



Welcome to the 2017 Nonprofit Grant Workshop

April 20, 2017

Sponsored by





Nonprofit Grant Workshop

8:30 – 9:00 Registration & Continental Breakfast

9:00 – 9:15 Welcome & Introductions

9:15 – 10:00 Debbie Ritchie, Guest Speaker

10:00 – 10:15 Break

10:15 – 10:40 Guidelines for Permitting & Construction

10:40 – 11:40 IMPACT 100 Grant Process Overview

**11:40 – 12:15 Panel Discussion with Former Grant Winners
& IMPACT 100 Board Members**



2017 Grant Award

Ten grants of \$107,700 to be awarded.

Two grants will be awarded in each focus area:

Arts & Culture

Education

Environment, Recreation & Preservation

Family

Health & Wellness

Total of \$1,077,000



Mission Statement

- To know and serve the community;
- To collectively fund significant grants to charitable initiatives;
- To set an example of effective philanthropy.



Debbie Ritchie

President

Debbie.Ritchie@studergroup.com

Dream Big. Serve Better. Make An IMPACT!

Tell Your Story

Debbie Ritchie – Founding President, IMPACT 100 Pensacola

President, Studer Group

Three Questions

1. Why Not?
2. Why?
3. When?



Relate,

NOT COMPARE

We Are Studer Group®

We are dedicated to healthcare and aspire to role model exactly what we teach others. This relentless commitment to authenticity is key to who we are.



What We Do

- Apply evidence-based tactics to achieve and sustain exceptional clinical, operational, and financial outcomes
- Develop web-based software accelerators for operational alignment and process efficiency
- Provide a wealth of educational resources—including books, training videos, webinars, and institutes

Organizational Achievements

- 2010 recipient of the Malcolm Baldrige National Quality Award
- *Becker's Hospital Review's* 150 Great Places to Work in Healthcare
- Net Promoter Score: 71 - #8 nationally, across all US businesses in 2014 (between Apple and Amazon)



Studer Group

Mission

To make healthcare a better place for employees to work, physicians to practice medicine, and patients to receive care.

Vision

To be the intellectual resource for healthcare professionals, combining passion with prescriptive actions and tools, to drive outcomes and maximize the human potential within each organization and healthcare as a whole.

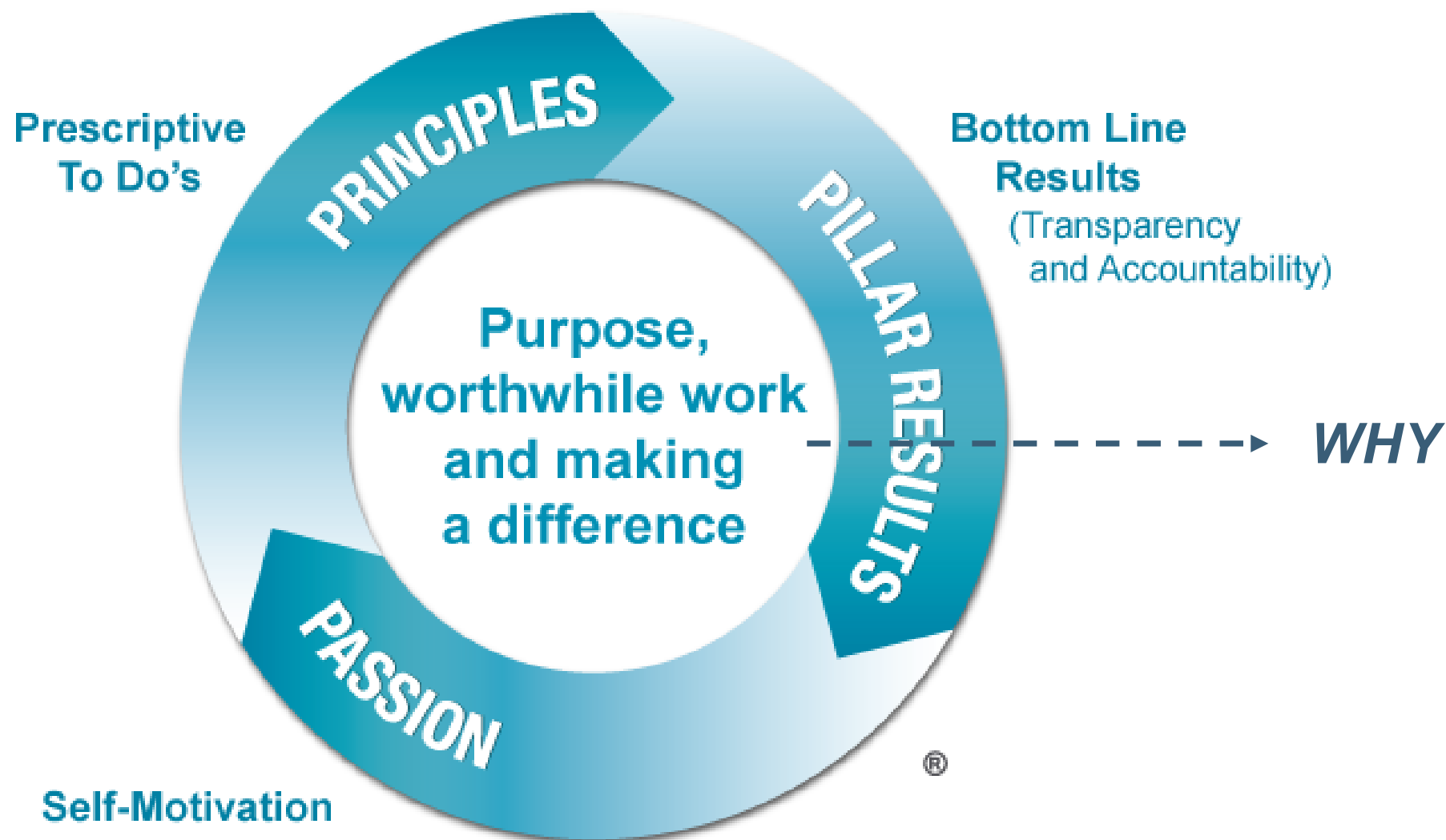
Vision Mission & Values

Your Mission

A Strong Mission Statement Explains Three Things:

- **Why** your organization exists
- **Whom** it serves
- **How** it serves them

Without motivation, people won't help and the effort goes nowhere





500 Women

Arts &
Culture

Education

Environment

Family

Health &
Wellness

10 Finalists

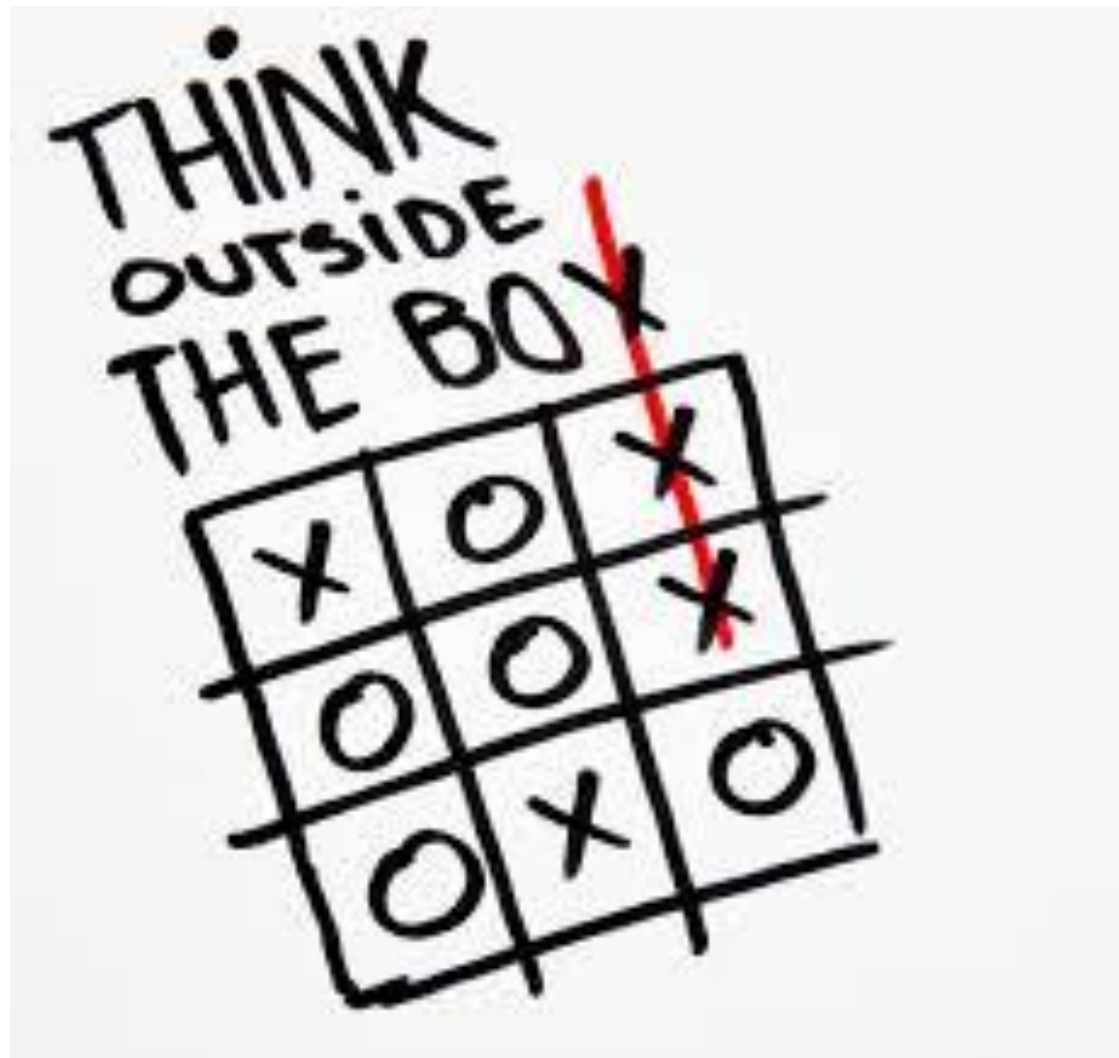
(2 Per Focus Area)

Annual Meeting

5 Recipients (1 Per Focus Area)

Why Not?







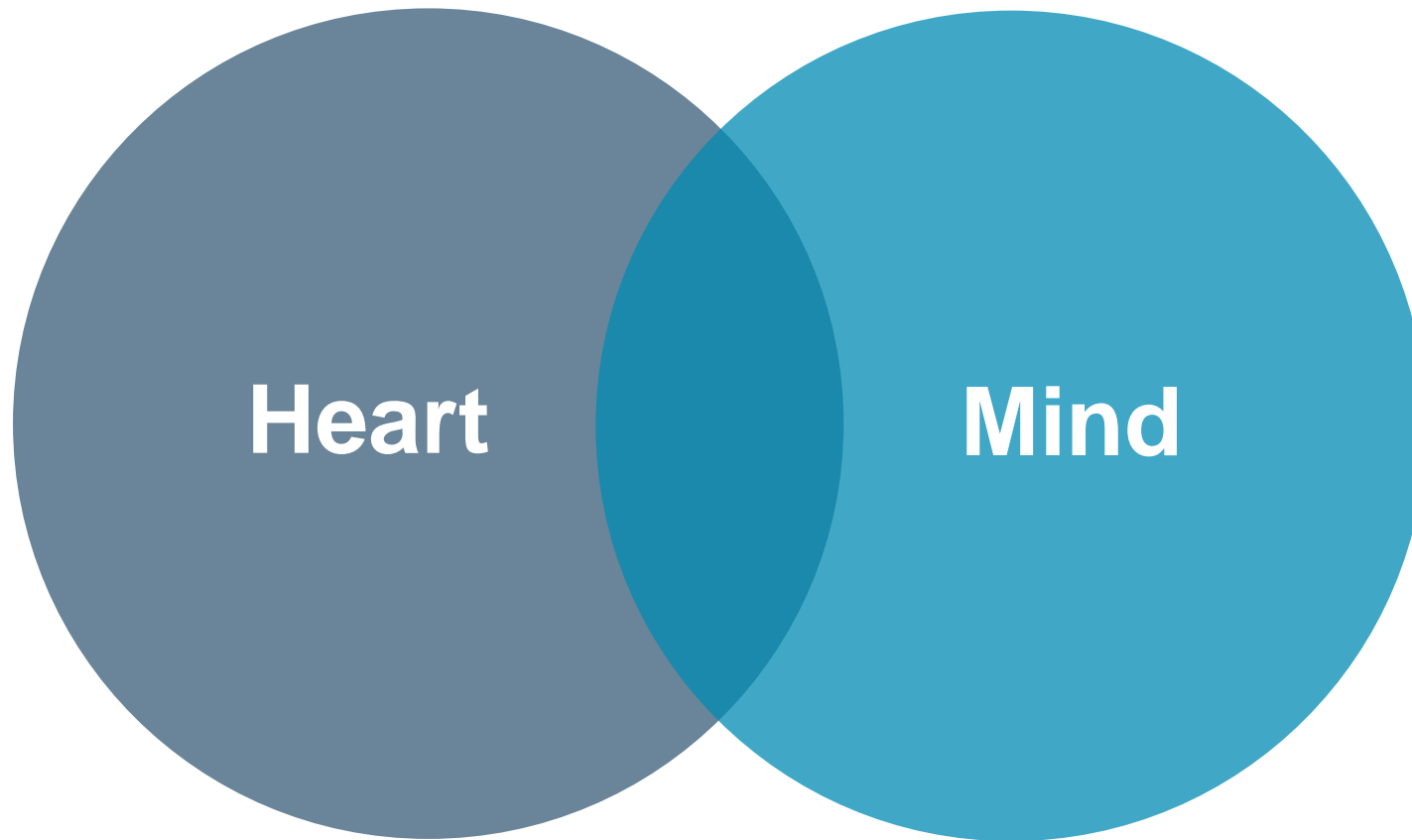
SERVE
BETTER

TELL
YOUR
STORY

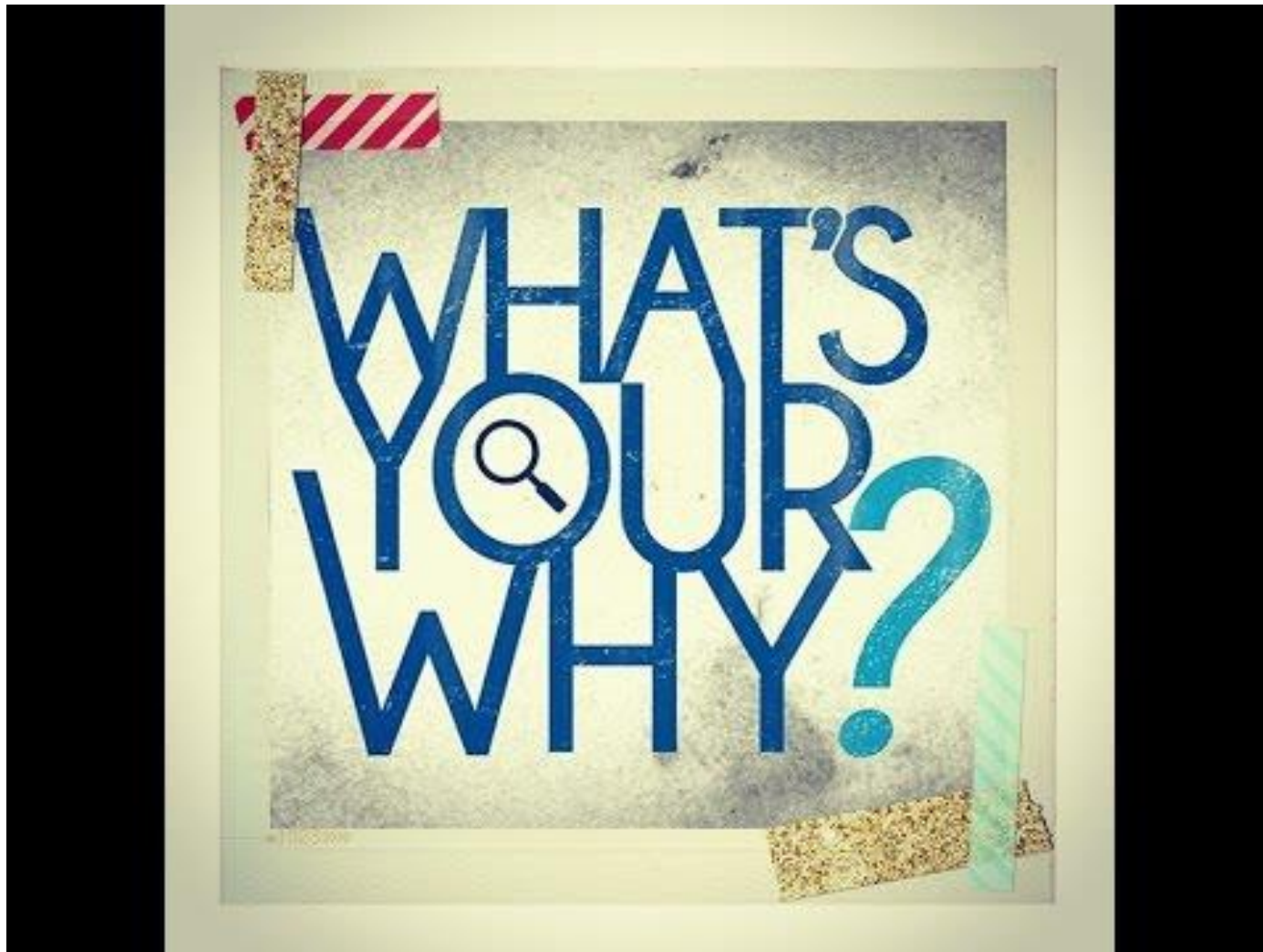
A few tips...

- Emphasize **why** your organization is the best qualified to solve the problem or meet the need.
- Support your grant with concrete and specific documentation or information, but don't overdo it.
- Present your strongest points and most compelling documentation first.
- Anticipate questions in articulating your reasons or rationale.
- Concentrate and fix what you think is the weakest part of your grant. Often this is the budget.
- Be consistent in style and format throughout your grant.
- Make sure your grant is complete, free of errors, and attractively presented.
- Before submitting your grant, ask colleagues or experienced with grants to read and critique it.

Connect Heart and Mind



Why?



“Writing with heart improves odds of getting grant”

“What did you learn from *reading* grant proposals that has helped you in *writing* grant proposals?”

- **Write with heart.** It's the heart and the energy that must come through.
- **Remember your audience:** They could be reading 40 grants.
- The readers energy is attracted to energetic writing. **When the reader feels energy and heart in the writing, the reader feels the commitment is genuine.**
- **Begin with your strengths and what is most persuasive.**
 - If you have changed the lives of a small number of people, open with a few poignant testimonials or examples.
 - If your strength is that your program reaches large numbers of people, lead off with those numbers.

**WHEN THE
WHY IS CLEAR,**

**THE
HOW IS EASY.**







**MAKE AN
IMPACT**

When?



Don't wait for an opportunity to tell your story or to make a difference. Make an impact now.



Guidelines for Permitting and Construction



Obtaining Necessary Permits for Construction

Bill Weeks, CBO, CFM, CRS

Certified Building Official

Certified Floodplain Manager

Community Rating System Coordinator

City of Pensacola 850-435-1748



Planning Information for Proposals Involving Construction

Annette Smith

**IMPACT 100 Pensacola Bay Area
Construction Bid Review Lead**



Grant Process Overview

March:

- Announce number of members and number of grants to be awarded each year
- Grant application process begins by submitting a Letter of Intent to Apply. Each year this is due by April 30. However, this year, since April 30 falls on a Sunday, ***the deadline is extended to May 1.***

Grant Process Overview (continued)

May:

- The Letters of Intent to Apply (LOI) are reviewed to verify eligibility to apply for a grant. The grant application will then be released to all the eligible nonprofits.
- Applicants will apply in one of the five focus areas:
 - Arts & Culture;
 - Education;
 - Environment, Recreation & Preservation;
 - Family;
 - Health & Wellness



Grant Process Overview (continued)

June:

- Grant applications are accepted online until June 16, 2017 at 10 p.m.



Grant Process Overview (continued)

July and August:

- A focus area committee consisting of IMPACT 100 members will review the grant applications.
- Site visits will be conducted by a small team of committee members.
- Applications will be evaluated on the strength of the organization, the strength of the project, the impact of the project on the community and the project's sustainability.
- Three finalists from each focus area will be selected.



Grant Process Overview (continued)

September:

- Finalists will be notified by phone.
- All other applicants will be notified by both email and mail prior to the press conference on September 13, 2017.
- Summaries of the finalists' projects will be provided to voting members of IMPACT 100.



Grant Process Overview (continued)

October:

- Each grant finalist will make a five-minute presentation at the IMPACT 100 Annual Meeting, typically held on the third Sunday in October.
- IMPACT 100 members will vote by individual ballot.
- The winning projects will be selected by majority vote that day.
- The winners will be announced at the end of this meeting.



Grant Process Overview (continued)

Reports and Evaluation:

- Prior to the release of grant funds, each recipient must complete the IMPACT 100 Grant Agreement Form.
- Grantees must submit quarterly reports on implementation and progress of the project to IMPACT 100 Pensacola Bay Area Board of Directors.
- When the project is complete, or funds are fully expended, the grantee must submit a final report.



Grant Process Overview (continued)

Wish Lists:

- All applicants will have an opportunity to submit a wish list of items that could benefit their organization.
- Wish lists will be posted on the IMPACT 100 website for one year, giving possible donors an opportunity to fund applicant's wishes.



2017 GRANT PROCESS OVERVIEW

1. Letter of Intent to Apply - Date Due: April 30th, 2017

Applicants must submit a Letter of Intent to Apply. In preparation to submit the Letter of Intent, each organization should confirm they meet all requirements by:

- Providing a copy of the Dept. of Treasury letter affirming the organization's status as a tax-exempt public charity under Internal Revenue Code Section 501(c)(3). Religious institutions must have a separate tax-exempt entity, not under the umbrella of the body of worship, to apply
- Filing the latest Annual Report with the Florida Department of State, Division of Corporations (www.sunbiz.org)
- Registering with the Florida Department of Agriculture and Consumer Services, unless the organization is exempt (www.freshfromflorida.com)

Letter of Intent to Apply is available at <http://impact100pensacola.org/grant-info/letter-intent>

Letter of Intent must be received by April 30, 2017.

ONLY NONPROFITS THAT HAVE SUBMITTED A LETTER OF INTENT TO APPLY BY APRIL 30, 2017 CAN SUBMIT A 2017 GRANT APPLICATION.

2. Grant Application - Date Due: Online - Friday, June 16, 2017

Nonprofits must complete the grant application online. It will be reviewed for completion.

NOTE: Grant applications will not be accepted unless completed online by June 16, 2017.

3. Eligibility

Organizations eligible to apply for the IMPACT 100 Pensacola Bay Area grant must confirm the organization is:

- Defined as a tax-exempt public charity under Section 501(c)(3) of the Internal Revenue Code
- Based in or collaborating with organizations in Escambia and/or Santa Rosa counties
- Registered with the Florida Division of Corporations as a nonprofit corporation
- Registered with the Florida Department of Agriculture and Consumer Services, unless the organization is exempt

Projects eligible for the IMPACT 100 grant must:

- 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 multiple nonprofit organizations
- Have a total project budget for the full IMPACT 100 grant amount
- Expend funds within 24 months of the October award date
- Be designated by the applying nonprofit organization for one of the following Focus Areas:
 - **Arts & Culture:** Initiatives that cultivate, develop, and enhance the cultural and artistic climate of the Pensacola Bay area.
 - **Education:** Initiatives that further the educational process or improve access to education for children and/or adults in the Pensacola Bay area.
 - **Environment, Recreation & Preservation:** Initiatives that will restore, preserve, revitalize or enhance the facilities, surroundings and/or recreational opportunities of the Pensacola Bay Area.
 - **Family:** Initiatives that strengthen and enhance the lives of children and families living in the Pensacola Bay area.
 - **Health & Wellness:** Initiatives that improve the mental and/or physical well-being of people living in the Pensacola Bay area.

IMPACT 100 will **not** provide grants for:

- Debt reduction or operational deficits
 - Applying IMPACT 100 funds to reduce or extinguish existing debt
 - Using IMPACT 100 funds as operating funds to cover budgeted or non-budgeted shortfalls
- General operating expenses or overhead, such as ongoing salaries for existing staff
 - The exception to this is the request for items of an operating or overhead nature that are a part of a new or expanded initiative or project to be funded by IMPACT 100. Salaries can be covered by grant funds as long as the salary is paid to someone with significant involvement in the grant initiative. A sustainability plan must be provided.
- Grants to individuals
- Endowment funding
 - Includes any type of arrangement whereby funds are held temporarily or in perpetuity and not expended within the 24-month period required by IMPACT 100
 - Includes replenishment of previously existing endowment funds
- Interim or bridge funding
 - Using IMPACT 100 funds as interim financing or in anticipation of financing or of refinancing existing debt
 - Using IMPACT 100 funds until permanent financing or other funding is received
- Partisan, legislative, or political activity
- Projects of individual churches, synagogues or other religious institutions will not be funded unless a separate tax-exempt entity that is not under the umbrella of the church, synagogue or other religious institution exists for receiving IMPACT 100 funds
- Faith-based projects or programs which require participation in activities of a particular faith, denomination or religion in order to benefit from the project or program
 - Benefits of the project or program must be available to any person, regardless of religious beliefs or practices
 - Benefits of the project or program must not be dependent on any person being required to participate in any religious activity, ceremony or service
- Capital improvements or renovations to property for the grant project if the organization does not own or have a lease of at least five years

4. Review of Applications

The IMPACT 100 Pensacola Bay Area focus area committees will review the grant applications and will select three finalists from each focus area. Committees will contact all applicants to schedule site visits. Applications will be evaluated on the strength of the organization, the strength of the project, the project's sustainability, and the impact of the project on the community. Finalists will be notified by phone. All other applicants will be notified by email prior to the press conference on **September 13, 2017**.

5. Finalist Presentations and Selection

Summaries of the finalists' applications will be provided to members of IMPACT 100 Pensacola Bay Area. Grant finalists will make a five-minute presentation at the IMPACT 100 Annual Meeting, to be held **Sunday, October 15, 2017**. IMPACT 100 Pensacola Bay Area members will vote by individual ballot and the winning projects will be selected by majority vote.

6. Reports and Evaluation

Prior to the release of grant funds, each recipient must complete the IMPACT 100 Pensacola Bay Area grant agreement. Grantees must submit quarterly reports on implementation and progress of the project to IMPACT 100 Pensacola Bay Area. When the project is complete, or funds are fully expended, the grantee must submit a final report.

7. Wish Lists

All applicants will have an opportunity to submit a wish list of items that could benefit their organization. Wish lists will be posted on the IMPACT 100 website for one year, giving possible donors an opportunity to fulfill applicants' wishes.

For any questions about the grant process contact us at grants@impact100pensacola.org or (888) 992-5646



Letter of Intent to Apply

- Applicants must submit a Letter of Intent to Apply (LOI).
- In preparation to submit the LOI, each organization should confirm they meet all requirements by:
 - Providing a copy of the Dept. of Treasury letter affirming the organization's status as a tax-exempt public charity under Internal Revenue Code Section 501(c)(3). Religious institutions must have a separate tax-exempt entity, not under the umbrella of the body of worship, to apply.



Letter of Intent to Apply (continued)

- Filing the latest Annual Report with the Florida Department of State, Division of Corporations (www.sunbiz.org)
- Registering with the Florida Department of Agriculture and Consumer Services, unless the organization is exempt (www.freshfromflorida.com)
- **Date due: April 30 (In 2017, deadline is May 1)**



Organization Eligibility

- Defined as a tax-exempt public charity under Section 501(c)(3) of the Internal Revenue Code
- Based in or collaborating with organizations in Escambia and/or Santa Rosa counties
- Registered with the Florida Division of Corporations as a nonprofit corporation
- Registered with the Florida Department of Agriculture and Consumer Services, unless the organization is exempt



Project Eligibility

The project must:

- 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 multiple nonprofit organizations
- Have a total project budget for the full IMPACT 100 grant amount



Project Eligibility (continued)

- Expend funds within 24 months of the October award date
- Be designated by the applying nonprofit organization for one of the following Focus Areas:
 - Arts & Culture
 - Education
 - Environment, Recreation & Preservation
 - Family
 - Health & Wellness

Login

Sign in

*Email

*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 **Letters of Intent** and **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. Organizations that applied in 2015 or later can reuse their applications with updates.

IMPACT 100 Focus Area Committee Members: For information about the committee process and meetings, click [here](#). The IMPACT 100 2017 Committee Member Form for confidentiality and conflict of interest will be available soon. It must be completed before reviewing grant applications. Access to the grant applications in your committee will be granted by your Committee Chair/Co-Chair. After logging in you will see the grant applications assigned for review.

[Create New Account](#)

Welcome Betty Bet | [ABC Services](#)

[Manage Members](#) | [Change Password](#) | [View/ Edit Profile](#) | [Logout](#)

[Search](#)

[Search](#) [My Applications](#)

Grants: 1 / My Results: 1

[New Search](#) | Sort By: [Grants \(A-Z\)](#)

2017 IMPACT 100 Letter of Intent and Grant Application

The Letter of Intent, LOI, is reviewed by the IMPACT 100 Grants Committee to determine if your organization is eligible to apply for an IMPACT 100 grant. For full information on the criteria used to determine eligibility, please visit <http://impact100pensacola.org/grant-info/grant-process>. Submitting an LOI does not obligate your organization to submit a grant application.

[View more\(...\)](#)

Begin Accepting Applications Date: 03/16/2017

Deadline Date (EST Time Zone): 04/30/2017 11:00PM

[Continue with Application](#)

Go to Page [Go](#)

◀ Page 1 Of 1 ▶

Display [All](#) Records per Page

Deadline for Submission: 4/30/2017 11:00 PM

[Preview Application](#)

[Final Review and Submit](#)

This screen is your **Dashboard**. It allows you to track the progress of the completion of your Letter of Intent (LOI) as well as to preview and print this at any time during the completion process by selecting the "Preview Application" tab above.

Once the eligibility of your organization to apply for an IMPACT 100 grant has been confirmed, you will receive an email inviting you to proceed to the next step of applying for an IMPACT 100 grant.

Questions regarding this or the IMPACT 100 grants process can be directed to grants@impact100pensacola.org or by phone at [1-888-992-5646](tel:1-888-992-5646).

Please note that the application will autosave every 10 minutes. However, continue to save as you change sections within the application. The system will logout user after 50 minutes of inactivity.



Letter of Intent

100%

Deadline

4/30/2017 11:00PM



Summary Sheet

100%

Deadline

6/16/2017 11:00PM



Organization Information

100%

Deadline

6/16/2017 11:00PM



Project Narrative

100%

Deadline

6/16/2017 11:00PM



Project Budget

73%

Deadline

6/16/2017 11:00PM



2017 Financial Information

60%

Deadline

6/16/2017 11:00PM



Project Supporting Documents

100%

Deadline

6/16/2017 11:00PM



Construction Info

100%

Deadline

6/16/2017 11:00PM

[Grant Eligibility](#)



Letter of Intent

0%

Deadline

4/30/2017 11:00PM

- ✓ **Verify 501(c)(3) Status**
- ✓ **FEIN**
- ✓ **Treasury Letter**
- ✓ **Annual Report Filing with the State of Florida**
- ✓ **Registration with Florida Dept. of Agriculture and Consumer Services**
- ✓ **Mission**
- ✓ **Collaboration**



Summary Sheet

0%

Deadline

6/16/2017 11:00PM

- ✓ **Focus Area**
- ✓ **Collaboration Decision**
- ✓ **Legal Name, DBA, EIN, Address**
- ✓ **Site Visit Address**
- ✓ **Organization Contacts**
- ✓ **Certification and Signatures**



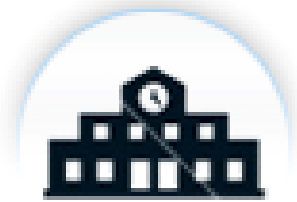
Organization Information

0%

Deadline

6/16/2017 11:00PM

- ✓ **Year Founded and History**
- ✓ **Mission Statement**
- ✓ **Current Programs and Projects**
- ✓ **Number of Employees, Volunteers, and Board Members**
- ✓ **Board Member Information**



Project Narrative

0%

Deadline

6/16/2017 11:00PM

- ✓ Project Title
- ✓ Start and End Date
- ✓ Target Population
- ✓ Goals
- ✓ Management
- ✓ Evaluation
- ✓ Collaboration Plans
- ✓ Other Funding Sources
- ✓ Sustainability



Project Supporting Documents

0%

Deadline

6/16/2017 11:00PM

- ✓ **Cost Estimates**
- ✓ **Drawings**
- ✓ **Leases**
- ✓ **Contracts**



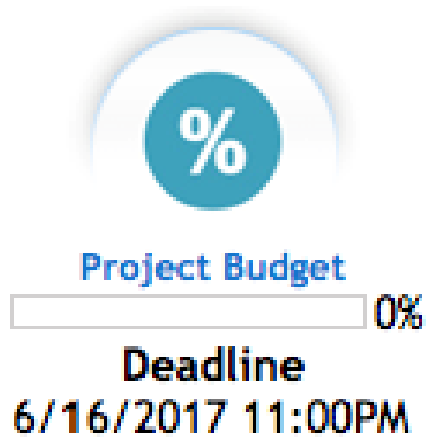
Construction Info

100%

Deadline

6/16/2017 11:00PM

- ✓ **Construction Plans**
- ✓ **Construction Type**
- ✓ **Project Expenses**
- ✓ **Construction Related Supporting Documents**



- ✓ **Project Revenues**
- ✓ **Total Project Expenses**
- ✓ **IMPACT Grant Expenditure**

Since we will be doing standardized reading tests at the start of the Read to Succeed! program and again at the end of the semester to determine increases in reading speed and comprehension. We will be able to track the success of the project. Additionally, those students with ADD will be tested to determine increased reading attention rates. Again measuring progress. However, when Northside Middle School moves from a "C" rating to a "B" or "A" rating and maintain it, we will know for sure we have accomplished our goals.

* Describe how you plan to measure impact and results:
 Student test scores will be compared before and after the program at the end of each semester. The first base-line testing will start immediately after Christmas vacation on 1/5/2018 and the first end of semester testing will be right before school ends on 5/29/2018. We will continue the program through the next school year, the next two semesters. The school board has agreed that if there is a difference with the program, they will pick up the funding in school year 2020 to continue and expand the initiative.

Other Funding Sources
 If you have applied for other grants for this project, please describe:
 N/A

If you have received other funding sources for this project, please describe:
 Future funding opportunities: If here is a difference with FCAT scores and school ratings due to this project, the School Board has committed that they will pick up the funding in school year 2020 to continue and expand the initiative.

Timeline
 * Describe the anticipated timeline for execution of the project, and supporting fund distribution for each stage:
 Lab equipment and computers will be ordered in November. Construction will take place during 2 weeks of Christmas break at Northside Middle School. Computers and software will be installed and ready to go by 01/08/2018. Pre-testing evaluations will begin on 01/08/2018 with the computer learning opening up that week for the students as well. The funding of this project will carry the school through final testing at end of school year, 2019.

Sustainability
 *Describe your plans for sustainability of this project, including personnel, funding, maintenance and any other applicable resources:
 The grant will cover the purchase, implementation and training of the computer labs and help with the building of the computer classroom. For ongoing costs the school has the cost of electricity and personal built in their current budget. For future growth, if here is a difference with their FCAT scores and school ratings due to this project, the School Board has committed that they will pick up the funding in school year 2020 to continue and expand the initiative.

If there is litigation pending or threatened against your organization (or a collaborating partner) please describe:
 N/A

Project Budget

Project Revenues	
Please round to whole numbers.	
IMPACT 100 Grant:	\$107,700
Government grants:	\$100,000
*Specify Government Grants:	
Annual 100,000 grant for 5 years from the Department of Education. 2017 is year 3 of 5 for this grant.	
Government contracts:	\$0
Foundations:	\$0
Corporations/Businesses:	\$0
Civic or Community Groups:	\$0
United Way:	\$0
Arts Council:	\$0
Individual Contributions:	\$8,200
Fundraising Activity (events):	\$0
Membership Income:	\$0
In-kind support:	\$0
Investment Income:	\$0
Endowment Earnings:	\$0
Earned Income:	\$0
Other Project Revenue:	\$0
*Total Project Revenue:	215900
Total Project Expenses	
Please round to whole numbers.	
Project Payroll Costs (Salary & Fringe):	\$0
Consultants and Professional Fees:	\$3,800
*Specify Consultants and Professional Fees:	
Software training	
Land/Property Acquisition:	\$0
Construction Permits:	\$1,000

*Specify Construction Permits:	
Permits to add onto the building	
Construction Material:	\$45,000
*Specify Construction Material:	
Brick, cement, foundation, drywall, etc	
Construction Labor:	\$28,000
Specify Construction Labor:	
Labor to build the addition on Northside Middle School	
Construction Site Preparation:	\$6,000
*Specify Construction Site Preparation:	
Clearing out the area around the end of the building, prepping for foundation and building.	
Construction Concrete/Wood/Metal Structure:	\$0
Construction Other Costs:	\$26,700
*Specify Construction Other Costs:	
\$10,000 of equipment fees	
\$ 9,700 profit	
\$ 7,000 overhead markup	
Vehicle:	\$0
Equipment, Machinery:	\$0
Office Furniture/Fixtures:	\$53,700
*Specify Office Furniture and Fixtures	
20 Dell Personal Computers @ \$2,285 = \$ 45,700	
20 Epson Scanners @ \$400 each = \$8,000	
Fundraising Costs:	\$0
Travel:	\$0
Printing, Copying and Supply:	\$0
Postage and Delivery:	\$0
Rent and utilities:	\$0
Marketing and promotion:	\$0
Other Project Expenses:	\$51,700
*Specify Other Expenses:	
Kurzweil Scan/Read Lab Pack Four (5packs) @ \$12,125 each = \$48,500	
Software Maintenance = \$3,200	
*Total Project Expenses:	215900
TOTAL REVENUES AND TOTAL EXPENSES SHOULD AGREE AND MUST EQUAL OR EXCEED AMOUNT OF IMPACT 100 GRANT	
*Project Total Revenues equals Project Total Expenses:	Yes
Expenses Covered By IMPACT 100 Grant	
In each category IMPACT 100 funded expenses must be equal to or less than the line item entered in the Total Project Expenses. Below is only how the IMPACT100 funds will be used. Please round to whole numbers. If amount funded by IMPACT 100 is less than what is listed in the same line item of Project Expenses the difference must be explained. If the same amount, input same.	
Project Payroll Expenses (Salary & Fringe):	\$0
Consultants and Professional Fees:	\$0
Land/Property Acquisition:	\$0
Construction Permits:	\$0
Construction Material:	\$0
Construction Labor:	\$0
Construction Site Preparation:	\$5,500
*Specify if amount allocated is less than listed in the same category of Project Expenses. If the same amount, input same.	
Clearing out the area around the end of the building, prepping for foundation and building, IMPACT will cover most of this fee, additional to be paid with other funds.	
Construction Concrete/Wood/Metal Structure:	\$0
Construction Other Costs:	\$0
Vehicle:	\$0
Equipment and Machinery:	\$0
Office Furniture/Fixture:	\$53,700
*Specify if amount allocated is less than listed in the same category of Project Expenses. If the same amount, input same.	
Same	
Fundraising:	\$0

2017 IMPACT 100 Letter of Intent and Grant Application - ABC Services | Bet, Betty

Travel:	\$0
Printing, Copying and Supply:	\$0
Postage and Delivery:	\$0
Rent and Utilities:	\$0
Marketing and Promotion:	\$0
Other:	\$48,500
*Specify if amount allocated is less than listed in the same category of Project Expenses. If the same amount, input same. Kurzweil Scan/Read Lab Pack 4(5-packs) @ \$12,125 each = \$48,500	
IMPACT funds to pay for this portion, other funds to pay for maintenance	
*Total IMPACT 100 Grant Expenses:	107700
*Total IMPACT 100 Grant Expenses equals \$107,700	Yes

2017 Financial Information

*What month and day each year does your organization's fiscal year end (i.e. 6/30, 12/31)?	12/31
*Which tax return does your organization file?	990 or 990EZ
Did your organization file an extension in 2016?	No
*Is your organization a local chapter of a larger group that files the 990 forms?	No
Upload your organization's most recent 990 (please format as organization_year_990).	ABC_2016_990AO-ShortVersion.pdf
Upload your organization's previous 990 (please format as organization_year_990).	ABC_2015_990AO-ShortVersion.pdf
*Upload your organization's Profit and Loss Statement from the date of your most recent filing through April 30, 2017 (please format as organization_2017P&L).	ABC_04302017_P&L.pdf
*Upload your organization's Balance Sheet from the date of your most recent filing through April 30, 2017 (please format as organization_2017balancesheet).	ABC_04302017-balancesheet.pdf

Project Supporting Documents

Project Supporting Documentation	
*This application will include (please check all that apply):	Cost Estimates
Before uploading a file, please save it as a PDF and title it your NonprofitName_CostEstimate, or your NonprofitName_Drawings, etc.	
Upload first supporting document (if applicable):	ABC_2017_Estimates.pdf
Upload second supporting document (if applicable):	
Upload third supporting document (if applicable):	
Upload fourth supporting document (if applicable):	
Upload fifth supporting document (if applicable):	
Upload sixth supporting document (if applicable):	
Upload seventh supporting document (if applicable):	
Upload eighth supporting document (if applicable):	
Upload ninth supporting document (if applicable):	
Upload tenth supporting document (if applicable):	

Construction Info

Construction Supporting Documents	
*Briefly describe your construction plans. We will be expanding the current building by adding onto the northside of the building. A 30 x 30 room will be added onto the current hallway creating a computer classroom.	
*What type of construction is this project?	Adding to an existing building
Which construction related expenses are included in your project budget?	Building Materials Labor
*How many bids do you have for your construction project? Note: While 2 bids are recommended to ensure project budget is based on realistic costs, a minimum of 1 bid must be submitted.	1

Profit & Loss	
Nonprofit Sample 501(c)(3) Company - ABC Services	
As of April 2017	
Accrual Basis	
Ordinary Income/Expense	
Income	
Government Grants	100,000.00
Membership Dues	25,000.00
Program Service Fees	500.00
Total Program Income	125,500.00
Direct Public Support	
Corporate Contributions	12,000.00
Gifts In-Kind - Goods	1,500.00
Individual, Business Contributions	10,300.00
Total Direct Public Support	23,800.00
Indirect Public Support	
United Way, CFC Contributions	10,000.00
Total Indirect Public Support	10,000.00
Investments	
Interest-Savings, Short-term CD	12.50
Total Investments	12.50
Total Income	159,312.50
Expense	
Contract Services	
Accounting Fees	1,000.00
Legal Fees	0.00
Total Contract Services	1,000.00
Facilities and Equipment	
Depreciation Expense	1,500.00
Equip Rental and Maintenance	750.00
Rent, Parking, Utilities	5,000.00
Total Facilities and Equipment	7,250.00
Operations	
Business Registration Fees	250.00
Books, Subscriptions, Reference	565.00
Postage, Mailing Services	1,875.00
Supplies	2,100.00
Telephone, Cell Phone	3,500.00
Total Operations	8,290.00
Other Types of Expenses	
Insurance - Liability, D & O	3,380.00
Total Other Types of Expenses	3,380.00
Payroll Expenses	
Salaries & Wages	56,985.21
Payroll Tax Expense	7,653.98
Health Insurance	4,569.32
Total Payroll Expenses	69,208.51
Travel & Meetings	798.23
Total Expenses	89,926.74
Net Ordinary Income	69,385.76
Net Income	69,385.76

Also known as: P&L or Income Statement or Statement of Income & Expenses or
Statement of Revenues & Expenses or Statement of Activities

2017 IMPACT 100 Letter of Intent and Grant Application - ABC Services | Bet, Betty

Balance Sheet

Nonprofit Sample 501(c)(3) Company - ABC Services

Accrual Basis

As of April 30, 2017

ASSETS

Current Assets Checking/Savings	
Checking	153,816.68
Savings	19,069.32
Total Checking/Savings	<u>172,886.00</u>
Fixed Assets	
Accumulated Depreciation	-20,898.32
Furniture and Equipment	93,801.06
Total Fixed Assets	<u>72,902.74</u>
TOTAL ASSETS	<u>245,588.74</u>

LIABILITIES & EQUITY

Liabilities	
Current Liabilities	
Other Current Liabilities	
Credit Card Payable	986.98
Loan Payable	2,500.00
Total Other Current Liabilities	<u>3,486.98</u>
Total Current Liabilities	<u>3,486.98</u>
Total Liabilities	3,486.98
Equity	
Retained Earnings	172,886.00
Net Income	69,385.76
Total Equity	<u>242,071.76</u>
TOTAL LIABILITIES & EQUITY	<u>245,558.74</u>

Also known as:

**Statement of Assets, Liabilities & Equity or
Statement of Financial Position**

Balance Sheet

Other names might be:

- ☐ Statement of Assets, Liabilities & Equity
- ☐ Statement of Financial Position

Profit and Loss Statements

Other names might be:

- ☐ P&L
- ☐ Income Statement
- ☐ Statement of Income & Expense
- ☐ Statement of Revenues & Expenses
- ☐ Statement of Activities



2017 Financial Information

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Deadline

6/16/2017 11:00PM

- ✓ **Fiscal Year End**
- ✓ **Most Recent 990**
- ✓ **Last Year's 990**
- ✓ **Date of Last Filing to 4/30/17**



Panel Discussion

Grant Winners

IMPACT 100 Board Members



Thank you for attending!

**Remember:
We will help you every step of the way!**

**Submit your questions to:
grants@impact100pensacola.org**