

2019 Impact 100 Jersey Coast Grant Application

Community Foundation of New Jersey

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Character Limit: 1

A. Project Details

1. Grant Category*

While your proposed project may relate to more than one focus area, you are required to select the category you feel most directly applies to your proposed project and outcomes.

Arts & Culture: Projects that develop greater artistic or cultural opportunities and improve participation in the arts or arts education in our community; *Children & Families:* Projects that strengthen the lives of children and families in our community; *Education:* Projects that advance or improve learning opportunities for children or adults in our community; *Environment, Parks & Recreation:* Projects that promote a positive and sustainable relationship between humans and their environment, preserve or enhance open and public spaces, or support environmental education and awareness in our community; *Health & Wellness:* Projects that improve the physical and/or mental well being of people in our community

Choices

- Arts and Culture
- Children and Families
- Education
- Environment, Parks and Recreation
- Health and Wellness

2. Nature of Project*

Choices

- New Project

Expansion of an existing program or project
Capital Project
New Collaboration
Expansion of an existing collaboration

Project Name*

Character Limit: 250

4. Project Description*

Provide a brief, high level description of your proposed project.

Character Limit: 750

5. Total Project Budget*

Character Limit: 20

6. Project Start Date*

When do you expect the project to start?

Character Limit: 10

7. Project Timeline*

Please specify if the project is ongoing or if it will be completed within a 12-24 month grant period.

Choices

Completed in 12 month grant period
Completed in 24 month grant period
Ongoing project

8. Project location and logistics*

Where will the activities for this project take place? Provide any details which are relevant/central to the project (eg. building facilities, access considerations, site plans etc)

Character Limit: 1500

9 a) Certifications, licenses, permits or other 'approvals'*

Does this project require any certification, license, permit or other types of 'approval' (eg. zoning board approval) and, if so, do you have it?

Choices

We have the required approvals and can submit them to Impact on request
We do not have the required approvals (please explain further below)
Not applicable

b) If approvals are required but not yet obtained, please provide details here.

Please include the date by which FINAL approvals will be obtained. Note that your application will not move forward in the process if any approvals are still outstanding on September 15th.

Character Limit: 1200

B. Project Narrative

1. Summarize the potential transformational impact of this grant funding.*

Highlight the measurable impact the funding will have - for example, the number of people you expect to be impacted or, if it's an extension of a project, the incremental number of people impacted.

Character Limit: 1200

2. What is the UNDERSERVED population that your project will target?*

Please explain what this population is, in what ways they are underserved and how your proposed project will reach them. Use evidence/data, where appropriate.

Character Limit: 2500

3. How will the project address an UNMET need?*

Tell us about the needs of this underserved population and why/how your project is best placed to address those needs alongside - or in partnership - with other service providers. Use evidence/data, where appropriate.

Character Limit: 2500

4. How will the project have a HIGH IMPACT on beneficiaries?*

Please describe the intended impact in terms of both outputs (eg. the number of people that will be impacted) AND outcomes (eg. the extent of the impact on each individual). Use evidence/data, where appropriate.

Character Limit: 2500

5. How will you track and measure the impact of your project?*

What tools will you use to understand the effectiveness of your project so you know whether it is successful? (eg. periodic feedback surveys)

Character Limit: 2500

6. Describe the key resources required for this project to be successful.*

Please include all information pertaining to key personnel and partner/contributing organizations and their responsibilities specific to the project.

Character Limit: 3500

7. Describe the Board's role in implementing this project.*

Character Limit: 1500

8. Do you have other funding sources for this project? If so, please describe.*

Please state whether funding has been received, committed or still needs to be identified.

Character Limit: 2000

9. Sustainability*

If your proposed project is ongoing, please explain how you will continue to deliver the project benefits to the target population after the grant period has ended. If the project is not ongoing, please explain how you will responsibly bring the project to an end.

Character Limit: 2000

10. Project Budget*

Please click to download the budget template and complete.

After you have completed the template, please upload your proposed project budget below. (Note: project budgets will only be accepted if on this Impact template, completed in its entirety).

File Size Limit: 4 MB

C. Organization Profile

1. Applicant Organization (legal name)*

Character Limit: 200

2 a) Executive Director*

Character Limit: 200

b) Executive Director Phone*

Character Limit: 200

c) Executive Director Email*

Character Limit: 254

3 a) Point of Contact for purposes of this Application (if different to Executive Director)

Character Limit: 200

b) Point of Contact Phone

Character Limit: 200

c) Point of Contact Email

Character Limit: 254

4. Mission Statement*

Provide a BRIEF organizational mission statement (maximum of 3 sentences) which can be shared with Impact 100 members.

Character Limit: 750

5. History, Programs and Accomplishments*

Provide a brief description of your organization's history, main programs and recent accomplishments.

Character Limit: 2500

6. Issue or Needs Being Addressed*

Describe the issues or problems in Monmouth County that your organization is addressing, using evidence/data where applicable

Character Limit: 1500

7. Funding Information*

Please provide your top 5 institutional funding sources for the current and two recently completed fiscal years.

* Please include the name of the organization, amounts granted and which fiscal year/s funding was, or will be, received.

File Size Limit: 1 MB

8. Full-Time Staff*

Character Limit: 100

8 b) Part-Time Staff*

Character Limit: 100

8 c) Volunteers*

Character Limit: 100

8 d) Board of Directors*

Please attach a list of your Board of Directors

Please include the following:

BOD Name, Position, Professional Affiliation, City/State, # Yrs Served

File Size Limit: 1 MB

D. Financial Information

1 a) Financial Contact Person*

Character Limit: 200

b) Financial Contact Person's Phone Number*

Character Limit: 200

c) Financial Contact Person's Email Address*

Character Limit: 254

2 a) Financial Review*

Has your organization ever had an independent financial review or been audited? Please note that if your organizational budget is above \$500,000 you MUST provide audited financials. If it is below \$500,000, you can provide a Letter of Attestation along with your financials if they are not independently reviewed or audited.

Choices

Yes

No

b) If you answered yes to the previous question:

Did your independent accountant express any concerns regarding your organization's financial health and / or viability? Please briefly explain.

Character Limit: 1000

3a). Financials (upload #1)*

Financial Statements (ideally independently reviewed or audited) for the past two years, including any auditor's notes and management letters.

*** If independently reviewed or audited financials are unavailable, provide Statements of Financial Activities (revenue and expenses) and Statements of Financial Position for the last two full fiscal years, along with a letter from the Executive Director and Board Chairperson which includes an attestation that the Financial Statements are complete and accurate in all material respects. Please note that if your organizational budget is above \$500,000 you MUST provide audited financials, in line with state requirements.

File Size Limit: 6 MB

3b). Financials (upload #2 - this is OPTIONAL in case you have multiple financial documents)

File Size Limit: 4 MB

4. Organizational Budget (current year)*

(Note: if your organization works under a parent or umbrella organization, please provide/include the budget for the local chapter)

File Size Limit: 3 MB

5. Year-to-Date Actuals vs. Budget*

Please attach your year-to-date budget showing the difference between year-to-date actual results and year-to-date budget for the current fiscal year.

File Size Limit: 3 MB

6. Financial Narrative (Optional)

In the event you have any items of significance, historically or currently, affecting the financials or you have further commentary that you would like to add in regards to the organization's financial performance, feel free to include a financial narrative.

Character Limit: 1500

7. Letter of Determination*

Attach your IRS Tax Exemption Letter

File Size Limit: 2 MB

E. Collaboration (If applicable)

A collaboration exists when two or more qualifying s501(c)(3) organizations have the responsibility of managing and contributing to the proposed project in a significant manner AND the Impact grant funds will be shared between them.

One nonprofit needs to be identified as the "lead" – serving as the Fiscal Agent, responsible for financially managing the entire IMPACT 100 grant fund and completing this application.

The 'Lead' organization will pass the funds through to the other "non-lead" organization/s. The 'non-lead' organization/s is/are not required to provide an application. However, please provide the following information and attach a Letter of Commitment from each. We may follow up directly with non-lead organizations for further information.

1. Legal Name of Organization

Character Limit: 250

2. Mission Statement

Character Limit: 750

3. Executive Director Name

Character Limit: 250

3 b) Executive Director Phone

Character Limit: 200

3 c) Executive Director Email

Character Limit: 254

4. Point of Contact for purposes of this Application (if different to Executive Director)

Character Limit: 250

4 b) Point of Contact Phone

Character Limit: 250

4 c) Point of Contact Email

Character Limit: 254

6. Collaboration Details

Please describe the nature of the collaboration.

Character Limit: 2000

7. Letter of Commitment

Please attach a Letter of Commitment from the "non-lead" collaborating organization describing their contribution to the project. The letter should be ONE page and signed by either the Executive Director or Board Chair.

Note: if this is a collaboration between more than two s501(c)(3) organizations, please provide a Letter of Commitment from each, but upload as a single PDF.

File Size Limit: 1 MB

F. Certification

Our organization and its Board of Directors authorize submission of this proposal. Our tax-exempt status under IRS Section 501(c)(3) has not been revoked or modified. We understand that if we are selected to receive funding, we will be required to sign a grant agreement and provide reports as requested showing how funds were spent and that the funds were spent solely for the purpose for which the grant is sought. We certify that, to the best of our knowledge, the statements contained in this application are true, accurate, and complete.

Executive Director or Board President Approval- Electronic Signature or print name*

Character Limit: 200

Title*

Character Limit: 250

Signature Date*

Character Limit: 10

Executive Director or Board President Email Address*

Character Limit: 254

G. Attachment Checklist

Please ensure you have uploaded ALL required attachments*

Choices

Project Budget (using template)
Organization's top five sources of funding
List of board of directors
Financial Statements for past 2 years
Organizational budget
Yr to date budget vs actuals
IRS Letter of Determination
Letter of Commitment (if collaboration)

If you are missing attachments, please explain why and, where appropriate, your plan to provide them

NOTE: In the event that you have technical difficulties uploading any documents, please email them within 24 hours to grants@impact100jerseycoast.org along with an explanation

Character Limit: 1500

NOTE TO APPLICANTS:

Please ensure that you submit your application in good time before the deadline of **Friday, May 31st at 5pm.**

If you have any difficulties or urgent questions, please contact grants@impact100jerseycoast.org as soon as possible. Thank you for your application!

Character Limit: 250