

2020 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 & Culture
- Children & Families
- Education
- Environment, Parks & Recreation
- Health & Wellness

2. Nature of Project*

Please note that while we are continuing to fund new or expanded projects, in recognition of the enormous challenges facing the nonprofit sector because of COVID-19, we are broadening our scope this year to accept proposals for funding to strengthen or sustain an existing project/program given that applicants may have unexpected or higher general operating needs (such as hiring a volunteer coordinator) or unforeseen budgetary expenses (such as deep cleaning or additional transportation costs) over the course of the upcoming months and beyond.

Choices

New Project

To expand, strengthen or sustain an existing project

Capital Project

New Collaboration

To expand, strengthen or sustain an existing collaboration

3. Project Name*

Character Limit: 250

4. Project Description*

Provide a brief, high level description of your proposed project. NOTE: should you move forward in the process, we will use this in future communications with our members.

Character Limit: 1000

5. Total Project Budget*

Character Limit: 20

6. Project Start Date*

When do you expect the project to start?

Character Limit: 10

7a). Project Timeline*

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

Choices

Completed within 12-month grant period

Completed within 24-month grant period

Ongoing (please explain further in 7(b) below)

b) 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.

Character Limit: 2000

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 as of September 15, 2020.

Character Limit: 1200

B. Project Narrative

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

Highlight the measurable impact the funding will have. For example, tell us 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

1 b) Please explain how your major budget items support your response in 1(a) above*

IMPORTANT: These items should match the items listed in your submitted project budget (using the template) in Question 7 of this section.

Character Limit: 1200

2. How will your project will meet each of our three funding priorities? Please use data/evidence.*

We fund projects that target underserved populations, address unmet needs and will have a high impact on beneficiaries. Please describe the underserved population, their unmet needs and how your proposed project will address those needs. 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).

Character Limit: 4000

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

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

Character Limit: 2500

4 a) Describe the key personnel required for this project to be successful*

Please include information pertaining to key personnel and their responsibilities specific to the project (if you include bios, please keep them brief and relevant to the project).

Character Limit: 2500

4 b) Describe any community partners required for this project to be successful.

Please provide key community partner details and the resources they'll be contributing to the project. For example, a nonprofit refers the at-risk youth they serve to another nonprofit who is providing educational courses at no cost. (NOTE: if the partnering organization(s) will be receiving a portion of this grant funding from you, we consider them to be "non-Lead" organization(s) in a "Collaboration", so please indicate this by writing, "see section E for details" and include details there).

Character Limit: 2500

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

Character Limit: 1500

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

IMPORTANT: please state whether funding has been received, committed or still needs to be identified. This should also be reflected in your project budget.

Character Limit: 2000

7. 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 using our Impact template, completed in its entirety.** For guidance/tips on how to complete the template, please visit the "How to Apply" tab on our website, www.impact100jerseycoast.org, for the recording and ppt of our Applicant Information Webinar).

File Size Limit: 4 MB

C. Organization Profile

1 a) Applicant Organization (legal name)*

Character Limit: 200

1 b) Date of Incorporation as a 501(c)(3)*

Character Limit: 10

2 a) Executive Director*

Character Limit: 200

2 b) Executive Director Phone*

Character Limit: 200

2 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

3 b) Point of Contact Phone

Character Limit: 200

3 c) Point of Contact Email

Character Limit: 254

4. Mission Statement*

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

Character Limit: 750

5. Programs, needs being addressed and accomplishments*

Describe your organization's main programs, the issues/problems they are addressing in Monmouth County and any recent accomplishments. Please use evidence/data, where applicable.

Character Limit: 2500

6. Funding Information*

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

Please include the name of the funder, amounts granted and the fiscal year(s) the funding was, or will be, received.

File Size Limit: 1 MB

7. Full-Time Staff*

Character Limit: 100

b) Part-Time Staff**Character Limit: 100***c) Volunteers****Character Limit: 100***8. 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***1 b) Financial Contact Person's Phone Number****Character Limit: 200***1 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

2 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***3 a) 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

3 b) Financials (upload #2). Note: 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*

IMPORTANT: please include any items of significance that you would like to add in regards to your organization's financial situation, particularly as it might relate to COVID-19. If this doesn't apply to you or you have nothing to add, please write N/A.

Character Limit: 1500

7. Letter of Determination*

Please 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 contribute to the proposed project in a significant manner **AND the Impact grant funds will be shared between them. (NOTE: If Impact funding is not being shared, then it does not meet our definition of a Collaboration, rather it is a partnership and details should be included in Question 4 (b) of your Project Narrative).**

In a Collaboration, only the "Lead" organization serves as the Fiscal Agent, responsible for financially managing the grant fund and for completing this application. The "Lead" organization will then pass allocated 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 "non-Lead" organization. We may follow up directly with said organizations for further information.

1. Legal Name of Non-Lead 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

5. Collaboration Details

Please describe the nature of the collaboration.

Character Limit: 2000

6. Letter of Commitment

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

Note: If you are working with multiple "non-Lead" 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*

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)
- Details of top five sources of funding
- List of Board of Directors
- Financial Statements for previous 2 years
- Organizational budget
- Year-to-date budget vs actuals
- IRS Letter of Determination
- Letter of Commitment (if applying as a Collaboration)

If you are missing attachments, please explain why and 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 before the deadline of **Monday, June 1st 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

PREVIEW ONLY