two nonprofit organizations choose to co-apply because they are effectively partnering on an initiative, that application will be considered. One organization would be the "lead organization" applying as if it were an individual organization on behalf of the collaboration.*
- When someone is awarded the full grant - how soon or how long is it until they can re-apply for the full grant again - even if they were a winner? *When a nonprofit is awarded a grant, then the organization must wait three years before reapplying to Impact100 for another grant. The 2 year period for grant recipients to re-apply begins the year that the grant is awarded no matter if the grant money is distributed lump sum or via installment payments according to the terms of the grant agreement.*

Questions & Answers

- Is there a limit to the number of partner's, because we work with a lot of partners? Is there an advantage to coming in with more partners. *There is not a limit to the number of partners, but no advantage to bringing in several. One of the collaborating organizations must be the "lead organization," applying as if it were an individual organization on behalf of the collaboration. The lead organization must be willing to take on all the potential rights, responsibilities, restrictions and liabilities of the grant, if it is received.*

Thank you for attending

impact.

TRAVERSE CITY

2025 Non Profit Grant Application Training

QUESTIONS? Email: nonprofits@impacttc.org

Impact100 Traverse City Grant Application Eligibility

Impact100 Traverse City Grant Application Eligibility

Applicant Eligibility:

In order for an organization to be eligible for a grant, applicants must:

- Be a tax-exempt public charity under Section 501(c)3 of the Internal Revenue Code
- Serve the residents of Antrim, Benzie, Grand Traverse, Kalkaska, or Leelanau counties
- Be free of any declared legal actions, including current or pending conflicts

Initiative Eligibility:

In order for an initiative to be eligible for a grant, the proposed initiative must:

- Have a total project budget equal to or greater than the Impact100 Traverse City grant amount
- Expend all funds solely for the benefit of residents of Antrim, Benzie, Grand Traverse, Kalkaska, or Leelanau counties
- Expend all funds within 24 months of the award date
- Be transformational and increase the breadth and depth of an organization through innovation, deepening, or expansion

Innovation: new program or capital project, or services delivered in a new way

Deepening: more services of the same provided more often to the current population

Expansion: expanding the service to a new population

Please note initiatives for the following purposes are deemed ineligible for a grant::

- Endowment funding
- Interim or bridge funding
- Partisan, legislative or political activity
- A project of an individual church, religious organization, or body of worship for its own benefit
- Capital improvements or renovations to property for the grant project where the applicant organization may be denied access to at some point in time
- Debt reduction, operational deficits, operating expenses or overhead

Confirm your organization and initiative meet eligibility requirements by checking each statement below.

- Our organization is a tax-exempt public charity under Section 501(c)3 of the Internal Revenue Code.**

- Our organization serves the residents of Antrim, Benzie, Grand Traverse, Kalkaska, or Leelanau counties and our initiative will expend all grant funds solely for the benefit of residents of this five county region.**

- Our organization is free of any declared legal actions, including current or pending conflicts.**

- Our initiative has a total project budget equal to or exceeding the grant amount.**

- Our initiative will expend all grant funds within 24 months of the award date.

- Our initiative is not funding an endowment, providing interim or bridge funding, or supporting partisan, legislative or political activities.

- Our initiative is not funding activities at an individual church, religious organization, or body of worship for its own benefit.

- Our initiative is not funding capital improvements to a facility not owned by our organization nor under a long term lease (10 years or greater).

- Our initiative is not funding debt reduction, operational deficits or operating expenses.

- Of specific note, our initiative will not fund new staff positions for which a long term funding plan has yet to be committed.

Did you attend one of the training sessions we conducted for applicants? (required)

- Yes

- No

Impact100 Traverse City Grant Application

APPLICANT ORGANIZATION INFORMATION AND BACKGROUND

Here's where you tell us all about you! We're interested in understanding your organization, its background and what you currently do to support the residents of our five-county region.

Applicant Organization Legal Name (required)

Limit: 300 characters

Enter the legal name of your organization. If applying in partnership with another organization, use the name of the lead applicant here.

Applicant Organization Also Known As (if applicable)

If your organization is known by a name other than its legal name, enter that name here.

Applicant Organization: Submitter Name (required)

Please note that the Submitter information provided here should match the information tied to the Submittable account being used to submit this application. This Submittable account will receive all official communications from Impact100 Traverse City, including questions or requests for additional information and declination notifications. It is strongly recommended that the Submitter be an individual who has ready access to both Submittable and the noted email address and routinely monitors such for new messages.

Applicant Organization: Submitter Title (required)

Applicant Organization: Submitter Phone Number (required)



Applicant Organization: Submitter Email Address

Would you like to identify a secondary contact? (required)

Yes

No

Impact100 Traverse City assumes that all official communications sent via Submittable are being received by the Applicant Organization through the Submitter. A secondary contact can be provided for communications from our Grant Review Chairs that may occur during the grant review process outside of Submittable.

Applicant Organization Street Address (required)

Country (required)

Address (required)

Address Line 2 (optional)

City (required)

State, Province, or Region (required)

Zip or Postal Code (required)

County in which Applicant Organization is based. Select all that apply. (required)

- Antrim
- Benzie
- Grand Traverse
- Kalkaska
- Leelanau

County residents served by Applicant Organization. Select all that apply. (required)

- Antrim
- Benzie
- Grand Traverse
- Kalkaska
- Leelanau

Applicant Organization Website

example.com

Applicant Organization Executive Director/Chief Operating Officer (required)

Applicant Organization Board Chairman/President (required)

Applicant Organization Board of Directors (required)

Upload a file. No files have been attached yet.

Acceptable file types: .pdf

Please upload a pdf document listing all Board of Director positions defined for the Applicant Organization. Denote the name of the incumbent in each position and the year in which their term expires. If a position is vacant, denote "VACANT".

How many positions on the Applicant Organization staff are paid positions? Please specify how many positions are full time versus part time. (required)

How many active volunteers support the Applicant Organization? (required)

Does the Applicant Organization carry general liability coverage or director/officer liability coverage? (required)

Yes

No

Does Applicant Organization have any pending litigation or recent judgments? (required)

Yes

No

Is your organization currently involved in a lawsuit or any other legal proceeding? Has your organization had a judgment entered against it within the past 12 months?

Is this a co-application with another organization(s)? (required)

Yes

No

If this application is a co-application of three or more organizations, please contact grants@impacttc.org for instruction on how to complete the application.

Applicant Organization Vision Statement (required)

If your organization does not have a vision statement, please denote "NOT DEFINED".

Applicant Organization Mission Statement (required)

Applicant Organization Background and the Population(s) They Serve (required)

Limit: 750 words

Briefly describe your organization and its history. Include demographic information as appropriate. If your organization does not serve a specific population, describe what your organization serves.

APPLICANT ORGANIZATION INITIATIVE

Here's where you tell us about your dreams! We want to know about your initiative and the type of impact you can make for the residents in our five county region!

Initiative Title (required)

Enter the name of your initiative. This name should be given thoughtful consideration as it will be used in all marketing materials should you be named an Impact100 Traverse City Grant Finalist.

Executive Summary of the Initiative (required)

Limit: 750 words

An Executive Summary should provide a compelling description of your proposed initiative in 750 words or less. This summary should be written for a general public audience and provide a summary of the initiative, including information on who will be involved, what will be done, how the initiative is transformational and impactful, where the proposed initiative will take place, and how the initiative will be sustainable. Applicants should NOT summarize past accomplishments in this section.

Alignment of Initiative and Applicant Organization Strategic Plan (required)

Limit: 500 words

Describe how your proposed initiative fits with your organization's current strategic plan. If your organization does not currently have a strategic plan, please explain why.

Initiative Focus Area

Please assess how your initiative aligns to each of the five focus areas of Impact100 Traverse City. Finalists for an Impact100 Traverse City grants are chosen from within each focus area. While Impact100 Traverse City endeavors to honor the top choice of focus area selected by the applicant, such an assignment is not guaranteed. Applicant will however be guaranteed that their application will be assigned to a focus area they rank for fit as 1, 2 or 3.

Impact100 focus areas:

- Arts and Culture: Charitable initiatives that cultivate, develop, educate, and improve the cultural climate within Impact100 Traverse City's five-county region.
- Education: Charitable initiatives that further the ability to educate and improve education within Impact100 Traverse City's five-county region.
- Environment, Preservation and Recreation: Charitable initiatives that preserve, enhance, revitalize, or restore facilities and surroundings within Impact100 Traverse City's five-county region.
- Family: Charitable initiatives that strengthen and enhance the lives of children and families within Impact100 Traverse City's five-county region.
- Health and Wellness: Charitable initiatives that positively impact the mental or physical health and wellness of the people within Impact100 Traverse City's five-county region.

Please select the focus areas in the order of fit to your organization's initiative. The focus area that best fits your initiative should be selected first (1) while the focus area that least fits your initiative should be selected last (5). Select each focus area only once over the five rankings.

Focus Area Ranking 1 (Best fit) (required)

Select...



Focus Area Ranking 2 (required)

Select...



Focus Area Ranking 3 (required)

Select... 

Focus Area Ranking 4 (required)

Select... 

Focus Area Ranking 5 (Least Best Fit) (required)

Select... 

Community(s) to be Served by Initiative (required)



Limit: 500 words

Describe the community(ies) to be served by this initiative, including the geographic location, the populations in the service area, including any underserved population in the service area.

Needs of the Community(s) to be Served and Gaps in Existing Services (required)



Limit: 500 words

Describe the needs of the community(ies) being served including the needs of any underserved population being served as a result of your proposed initiative. Include the impact of any previous efforts, gaps in existing services and how this proposal will initiate, continue, or enhance these efforts.

Sustainability of the Proposed Initiative (required)

Limit: 500 words

Explain your organization's plan for the long-term sustainability of the proposed initiative beyond the grant period when Impact100 Traverse City funds will no longer be available. Provide examples of your organization's experience in managing changes and/or growth in order to sustain programs.

DELIVERING ON YOUR INITIATIVE

This section of the application is all about how you intend to execute your plans to deliver on your initiative. You will need to provide detail on your proposed initiative's Goals, Objectives, Outcomes, and Indicators and Planning and Implementation Timeline. Keep in mind that your application must provide a clear link between the proposed activities and the needs identified in the section above.

Organizational Capacity and Key Individuals/Collaborators Involved in the Proposed Initiative (required)

Limit: 500 words

Provide an overview of your organization's capacity to successfully implement the proposed initiative. Identify the key individuals and organizations involved in the proposed initiative. Provide a list of all key project personnel (names, if known, and titles) and describe the roles and responsibilities specific to the project's activities, including the percentage of time each individual will devote to the initiative. If there is a co-applicant, provide their key project personnel and roles and responsibilities specific to the project's activities.

Goals, Objectives, Outcomes, and Indicators

Describe the goals, objectives, outcomes, and indicators of your proposed initiative, and, if applicable, how they are linked to current or similar efforts.

- **GOAL:** a broad statement of what you wish to accomplish.
- **OBJECTIVE:** an objective supports the goal(s) and provide more details. To help you create goals and objectives, consider the S.M.A.R.T. method: Specific, Measurable, Attainable, Relevant, Time-bound.
- **OUTCOME:** a description of a change in behavior or condition that reflect a positive impact. Include how the outcome will be assessed or measured.
- **INDICATOR:** the specific, measurable information collected to track whether an outcome has occurred.

EXAMPLE:

Nonprofit: Literacy for All

Initiative: Provide literacy tutoring for youth

Goal: Improve the academic performance of youth.

Objective: Literacy for All will develop and implement a 12-week literacy program for youth by December 2020.

Outcome: Students will improve their reading level through participation in literacy program.

Indicator: Percentage of students reading at grade level improved by over 10 percent or more.

Initiative Goals, Objectives, Outcomes, and Indicators (required)

Limit: 1500 words

Initiative Plan and Implementation Timeline (required)

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .pdf

Upload a pdf file containing your initiative's plan and implementation timeline (oftentimes referred to as a project plan) that outlines how your proposed initiative's Goals, Objectives, Outcomes, and Indicators will be accomplished.

Is your initiative a program initiative, a capital initiative or a combination of both? (required)

- Program Initiative
- Capital Initiative
- Both

Initiative Budget (required)

[Choose File](#)

Upload a file. No files have been attached yet.

Acceptable file types: .pdf, .xls, .xlsx

Applicants must submit reasonable budgets based on the resources needed to implement the proposed initiative. The Initiative's budget should display a clear link between the specific project activities and the proposed budget items. It should not contain any items that are not detailed in the project narrative.

Download the required template at <https://www.impact100tc.org/grants/> to provide the proposed initiative budget.

Initiative Budget Narrative (required)

Limit: 750 words

Provide a description of the proposed Initiative's budget in narrative form, addressing each line item and related timeline. The budget narrative should explain how the costs of goods and services in the budget were determined and how and when they will fulfill the overall objective of the project. The narrative should also include information regarding the initiative's total cost and the description of other sources of funding that may be necessary to fund the initiative.

APPLICANT ORGANIZATION FINANCIAL INFORMATION

Here's where you provide us information about your organization's financial status. A critical aspect of our assessment is to ensure your organization is financially stable and is positioned to provide services in our five-county region far beyond the timeframe of our grant.

The purpose of the Financial Summary form is to assist members of Impact100 Traverse City in consistently reviewing the financial health of our applicants. While the form is intended to be a compilation of data from standard financial reporting, we hope that your organization will also see this as a useful tool for monitoring its own financial health and trends.

You may want to seek the help of your accountant or financial officer to provide the information requested. Again, all information requested should be available to you through normal business operations. If you have any questions about these forms, please contact us at grants@impacttc.org (mailto:grants@impacttc.org).

If there is a co-applicant, you will also be prompted to provide the same financial information for the co-applicant.

Applicant Organization Financial Summary Form (required)

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .pdf, .xls, .xlsx

Please complete all shaded green boxes in the Excel spreadsheet. This information will summarize your financial position for a simplified analysis by our financial team. Please use your 990s & financial statements to complete this form. Additional instructions are included in the Financial Summary Form download.

Upload the Financial Summary Form as a pdf, xlsx, or xls here.

Applicant Organization IRS 501 (c) 3 Determination Letter (required)

Upload a file. No files have been attached yet.

Acceptable file types: .pdf

Upload your organization's IRS 501 (c) 3 Determination Letter.

Applicant Organization Audited Financial Statements (required)

Select up to 3 files to attach. No files have been attached yet. You may add 3 more files.

Acceptable file types: .pdf

Upload the most recent three years of your organization's audited financial statements as three separate pdf files. Each year should be its own pdf. If your organization is not required by the IRS to be audited, include three years of internal financial statements, again as three separate pdf files.

Is the Applicant Organization required to file a 990? (required)

Yes

No

Applicant Organization Interim Financial Statements (required)

Upload a file. No files have been attached yet.

Acceptable file types: .pdf

Please include Interim Financial Statements (Statement of Financial Position and Statement of Activities) with Prior Year Comparison covering the period since the last available audit or filed tax return as a pdf.

Applicant Organization Current Year Operating Budget (required)

Upload a file. No files have been attached yet.

Acceptable file types: .pdf

Upload your organization's current year operating budget.

Does the Applicant Organization have access to an operating line of credit, cash, endowments, or other sources of working capital? (required)

Yes

No

Have you previously applied for an Impact100 Traverse City Grant? (required)

Yes

No

Thank you for applying for an Impact100 Traverse City grant!