



Impact Grants Team

Rowena Crawford-Phillips (Grants Chair), Mary Riley (Grants Vice-Chair)

Cristie Ritz-King (FAC Leadership Chair)

Holly Deitz & MaryAnne Donahue (Incoming FAC Leadership Co-Chairs)

Non-Profit Coordinator

Betsy McKnight

Finance Review Committee Chair

Tricia Frankenfield

Grantee Liaisons

Mary Riley, Grantee Relationship Chair

Holly Deitz, Michelle Peoples, Lori Hohenleitner, Judie Saunders, Nancy Sutsko, Dale Daniels, Susan Ullman, Anne Yeh

Executive Team

Deirdre Spiropoulos

Heather Burke

President & Co-Founder

Vice President & Co-Founder



WHO WE ARE

Impact Jersey Coast is part of a growing international movement that empowers women to fund transformational changes in our local communities.

We are women of different ages and backgrounds who combine our charitable dollars, experience, and energy to make a tangible difference in our area.

OUR GOALS

To raise awareness of our community's most pressing needs and fund transformational grants to high-impact projects addressing those needs.

To continue to strengthen and expand our giving circle to encompass the richness of ideas, perspectives, and the participation of diverse women from a wide range of identities.

Funding our Five Focus Areas

- To date, we have awarded 14 grants totaling \$1,623,000
- Proud to have funded all five focus areas in just five years

Arts & Culture	2 Grants	\$224,000
Children & Families	5 Grants	\$604,000
Education	2 Grants	\$226,000
Health & Wellness	2 Grants	\$459,000
Sustainability and Environment	1 Grant	\$110,000

- Our aspirational goal is to be able to fund all five focus areas in one year

IMPACT 100 Jersey Coast

Grants Process and Timeline



1. Grant Application Process

- Grants announced April 1
- Nonprofit applicant information sessions.
- Focus Area Committees confirmed
- Committee training conducted.
- Grant application period April 5- June 1.

2. Grant Review Process

- Members review applications and determine semi-finalists.
- Financial Review Team analyzes proposed semi-finalists' financials.
- Site visits conducted.
- Finalists are selected

3. Grant Decision Process

- Finalists present at annual meeting to the entire membership.
- Membership votes are tallied.
- Grant recipient is announced.

Grant recipients will sign a Grant Agreement, outlining all reporting requirements. An Impact 100 Jersey Coast Grantee Liaison will stay in regular contact with the organization. Interim and final reports will be reviewed and key details shared with wider membership.

Focus Areas Definitions

- 1. Arts and Culture:** Projects/programs that provide artistic or cultural opportunities, increase participation in the arts or provide arts education in our community.
- 2. Children and Families:** Projects/programs that support or strengthen the lives of children and families in our community.
- 3. Education:** Projects/programs that provide, advance or improve learning opportunities for children and/or adults in our community.
- 4. Health and Wellness:** Projects/programs that support or improve the physical and/or mental well-being of people living in our community.
- 5. Sustainability and Environment:** Projects/programs that promote a positive, inclusive and sustainable relationship between humans and their environment; including, but not limited to, creating, preserving, revitalizing or providing accessibility to public parks/spaces, facilities, or natural resources; promoting healthy food systems through community/urban gardening or other agricultural activities; protecting or enhancing the welfare of wildlife or domestic animals; or providing sustainability or environmental education in our community.

Conflict of Interest and Confidentiality

- The agencies that apply for grants entrust us with considerable information. We must continue to earn that trust by ensuring we all safeguard this information and treat all applications with the utmost confidentiality
- Each year, members are asked to sign a Confidentiality Statement. In so doing, each member is acknowledging their understanding of, and their commitment to abide by, the details of that agreement
- Every member involved in the grant review process must also first confirm any potential conflicts so they can be placed on an appropriate Grant Review Committee



Steps in the Application Process

Step 1: Eligibility

- Submit Eligibility Form via Impact website - available April 5th and due by **May 14th, 2021** (Choose focus area that you are applying into - your selection is FINAL)

Step 2: Application

- Submit online Application due by **June 1st, 2021**.
- Semi-finalists are selected.

Step 3: Site Visit

- If selected, you'll be asked to host a site visit so members can gain a deeper understanding of project
- Finalists are selected

Step 4: Finalist Presentation

- Finalists present to Impact membership at the Annual Membership Meeting
- Members vote for grant recipients



Step 1: Eligibility

Organizations eligible for an Impact 100 Jersey Coast grant must:

- Be tax-exempt under Section 501(c)(3) of the Internal Revenue Code.
- Serve Monmouth County (MC), NJ (headquarters can be located outside of MC but the proposed project must be located in and benefit MC)
- Be in operation as a 501(c)(3) for minimum of 36 months prior to applying.
- Possess two years of financial statements (ideally audited or reviewed or letter of attestation from ED. Over \$500k MUST be audited or reviewed).
- Have a minimum annual operating budget of \$100,000. (Note: this includes a minimum of \$100,000 in gross revenue as well as a minimum of \$100,000 in operating expenses for each fiscal year)

Step 1: Eligibility

Collaboration: If an organization does not have an annual operating budget of \$100,000 and/or has not been in operation as a 501(c)(3) for 3 years, it may still be eligible to apply as a NON-LEAD organization as part of a *collaboration*.

- A collaboration is where two or more 501(c)(3) nonprofit organizations will **share *Impact grant funding*** to implement a portion of the proposed project.
- Only one organization is identified as the LEAD with fiscal oversight and accountability for the ENTIRE grant amount. All funds will be given to the Lead to distribute as necessary.
- The Lead must meet ALL eligibility requirements and is responsible for completing and submitting the application
- Each Non-Lead must submit a Letter of Commitment as part of the application
- ***NOTE: A 'Collaboration' should not be confused with contributing partnerships which should be included in application under 'Key Resources Required for Successful Implementation of Project'***



Step 1: Eligibility

Projects eligible for an Impact 100 Jersey Coast grant must:

- Serve and benefit Monmouth County, NJ.
- Use the funding for a new program or collaboration, an expansion, or to strengthen or sustain an existing program or collaboration
- Have a total project budget equal to or greater than the amount of the grant.
- Plan to spend the full amount of the grant within 24 months.
- Fit within one of the five focus areas (Arts and Culture; Children and Families; Education; Environment, Parks, and Recreation; or Health and Wellness).

Step 1: Eligibility

We do NOT provide grants for:

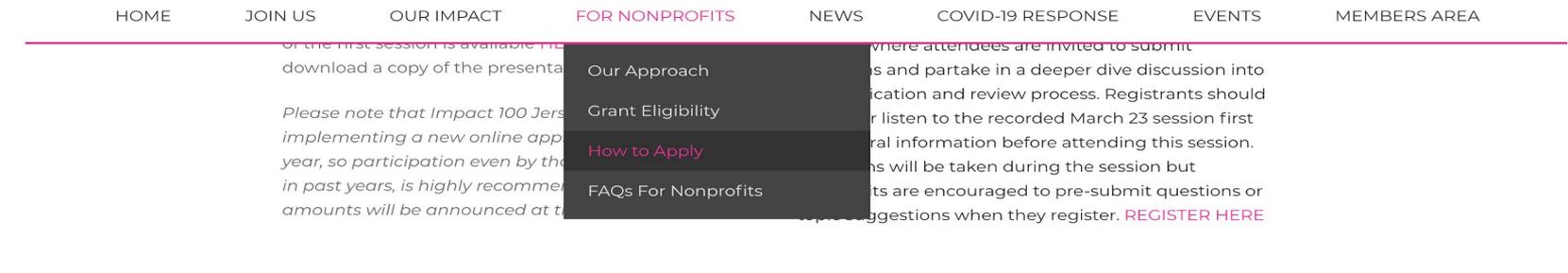
- Debt reduction, endowment funding, interim or bridge funding
- General operating expenses or overhead not associated with the project
- Grants to individuals or private foundations
- Partisan, legislative, or political activity
- Projects of individual churches, synagogues, or other bodies of worship. These projects will not be funded unless a separate tax-exempt entity exists for receiving Impact funds that is not under the umbrella of the entity/body of worship
- Faith-based projects which require participation in activities of a particular faith, denomination, or religion in order to benefit from the project
- Capital improvements or renovations to property for the grant project where the organization does not own or have a lease with at least five-years remaining

Step 1: Eligibility

- Access the eligibility form via our website on the How to Apply page:
www.impact100jerseycoast.org/howtoapply
- You click on COMPLETE ELIGIBILITY FORM button
- This will take you to our new grants platform Submittable which we have moved to this year!
- Follow the steps in the next few slides to
 - Set up your Submittable account (you choose your login details)
 - Access and complete the Eligibility Form
- Once Eligibility Form is submitted and **eligibility is confirmed**, applicants will receive an email with a link to the online application, also in your Submittable account.
- KEEP AN EYE ON PROVIDED EMAIL AND CHECK JUNK/SPAM !!

Step 1: Eligibility

Access Submittable Platform via our website:



STEP 1:

CONFIRM ELIGIBILITY

Applicants please click below to complete an Eligibility Form.

[COMPLETE ELIGIBILITY FORM](#)

This button will take you to our new grant application platform, Submittable.com, where you will be asked to create a user account before being prompted to complete the Eligibility Form.

To review eligibility criteria please visit our [Grant Eligibility Page](#).

Step 1: Eligibility

Read the instructions on the landing page

Welcome and thank you for your interest in our grant opportunity!

Below are some instructions on next steps:

- Please read through all these points thoroughly.
- Click on Apply button below and you will be prompted to create a free Submittable account.
- Once your account is set up, click CONTINUE in order to access the Eligibility Form (the first step in our application process).
- If you need to make changes to the Eligibility Form, we ask that you [withdraw](#) your submission and resubmit it before the due date of May 14th, 2021.
- Once we've reviewed and confirmed your eligibility, we will send you an email with the link to the Application,
- Please be sure to [whitelist](#) notification emails from Submittable and check the email you used to sign up for your Submittable Account regularly.
- Our platform works best on Safari and Google Chrome. Internet Explorer is not supported. Please make sure you are using a supported browser.
- [You can download Chrome by following the instructions linked here.](#)
- Please be sure to [whitelist](#) notification emails from Submittable and *check the email you use to sign up for your Submittable Account regularly.*
- Check out the [Submitter Resource Center](#) or reach out to Submittable's Customer Support team with any technical questions [here](#).
- The deadline for submission of the Eligibility form is May 14th @ 5pm and the deadline for submission of the Application is June 1st @ 5pm.

For any questions, please contact us at grants@impact100jerseycoast.org.

With our thanks and best wishes,

Impact 100 Jersey Coast Grants Team

IMPACT 100 Jersey Coast

Step 1: Eligibility

Click on **SIGN UP** to set up your Submittable Account.

IMPACT 100
Jersey Coast
Uniting Women. Impacting Communities.

Sign Up Sign In

Welcome back!
Sign in to your Submittable account.

Email

Password [Forgot?](#)

Sign In

Sign in with Facebook

 Sign in with Google



Step 1: Eligibility

IGNORE all check boxes and click on CONTINUE

A screenshot of the IMPACT 100 Jersey Coast registration page. The page has a pink background with a white central content area. At the top of the white area is the IMPACT 100 Jersey Coast logo and the tagline 'Uniting Women. Impacting Communities.' Below this is a white box containing the following text:

Welcome! Submittable helps organizations collect and manage submissions. By creating an account, you agree to Submittable's [terms and conditions](#) and [privacy policy](#).

Personalize My Account

Submittable collects data about your submission history in order to recommend other related opportunities that best match your interests. This site also uses cookies to analyze traffic. This data will be stored indefinitely. You can withdraw permission or request we delete this data at any time. [Learn more.](#)

Yes, I want Submittable to personalize my account.

Let's Stay in Touch

Get occasional emails from Submittable with featured submission opportunities, promotions, and product news. We send email sparingly and never sell your data. We don't like spam either.

Yes, send me email updates.

At the bottom of the white box is a blue button with the text 'Continue'.



Step 1: Eligibility

Complete and submit your Eligibility Form

A screenshot of a web form for IMPACT 100 Jersey Coast. The page has a white background with a pink border. At the top center is the logo: 'IMPACT 100' in blue, 'Jersey Coast' in pink script, and the tagline 'Uniting Women. Impacting Communities.' in blue. Below the logo, the text 'Impact 100 Jersey Coast 2021' is displayed in blue, with 'Ends on June 1, 2021' in a smaller font below it. The main heading is '2021 Grant Eligibility Form' in bold black. Underneath is the section 'Organization Profile'. The first field is 'Applicant Organization (legal name): *' with a red asterisk, followed by an empty white input box with a thin grey border.



Step 1: Eligibility

Use same log in to access your Account anytime

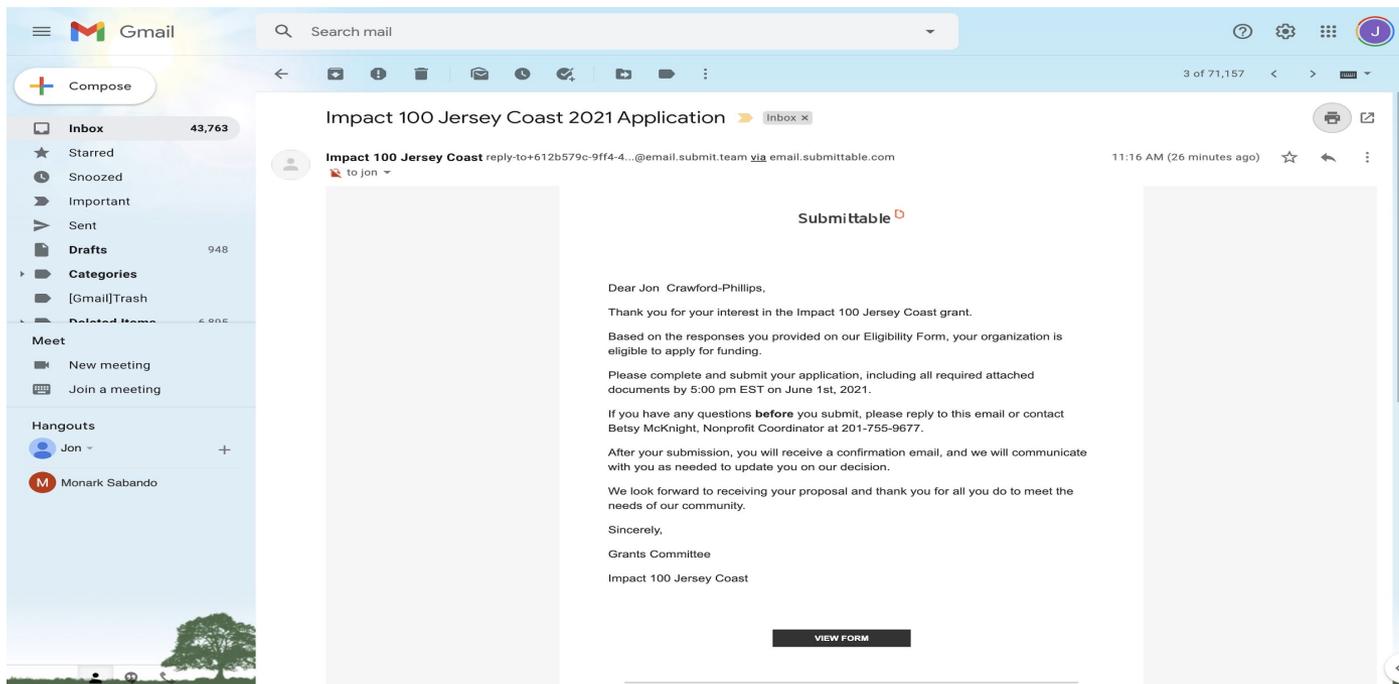
A screenshot of an email interface. At the top left, there is a dark blue button labeled "Received" and a small "X" icon. Below this, the text reads "Submitted to Impact 100 Jersey Coast - Impact 100 Jersey Coast 2021 on 03/21/2021 (a minute ago)". Below the text are four tabs: "ACTIVITY" (selected), "MESSAGES", "FORMS", and "NOTE". To the right of the tabs are links for "Download | Edit | Withdraw". The main content area shows an email icon, the text "Submission response sent to you." with a timestamp "03/21/2021 (a minute ago)", and the word "Email:". Below this is the Impact 100 Jersey Coast logo. The body of the email reads: "Dear Jon Crawford-Phillips, Thank you for your interest in Impact 100 Jersey Coast . We have received your Grant Eligibility Form and look forward to reviewing it. You can expect to receive a follow up response from us within a week. If you have questions, you may contact Betsy McKnight, Nonprofit Coordinator at grants@impact100jerseycoast.org or 201-755-9677. Sincerely, Impact 100 Jersey Coast".

IMPACT 100 Jersey Coast

Step 2: Application

Complete and submit the online application.

All eligible applicants receive email with a link to the application, which is also housed on Submittable. Use same log details if prompts you to sign in.



Step 2: Application

Strengthening your Application:

- *Applications that stand out:*
 - A concise, proofread application, with all attachments!
 - Clearly documented any contingencies (eg permits or approvals needed for the project to start). Note: must be none outstanding on September 15
 - Applied into focus area that is best fit for the proposed project
 - Transformational impact is clearly explained
 - Clearly articulated how project goals align with Impact's funding priorities
 - Measurable goals, outputs and outcomes!
 - Sustainability – if ongoing how will you deliver the project benefits after grant period has ended

Step 2: Application

Strengthening your Application:

- *What Focus Area are you applying into and why?*

Very important to apply into the focus area that is best fit for your proposed project. What is the primary service, goal and intended impact of the project? **This year we will ask you to explain why you chose that focus area.** NOTE: you cannot change your focus area between eligibility and your application!

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

This question is your opportunity to really make your application come alive! Try to imagine what you would include in your finalist presentation at the Annual Meeting and work back from those key points to illustrate the transformational impact of the project. **Be specific** about how the funds will be used and how project goals will be achieved with those funds – TIP: REVISIT THIS AT THE END BEFORE YOU SUBMIT!

Step 2: Application

Strengthening your Application:

We are looking for proposals that clearly explain, **with evidence**, how their project or program will meet our funding priorities:

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

Explain clearly what this population is and in what way are they ‘underserved’?

- ***How will the project address an UNMET need?***

Clearly demonstrate the ways in which your project *targets a clear and important need* that isn’t, and won’t, be met without it. Why/how is your project best placed to address those needs alongside - or in partnership with - other service providers?

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

Use both outputs and outcomes to explain the impact of your proposed project.

Step 2: Application

Strengthening your Application:

- **Measurable Outputs and Outcomes**

Less Effective: “Intended outcomes for the project include the ability to serve our a growing number of patients with enhance services”

More Effective: On completion of this project, we will be able to....”

1. Serve an additional 300 clients annually	Provide perspective where possible – is 300 additional a large % increase?
2. Reduce waiting time	<p>If an output can be objectively measured, be specific – what time reduction is expected?</p> <p>Include the outcome too – this means less stress for patients during their health visits</p>

Step 2: Application

Strengthening your Application:

- 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)

1. Serve an additional 300 clients annually	Provide perspective where possible – is 300 additional a large % increase?	Measured through current service statistics
2. Reduce waiting time	<p>If an output can be objectively measured, be specific – what time reduction is expected?</p> <p>Include the outcome too – this means more satisfied patients during their health visits</p>	<p>Measured through current service statistics</p> <p>Before and After patient surveys</p>

Step 2: Application

Strengthening your Application:

- **Sustainability** – where possible/relevant, help our members understand what success will look like beyond the grant period

1. Serve an additional 300 clients annually	Provide perspective – is 300 additional a large % increase?	Measured through current service statistics	300 more support walkers are provided, ongoing success might be measured in # of times they are used
2. Reduce waiting time	What time reduction is expected? Outcome – increased satisfaction for patients during their health visits	Measured through current service statistics Before and After patient surveys	Upward trend in # of satisfied patients beyond the grant

Step 2: Application

Required Financial Information:

- Top 5 institutional donors, noting committed and projected funding amounts for the current and past two completed fiscal years
- Financial Statements (ideally independently reviewed or audited) for past two complete fiscal years
- Organization's budget for the current year
- Year-to-date actual vs budgeted figures for current fiscal year
- IRS Form 990s will be obtained by Impact via Guidestar
- Financial Narrative – This is optional but provides an opportunity to expand on or explain anything pertinent
- Project Budget (using the Project Budget Template provided in the application)

Step 2: Application

Tips from the Impact finance team:

- Organizational finances
 - Ensure no gaps in periods covered by financial statements (should show 3 complete years at a min - 2 completed, 1 budgeted)
 - If not audited/reviewed, require a signed attestation that the financials are complete and accurate
 - If most recent audited financials not yet available, provide draft version and note in the financial narrative box at end of application
- When uploading financial statements, if have difficulties, then immediately email documents to grants@impact100jerseycoast.org otherwise will be marked 'incomplete'

Step 2: Application

Tips from the Impact finance team:

- Project budget should be credible and well-defined
 - Ensure budget total equals or exceeds grant amount
 - Ensure project budget adds up correctly both in total, subtotals, and line by line
 - Ensure project narrative and budget match!
 - Ensure your project budget is realistic
- If project is dependent on other funding, be sure to include funds already secured in the 'committed' column provided in the project budget template. Clearly describe what your ***plan is to secure any other funding***

**IMPACT 100 JERSEY COAST
2017 GRANT CYCLE**

**** GOOD BUDGET PRESENTATION EXAMPLE**

PROPOSED PROJECT BUDGET FOR:

ORGANIZATION NAME	IMPACT APPLICANT
PROJECT NAME	PROJECT TO BETTER MONMOUTH COUNTY
PROJECT BUDGET PERIOD	1/1/18 - 12/31/19 (This budget reflects Year 1 only)

SOURCE OF FUNDS TO SUPPORT PROJECT

	Committed	Pending	Total	Notes
Impact 100 Jersey Coast Request		\$ 123,000	\$ 123,000	
Requested from other funders (pending and committed)				
ABC Organization	40,000		40,000	
Organization contribution	59,784		59,784	
In-kind contributions			-	
Other sources			-	
XYZ Organization	50,000		50,000	
TOTAL ALL SOURCES	\$ 149,784	\$ 123,000	\$ 272,784	TOTAL BUDGET AMOUNT AGREES TO AMOUNT PER APPLICATION AND TOTAL OF ALL BUDGET LINE ITEM EXPENSES BELOW

PROJECT EXPENSES

	Project Total	Allocated to IMPACT 100 JERSEY COAST *	Notes
Personnel (existing staff & incremental hires)			
Coordinator @ 50%	33,625		BUDGET INCLUDES SALARY AND ADDITIONAL PERSONNEL COSTS LIKE PAYROLL TAXES AND OTHER FRINGE
Resident Advisor #1 @ 100%	39,150		
Resident Advisor #2 @ 100%	39,150	39,150	
Resident Advisor #3 @ 100%	39,150	39,150	
PT Resident Advisor #1 @ 100%	9,626	9,626	
PT Resident Advisor #2 @ 100%	9,626		
PT Resident Advisor #3 @ 100%	9,626		
Facilities			
Rent	12,000	6,000	\$1,000/month x 12 months
Utilities (Electricity, Gas & Water/sewer)	4,400	4,000	\$366.67 month x 12 months
Supplies/Services			
Start-Up Costs	47,750	20,000	Furniture, IT Equipment, Refrigerators/Freezers, \$17k van
Computer Services	1,092		site allocation overall contract - youth & staff computers
Audit Expense	3,000		site allocation of full organization audit expense
Alarm monitoring	300		burgular alarm monitoring
Transportation			
Gas	1,200		gas and oil
Tolls/mileage reimbursements	500		EZ Pass, staff reimbursements
Insurance	3,200		Van
Repair & Maintenance	500		oil change, registration, routine maintenance for van
Technology			
Internet & Cable	1,800	1,800	community TV, internet
Computer hardware	600		allowance
Cell phones	480	480	staff cell phone - for off site travel
Landlines & Fax	1,200	1,200	site phone, alarm line/fax
Other			
Minor equipment	500	500	Furniture equipment replacement contingency
Liability Insurance	4,000		site allocation of full organization expense
Organizational Operational Costs**			
Staff development	210		gifts, incentives, celebrations
Subscriptions & postage	100		
Specific Assistance to Individuals	10,900	1,094	Recreation, food
TOTAL	\$ 272,784	\$ 123,000	TOTAL EXPENSES ALLOCATED TO IMPACT AGREES WITH OUR GRANT AMOUNT; BUDGET COLUMN CALCULATES CORRECTLY

* Please use this column to show the allocation of Impact 100 grant funds by expense category. TOTAL MUST EQUAL \$123,000.

**Organizational operational costs include rent, utilities, etc. that are allocated to the project but are also part of the normal operating budget and will be incurred whether or not the project goes forward.

**IMPACT 100 JERSEY COAST
2017 GRANT CYCLE**

**** BAD BUDGET PRESENTATION EXAMPLE**

PROPOSED PROJECT BUDGET FOR:

ORGANIZATION NAME
PROJECT NAME
PROJECT BUDGET PERIOD

IMPACT APPLICANT
PROJECT TO BETTER MONMOUTH COUNTY

NO PERIOD LISTED FOR REFERENCE

SOURCE OF FUNDS TO SUPPORT PROJECT

	Committed	Pending	Total	Notes
Impact 100 Jersey Coast Request		\$ 123,000	\$ 123,000	
Requested from other funders (pending and committed)				
ABC Organization	100,000		100,000	
Organization contribution	30,000		30,000	
In-kind contributions			-	
Other sources			-	
XYZ Organization	50,000		50,000	
TOTAL ALL SOURCES	\$ 180,000	\$ 123,000	\$ 303,000	TOTAL POSSIBLE FUNDS = \$303,000. TOTAL PROJECT EXPENSES ONLY = \$246,890; WHAT IF ALL FUNDS ARE COLLECTED, HOW WILL EXTRA MONEY BE SPENT?

PROJECT EXPENSES

	Project Total	Alloc to IMPACT 100 JERSEY COAST *	Notes
Personnel (existing staff & incremental hires)			
Coordinator @ 50%	50,000		Salary of \$50,000
Resident Advisor #1 @ 100%	29,000		Salary of \$29,000
Resident Advisor #2 @ 100%	29,000	29,000	Salary of \$29,000
Resident Advisor #3 @ 100%	29,000	29,000	Salary of \$29,000
PT Resident Advisor #1 @ 100%	10,000	10,000	Salary
PT Resident Advisor #2 @ 100%	10,000		Salary
PT Resident Advisor #3 @ 100%	10,000		Salary
Facilities			
Rent	1,200	6,000	\$100/month x 12 months
Utilities (Electricity, Gas & Water/sewer)	4,400	4,000	\$366.67 month x 12 months
Supplies/Services			
Start-Up Costs	50,000	25,000	NO DETAIL IS PROVIDED FOR A LARGE AMOUNT OF GENERAL "START-UP COSTS" - WOULD WANT TO SEE A DETAIL
Transportation			
Gas	1,200		gas and oil
Tolls/mileage reimbursements	500		EZ Pass, staff reimbursements
Insurance	3,200		Van
Repair & Maintenance	500		oil change, registration, routine maintenance for van
Technology			
Internet & Cable	1,800	1,800	community TV, internet
Computer hardware	600		allowance
Cell phones	480	480	staff cell phone - for off site travel
Landlines & Fax	1,200	1,200	site phone, alarm line/fax
Other			
Minor equipment		500	Furniture equipment replacement contingency
Liability Insurance	4,000		
Organizational Operational Costs**			
Staff development	210		gifts, incentives, celebrations
Subscriptions & postage	100		
Specific Assistance to Individuals	10,900	1,094	Recreation, food, bus tickets, educational supplies, clothing, etc.
TOTAL	\$ 246,890	\$ 108,074	TOTAL EXPENSES ALLOCATED TO IMPACT IS LESS THAN OUR GRANT AMOUNT

* Please use this column to show the allocation of Impact 100 grant funds by expense category. TOTAL MUST EQUAL \$123,000.

**Organizational operational costs include rent, utilities, etc. that are allocated to the project but are also part of the normal operating budget and will be incurred whether or not the project goes forward.

Step 3: Site Visits

Semi-Finalists are selected and Site Visits are scheduled

- Approximately 3-5 selected for a Site Visit in each Focus Area.
- Assume virtual for 2021 but we'll keep you posted.
- A Site Visit usually takes 1.5 - 2 hours max.
- Objective is to meet project leaders, conduct due diligence review and to clarify any outstanding questions after review of the application and gain deeper understanding of goals and intended impact of the project
- At this stage of the process, the Financial Review Team will conduct a deeper dive into finances and project budget of semi-finalists and follow up either directly or via SV Captain
- ALL organizations that receive a site visit are invited to submit wish list

Step 3: Site Visits

Tips for a successful Site Visit:

- Make the most of this opportunity to **bring your project to life** for the grant review committee. Put your best foot forward with the resources you have!
- Focus on the **project**, not your overall operation
- If relevant, include a **brief virtual tour** of your facilities but the tour should not be the main focus of the site visit
- **Be prepared** – again, same as with application, present a similar outline of what you would present as a finalist at the Annual Meeting
- **Choose board/staff/volunteers** who can best make the case for your project in a concise, credible and compelling way

Step 4: Presentation

Finalists present their project to entire Impact membership at the Annual Membership Meeting

- A Finalist Liaison is appointed for each Finalist, and Finalist Packets are prepared for each Finalist with information and tips/guidance
- Finalists invited to rehearsal and feedback is given by a third party from CFNJ
- Finalists present their proposed program at the Annual Membership Meeting – this year it is November, 2021, exact date TBC
- Members cast their vote following the presentations and votes are immediately tallied by an independent auditor
- The grant recipients are announced that evening
- Wish lists from all finalists are made available online to members

Post-Grant Reward Oversight

- **Oversight:** to make sure funds go towards the proposed project the members voted to support.
- Grantee completes a Grant Agreement outlining key benchmarks and corresponding fund payment distribution (dependent on project timeline)
- Grantee submits Interim and Final Reports (narrative and financial) – and any other interim check-ins as stipulated in Grant Agreement
- **Support:** a Grantee Liaison is appointed for each Grantee as support and guide
- **Outcomes:** We show our members that their contributions have made a difference in our community by sharing information from each grantee about the measurable impact their project has on the lives of those served
- We invite grant recipients to share information about project progress to membership in communications and events throughout the year

The Benefits of the Impact Grant Process

- All applicants will get exposure to many philanthropic minded women throughout the process
- Members become aware of needs and great work being done locally to address needs
- Site Visits gives Impact women additional insights into the nonprofits and their programs
- Finalist presentation helps to hone messaging!
- Wish lists from the Site Visits applicants will be posted to Impact's website
- Many Impact members have become involved with the applicants - examples include: volunteering time, becoming a board member, donating baskets of supplies

Yes! You should reapply...

- The pool of applicants changes
- The focus area committee composition changes, even if the criteria is consistent
- The voting Impact membership changes, as does the environment we're all living and experiencing each year!
- It was the 2nd year of applying for one of our grantees in 2017 & 2018, and two of our 2019 grant recipients, and all four of our 2020 recipients applied numerous times
- Many Impact groups award grants to recipients that have applied in previous years

Important Dates

Deliverable/Event	Date
Funding Announcement	April 1, 2021
Eligibility Questionnaire Goes Live	April 5, 2021
Eligibility Form Due	May 14, 2021
Full Proposal Submissions Due Online	June 1, 2021
First round notifications sent out Site Visits take place	by August 6, 2021 by September 17, 2021
Finalists Selected Second round of notifications sent out	by October 10, 2021 by October 15, 2021
Annual Membership Meeting (Finalist Presentations/Members Vote/Grant Recipients announced)	TBC - November, 2021



**Thank you to our
Grant Recipients for participating!**

Asbury Park Music Foundation

2019 Grant Recipient

Jim Lenskold

Board President

HABcore Inc.

2020 Grant Recipient

Marta Quinn

Director of Development