PENSACOLA BAY AREA IMPACT 100

Arts & Culture · Education · Environment · Family · Health & Wellness

2016 Nonprofit Grant Workshop

April 26, 2016

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IMPACT100
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Nonprofit Grant Workshop

8:00 –   8:30 **Registration & Continental Breakfast**

8:30 –   8:35 **Welcome & Introductions**

8:35 –   9:35 **Presentation by Quint Studer**

9:35 – 10:00 **IMPACTful Collaborating**

10:00 – 10:20 **Break**

10:20 – 10:35 **Guidelines for Construction Projects**

10:35 – 11:15 **Panel Discussion**

12:15 – 12:30 **IMPACT 100 Process Overview**

2016 Grant Award

Ten grants of $108,200 to be awarded.

Two will be awarded in each focus area:

- Arts & Culture
- Education
- Environment, Recreation & Preservation
- Family
- Health & Wellness

Total of $1,082,000

Developing a Great Proposal

Quint Studer

Email: quint@quintstuder.com

Twitter: @quint_studer

Instagram: qdstuder
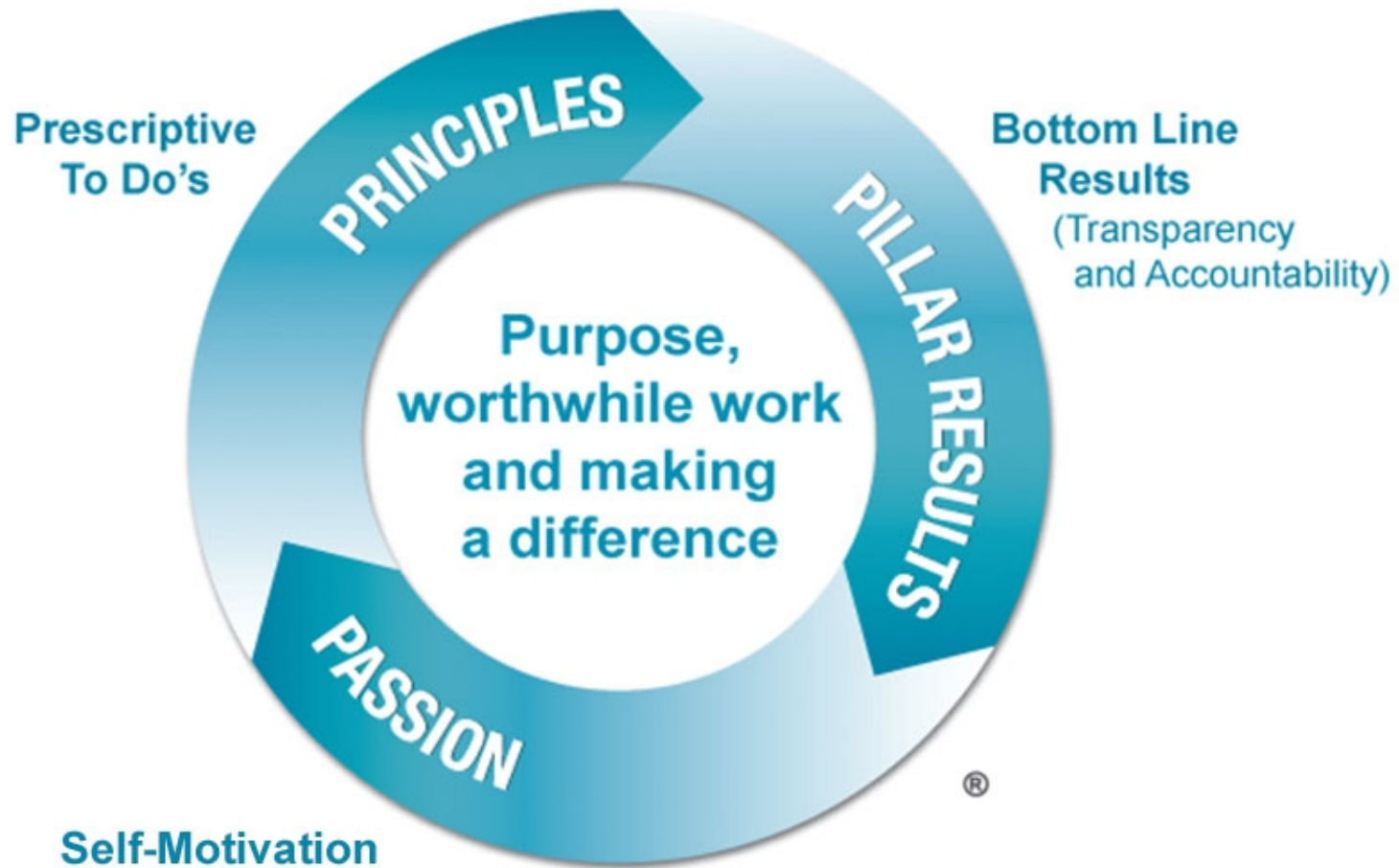
Connect: www.studeri.org

IMPACT 100 Mission

- To know and serve the community.

- To collectively fund significant grants to

- charitable initiatives.

- To set an example of effective philanthropy.

Studer Flywheel ®

Evidence-Based Leadership SM

7 Powerful Reasons Why Doing Good Can Lead to Great Business

1. When a company's drive is about social impact, there's more energy internally.
2. Magic happens when what you are doing resonates with people.
3. When your mission is strong people trust you.
4. It's easier to raise initial capital.
5. Money can be a distraction from success when there's no big picture.
6. Knowing your values makes hard choices easier.
7. When you know what you're striving for, confidence comes easy.

Key aspects of a winning proposal

- Impact
  - What impact will the funds have?
  - Why is the impact important? Outcomes?
  - Is it a one-time impact or recurring impact?
  - How sustainable is the organization?

Elements of a sustainable organization

- History of implementation
- Strong Board of Directors
  - Numbers
  - Quality
  - Diversity
  - Financial support
  - Measurement

Elements of a well-run organization

- Financial integrity
- Mission, vision, values
- Measurement

Executive Leadership

- Evaluation tool
- Measurement

Pillar	Goal	Rating Description (higher is better)	Total Weight	Score	Weighted Score	Status
Service	Achieve fan survey satisfaction level	5 is 96 and above 4 is 92 to 95 3 is 88 to 91 2 is 85 to 87 1 is 84 and below	10%			
Service	Achieve customer satisfaction in Shops	5 is 81 and above 4 is 78 to 80.99 3 is 75 to 77.99 2 is 72 to 74.99 1 is 71.99 and below	10%			
People	Employee attitude survey	5 is 86 and above 4 is 83 to 85 3 is 80 to 82 2 is 77 to 79 1 is 76 and below	10%			
Finance	Top-of-line revenue Blue Wahoos	5 is 6995473.2 and above 4 is 6906836.6 to 6995473.19 3 is 6729563.4 to 6906836.59 2 is 6640926.8 to 6729563.39 1 is 6640926.79 and below	30%			
Finance	EBITDA Shops goal met at $23,611.45	5 is 50001 and above 4 is 35001 to 50000 3 is 20000 to 35000 2 is 10000 to 19999 1 is 9999 and below	30%			
Growth	Opening Bubba's Candy Store on July 1	5 is before June 24 4 is June 25 to June 29 3 is June 30 to July 4 2 is July 5 to July 10 1 is after July 11	10%			

Strength of proposal

- Well aligned scope (less ambiguity = greater results)
- Reasonable budget
- Cost and return-on-investment calculations
- Demonstrated need

Impact of receiving grant

- What need will be met?
  - Number of people impacted
  - Degree of impact
  - Long-term impact
- What will happen if grant request is not funded?

Never Underestimate the Difference
You Can Make

- Quint Studer

Questions to Address if your Proposal includes Construction

1. What type of construction is this project?
   a. New Construction
   b. Adding on to an existing building
   c. Renovation of an existing building
   d. Demolishing of an existing structure
   e. Erecting fabricated structure
   f. Mobile home set-up
   g. Other structural changes, such as replacing stairs,
      handrails, repairs to pools, decks, etc.
2. Is the builder licensed in the counties/cities where work is to be performed?
3. Is there a site plan?

Questions to Address if your
Proposal includes Construction

4. Do the architectural plans and specifications meet county/city requirements for permitting? Example: Engineered truss layout, wind loads, etc.

5. Does the builder have the proper amount of Worker's Compensation and Liability Insurance to cover this project?

6. What is the time line for the project and completion date?

7. Will a schedule of payments be set up and who will be responsible for disbursements?

8. Is there a complete breakdown of all costs?

9. Please attach the following documentation:
    -Builder's county and/or city license
    -Certificate of Insurance
    -Site plan
    -Cost breakdown

Planning Information for Proposals involving Construction

Presentation by Bill Weeks, CBO, CFM, CRS
Certified Building Official
Certified Floodplain Manager
Community Rating System Coordinator
City of Pensacola

850-435-1748

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Please don't neglect to submit your Letter of Intent by April 30, 2016

Organization Eligibility

- **Tax-exempt public charity under Section 501(c) (3) of the Internal Revenue Code**

- **Based in Escambia and/or Santa Rosa counties, or a recognized local chapter of a state or national charity serving this region**

- **Registered with the Florida Division of Corporations as a nonprofit corporation**

- **Annual filing with Florida Department of Agriculture and Consumer Services**

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<u>Project</u> Eligibility

- **Serve residents of, and expend funds fully in Escambia and/or Santa Rosa counties**

- **Be a new program, expansion of an existing program, or a new or expanded collaborative effort of several nonprofit organizations**

- **Have a project budget for the full IMPACT 100 grant amount of $108,200 for 2016**

- **Expend funds by 30 Sept 2018**

In early May you will be notified by email letting you know if your LOI is complete – you may then begin completing your application at any time (before June 24).

impact100pensacola.communityforce.com

impact100pensacola.communityforce... | IMPACT 100 Pensacola Bay Area Onli... | - Login Screen | Untitled | +

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Welcome

Search for Grants | Login

Login

Sign in

*Email

*Password

Please enter the Password
Password is case sensitive.

Login   Cancel

Forgot Password?

or

IMPACT 100 Pensacola Bay Area is using Community Force to collect and manage our nonprofit grant applications during our grant season. This system is used by nonprofits who are applying for a grant and by our focus area committee members who are reviewing grants.

Nonprofits: First time users must create a new account for your organization

IMPACT 100 Focus Area Committee Members: After logging in you will see the grant applications assigned for reviews. For more information about the committee process and meetings here.

Create New Account

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Nominator Login | Help | Contact

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**Welcome NP Organization |
Nonprofit Organization**

Change Password | View/ Edit Profile | Logout

My Applications

| Search | My Applications | My Collaborations |

Below is a list of your application(s) and their current status.

Preview and Submit   Print Application   Delete   Withdraw   Active ⏷

Select	Grants	Program Name	Date Submitted	Deadline	Status	Generate PDF
○	IMPACT 100 PBA 2015 Grant Application	Read to Succeed! Improving Reading Performance for At Risk Students	06/23/2015	06/22/2015	Submitted	📄
○	IMPACT 100 Pensacola Bay Area 2016 Grant		-	06/24/2016	Pending Submission	📄

Help | Contact | Logout

Welcome NP Organization |
Nonprofit Organization

Application Status: Pending Submission

Change Password | View/ Edit Profile | New Search | Logout

My Applications > IMPACT 100 Pensacola Bay Area 2016 Grant

You will only see this option if you applied last year.

Deadline for Submission: 6/24/2016 5:00 PM

Preview Application   Import Responses from Existing Applications   Add Collaborator   **Final Review and Submit**

This screen is your **Dashboard**. Each item below is a portion of the application.   ← See the next slide.

You may select the "Preview Application" tab above to view or print the entire application at any time while you are preparing it.

If you have other nonprofit organizations collaborating on this project, please use the "Add Collaborator" tab above to send the appropriate "*Collaborating Nonprofit Organization Information*" section and the "*Collaborating Nonprofit Organization Financial Documents*" section to each collaborator. The system (admin@communityforce.com) will send an email to the collaborating organization(s) with their own log-in ID and only those two sections will appear on their dashboard(s), which they must complete and submit back to you.

You may also use the "Add Collaborator" tab above to allow other individual(s) to review and/or edit sections of your grant application. You will assign their name(s) and email information and then select the section(s) you want them to review or edit. The system (admin@communityforce.com) will send them an email with their log-in ID.
Note: You can grant access to only one collaborator at a time to edit the grant application, but you can forward a copy of the application by generating a pdf.

When all portions are 100% completed, you should select "Final Review and Submit" tab above to send it to the IMPACT 100 Grants Committee. Once it has been checked to ensure it is complete, you will receive an email either requesting more information or stating that it is ready to be printed.
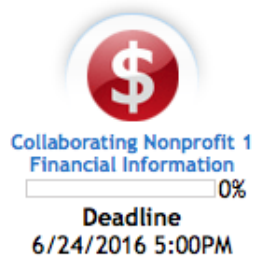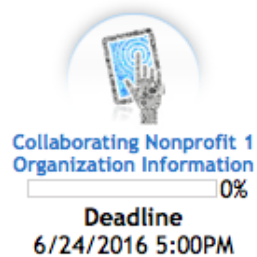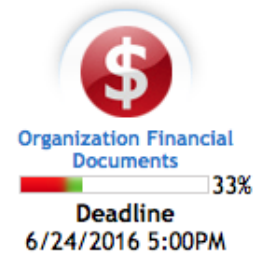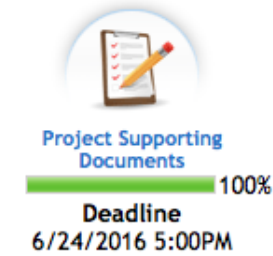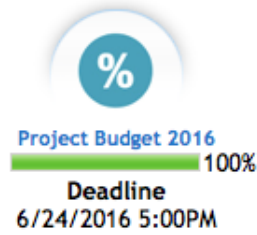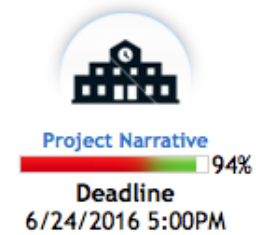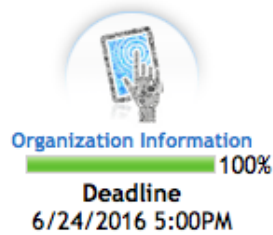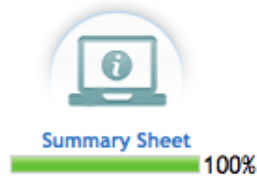
For more information about this application, please select the "Grant Process" tab on your dashboard.

Please contact grants@impact100pensacola.org if further assistance is needed.

SAVE YOUR WORK FREQUENTLY SINCE THE SYSTEM WILL LOGOUT WITHOUT SAVING AFTER 20 MINUTES OF INACTIVITY.

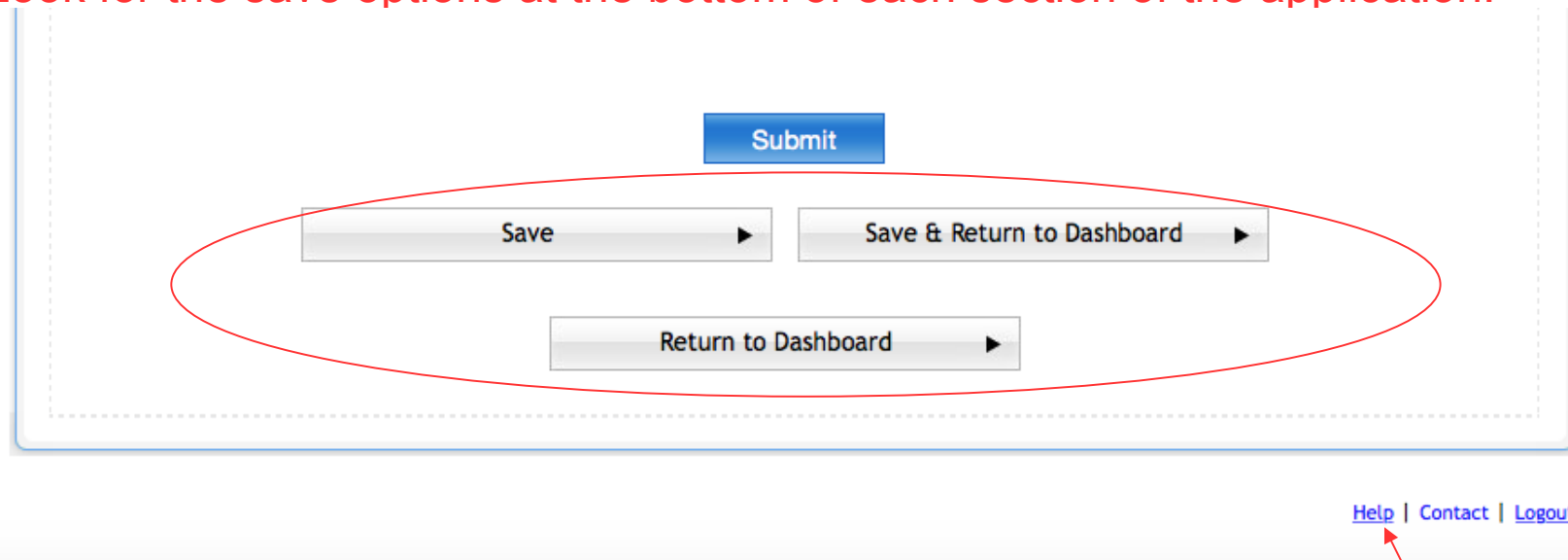This is the second half of the dashboard screen
continued from the previous slide.

SAVE YOUR WORK FREQUENTLY SINCE THE SYSTEM WILL LOGOUT WITHOUT SAVING AFTER 20 MINUTES OF INACTIVITY.

Summary Sheet 100%

Organization Information 100%
Deadline
6/24/2016 5:00PM

Project Narrative 94%
Deadline
6/24/2016 5:00PM

Project Budget 2016 100%
Deadline
6/24/2016 5:00PM

Project Supporting Documents 100%
Deadline
6/24/2016 5:00PM

Organization Financial Documents 33%
Deadline
6/24/2016 5:00PM

Collaborating Nonprofit 1 Organization Information 0%
Deadline
6/24/2016 5:00PM

Collaborating Nonprofit 1 Financial Information 0%
Deadline
6/24/2016 5:00PM

Online Grant Application Benefits

- Nothing you do can't be undone. IMPACT grants committee will help you through each step.

- You can log on and complete as much as you want at a time. Data will remain in the fields you complete – as long as you save!

Look for the save options at the bottom of each section of the application.

Submit

Save ▶

Save & Return to Dashboard ▶

Return to Dashboard ▶

Help | Contact | Logout

- There is access to Community Force User information by selecting "Help".
 See next slide.

Applicant – This is a user of the system that will be completing an application and submitting.

Home /

- **Using the System**

  + 1. Completing Registration

  + 2. Accessing the system

  + 3. Completing Prequalification

  + 4. Completing a form

  + 5. Completing Request Section

  + 6. Printing

  + 7. Submitting an application

  + 8. Electronic Signature

Once all of these sections on your dashboard say 100% you can submit your application. Remember deadline is Friday, June 24, 2016.

SAVE YOUR WORK FREQUENTLY SINCE THE SYSTEM WILL LOGOUT WITHOUT SAVING AFTER 20 MINUTES OF INACTIVITY.

Summary Sheet
100%

Organization Information
100%
Deadline
6/24/2016 5:00PM

Project Narrative
94%
Deadline
6/24/2016 5:00PM

Project Budget 2016
100%
Deadline
6/24/2016 5:00PM

Project Supporting Documents
100%
Deadline
6/24/2016 5:00PM

Organization Financial Documents
33%
Deadline
6/24/2016 5:00PM

Collaborating Nonprofit 1 Organization Information
0%
Deadline
6/24/2016 5:00PM

Collaborating Nonprofit 1 Financial Information
0%
Deadline
6/24/2016 5:00PM

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Once you have submitted your application, IMPACT 100 Grants Committee will review it to ensure the correct years' financial data, 990s, and project documentation is included.

You will then receive an email asking you to make some adjustments or stating that it is ready to print!   This year you will print out a complete package, make only 1 copy and deliver them to the Warren Averette, 2ⁿᵈ floor conference room, 316 Baylen St, Pensacola on Thursday, 6/30/16 between 11:00 a.m. - 4:00 p.m.

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Remember, we will help you every step of the way! Submit your questions to: grants@impact100pensacola.org

Thank you for attending!