



OVERVIEW OF IMPACT GRANT APPLICATION PROCESS

Impact 100 Jersey Coast strives to provide at least one grant of a minimum of \$100,000 each year to a nonprofit organization serving the Monmouth County area. Total funding is determined by the number of members who join our giving circle by the close of our Membership Drive in March of each year. In 2022 to maximize the reach and impact of its giving, [Mission Awards](#) will be given to finalists that do not receive an Impact 100 grant by dividing the excess funds among them. The amount of the Mission Awards will depend on the membership number AND the number of finalists selected (focus area committees can select up to TWO finalists per focus area), however all Mission Awards are capped at \$10,000. We fund projects with high potential for community impact in the following focus areas:

1. **Arts and Culture:** Projects or programs that develop greater artistic and cultural opportunities, and improve participation in the arts or arts education in our communities.
2. **Children and Families:** Projects or programs that strengthen the lives of children and families in our communities.
3. **Education:** Projects or programs that advance or improve learning opportunities for children and/or adults in our communities.

4. **Health and Wellness:** Projects or programs that improve the physical and/or mental well-being of people living in our communities.
5. **Sustainability & 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 and/or environmental education.

[Watch this short video which explains exactly how our grant process works.](#)

[One woman, one donation, one vote.](#)

STEPS IN IMPACT GRANT PROCESS

STEP 1: ELIGIBILITY

Nonprofit organizations interested in applying must confirm their eligibility by completing and submitting an Eligibility Form. The nonprofit must decide when submitting their eligibility form, which one of five Focus Areas their application will be submitted under. The form will be available **April 4th** and needs to be submitted by **May 13th**.

STEP 2: APPLICATION

Eligible organizations will be notified via email within 48 hours of submitting their Eligibility Form and invited to complete and submit the Application Form. Eligible

nonprofits may apply for grant funding in one of five focus areas by our **June 1st deadline**. Click on the following links to view our 2021 Application form and Budget Template (previews of our 2022 Application and Budget Template to follow shortly so please check back for those).

[Review SAMPLE Application Form](#)

[Review SAMPLE Budget Form](#)

The total project/program budget must be equal to or greater than \$100,000. Applicants may only submit one application per year in one of five focus areas above. Impact 100 Jersey Coast will acknowledge each application received.

STEP 3: SITE VISIT

Focus Area Committees (FACs), composed of members, evaluate grant applications. After a thorough analysis and financial review, semifinalists are selected and site visits are scheduled.

In **August**, each Focus Area Committee (FAC) selects up to five semifinalists and contacts these organizations to schedule site visits. Site visits will take place in **August** and **September**. The objective of the site visits are to complete the due diligence review and resolve any final questions. FAC representatives will conduct the site visits and report their evaluations to the larger committee and financial review team.

STEP 4: PRESENTATION

In **October**, we notify up to two finalists in each Focus Area and invite them to make a brief presentation to the members of Impact 100 Jersey Coast at our Annual Membership Meeting in **mid-November**.

At the meeting, finalists present their proposed project/program, members vote by individual ballot for their choice (each member has a single and equal vote). The grant recipients are determined by majority vote counted by an independent auditor, and we announce the grant recipients at the close of the meeting. Mission Awards will also be distributed that evening.

Prior to the release of funds, the grant recipient must complete a Grant Service Agreement with Impact 100 Jersey Coast, which outlines fund distribution and benchmarks (dependent on timeline). The grant recipient must submit midterm and final reports (narrative and financial) on the project/program, as specified in the Grant Service Agreement. We invite the grant recipient to present to membership at the annual gatherings to share news of progress to date and outcome of the project/program upon completion.

Important: Impact 100 Jersey Coast is committed to a fair, unbiased grant process.

We ask that applicants do not contact members of Impact 100 Jersey Coast, as all members are required to protect the confidentiality and integrity of the grant process. Please direct all questions to grants@impact100jc.org.

GRANT ELIGIBILITY REQUIREMENTS

Impact 100 Jersey Coast recognizes the time and resources that go into submitting a grant application. With a dual goal of setting up applicants for success in our grant-making process and making responsible investments on behalf of our membership, we strive to be transparent about our evaluation and selection process.

Please see our eligibility guidelines and requirements below to determine whether both your organization and your proposed project/program meet the criteria for a grant from Impact 100 Jersey Coast.

FUNDING PRIORITIES

We are looking for projects/programs that:

- Target underserved populations.
- Address an unmet need in our area.
- Will have a high impact on the beneficiaries.

INCLUSION CRITERIA

Organizations eligible for an Impact 100 Jersey Coast grant must:

- Be classified as a “public charity” with tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.
- Serve Monmouth County, NJ (headquarters can be located outside of Monmouth County but the proposed project must be located in and benefit Monmouth County).
- Be in operation as a 501(c)(3) for a minimum of 36 months prior to applying for the grant.

- Have an annual organizational operating budget of at least \$100,000 in the current and immediately prior fiscal year (annual gross revenue of \$100,000 and expenses of at least \$100,000)
- Apply as a non-lead applicant in a Collaboration in order to be exempt from the requirements of a \$100,000 minimum operating budget and three-year existence. (Only the Lead Organization in a Collaboration must have a minimum operating budget of \$100,000 and be in operation for at least three years and will have primary responsibility for management/distribution of project funds).
- Possess at least two years of complete financial statements (organizations with revenue of less than \$1,000,000 who do not have independently prepared, reviewed or audited statements must be certified by the organization's president or other authorized officer. Organizations with revenue over \$1,000,000 must provide audited financials as per NJ state requirements.)

Projects/programs eligible for an Impact 100 Jersey Coast grant must:

- Serve and benefit Monmouth County, NJ.
- Use funds for a new or expanded program/collaboration, or to sustain or strengthen an existing program/collaboration (for details on what constitutes a **collaboration**, please see below).
- Have a total project budget equal to, or greater than, the amount of the grant.
- Plan to expend the full amount of the grant funds within a maximum grant period of 24 months.

- Fit within one of five Focus Areas (Arts and Culture; Children and Families; Education; Health and Wellness; or Sustainability & Environment).

COLLABORATION

Impact 100 Jersey Coast encourages collaboration between organizations. An eligible collaboration exists when:

- Two or more qualifying 501(c)(3) organizations will **share** Impact grant funds (in whatever portions required for the project), and share responsibility of managing and/or contributing to the proposed program/project.
- One partner is identified as the lead-serving fiscal agent, completing the grant application and financial managing the grant funds.
- Both organizations must meet the minimum requirements, but only the lead organization must have a minimum operating budget of \$100,000 and be in operation for at least three years.

EXCLUSION CRITERIA

We do not provide funding for:

- Debt reduction or operational deficits
- General operating expenses or overhead (unless a realistic, necessary component of a project budget)
- Endowment funding
- Interim or bridge funding
- Partisan, legislative, or political activity

- Faith-based projects/programs which require participation in activities of a particular faith, denomination, or religion in order to benefit from the project or program
- Capital improvements or renovations to the property for the grant project where the organization does not own or have at least a five-year lease

If you have questions about your organization's eligibility after reviewing these guidelines and our FAQs below or contact grants@impact100jc.org. As Impact 100 Jersey Coast continues to grow and evolve, we reserve the right to change our eligibility criteria without notice at any time.

FAQs

GRANT FUNDING FAQ

What determines the grant funds available each year?

Total funding is determined by the number of members who join our giving circle by the close of our Membership Drive in March of each year.

Why are Impact grants in increments of at least \$100,000?

An Impact 100 Jersey Coast grant is designed to be truly transformative for both the recipient organization and those it serves. By providing significant funding for a transformative project, we strive to empower the organization to 'dream big' and think creatively about ways to enhance, transform, or improve its current work. In

turn, that transformative project successfully meets an unmet need, in a truly impactful way, with goals that clearly demonstrate high impact within an agreed-upon time period.

How will any funds over and above the increments of \$100,000 be distributed?

While we remain committed to funding grants in increments of \$100,000 each, we are excited to maximize the reach and impact of our funding by dividing the balance of the funds (over increments of \$100,000) among the remaining finalists in the form of Mission Awards in recognition of their mission and service in our community. Mission Award funding is unrestricted and is capped at \$10,000 per Award so any remaining funds will be added to the \$100,000 grants in equal share.

APPLICATION FAQ

Our nonprofit organization is interested in applying for a grant. How should we get started?

We're excited that your nonprofit organization is interested in applying for a grant from Impact 100 Jersey Coast! To begin, we invite all prospective applicants to RSVP to attend an information session and encourage you to review our eligibility requirements. We recognize the time and resources that go into submitting a grant application and require organizations to submit an Eligibility Form (available online April 4th) to verify their eligibility before they can apply. Please email your questions to grants@impact100jc.org

When is Impact 100 Jersey Coast accepting grant applications?

We begin to accept grant applications the first week in April each year, when our Eligibility Form goes live on our website. Applications are due June 1st.

Do we need to submit a Letter of Intent (LOI)?

No. However, in order to save your organization time and resources, we have developed an Eligibility Form (available April 4th) to verify that your organization meets the minimum requirements. Please complete the online form, and, once confirmed, we will email you a link to the application. You should receive an emailed application link within 48 hours of submitting your Eligibility Form.

If you are still unsure if your organization and project/program are eligible for funding, please contact us at grants@impact100jc.org.

Can our organization submit different grant applications in different focus areas?

No. Each nonprofit organization may submit only one application each grant cycle and must select a single focus area at the time of submitting their Eligibility Form. We will not allow for nonprofits to switch their focus area, after submitting their Eligibility Form.

How do we determine which focus area to apply in?

We believe you are the best judge of where your project/program and your request will fit. A project/program may meet the criteria for several focus areas. For example, a project related to an afterschool arts program might fit into Arts and Culture, Education, or Children and Families. We recommend you consider which focus area best represents the emphasis of your project/program rather than your organization. We continue to welcome applications from a broad spectrum of nonprofits addressing the many different needs throughout the county. Our five funding focus areas therefore remain deliberately broad - each and every one a critical pillar within our community.

Can we include brochures, annual reports, or videos about our organization as part of our proposal?

No. Please do not include any additional materials other than those specified in our application. If we require further information, we will follow up with you after your proposal has been reviewed.

If the funding we need for our program or project is less than the Impact 100 Jersey Coast grant, can we submit a proposal for less than the grant amount?

No. Nonprofit organizations must submit a project/program budget which is equal to or greater than the grant amount. Proposals for less than the grant amount will be deemed ineligible and will not be invited to apply.

What Constitutes a Collaboration (rather than a 'Partnership') for the purposes of the Impact application?

A collaboration exists when two or more qualifying nonprofit 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 (please note, if funding is not being shared, we consider this a 'partnership' not a 'collaboration'. It would be a regular, single applicant submission and the partnership details should be included under the 'Project Narrative' section). For a Collaboration, one organization would need to be identified as the lead-serving Fiscal Agent, responsible for completing the grant application and primarily responsible for financially managing the grant funds. The other collaborating organization will provide their organizational and financial information, but are not required to complete the additional sections of the grant application. Both organizations should have 501 (c)(3) status.

Does a collaborative grant application have a better chance of being selected than an application submitted by a single nonprofit organization?

No. Each grant application will be evaluated based on its own merit. Impact 100 Jersey Coast encourages collaborative efforts when the project or program warrants such an approach.

Can a nonprofit organization apply for the grant as part of a collaborative effort and then separately as an individual organization?

No. Each nonprofit organization can apply for only one grant per year, either as part of a collaborative or as an individual organization.

Once submitted, will we have any opportunity to modify our application?

It depends! As a general rule, due to our thorough review and evaluation process, we are unable to accept any modifications to applications. However, we understand there are exceptions, for example audited reports that are not yet ready, or a change in leadership during the application/review period, and we will accommodate as best we can on a case by case basis. Please note though that a decline for each grant cycle is final, and we encourage you to apply again the following year.

What if our project/program budget exceeds the total grant amount?

To be eligible, the total project/program budget must be equal to (or greater than) the amount of the Impact 100 Jersey Coast grant funds available. If your project/program exceeds the grant amount, you would need to specify exactly how the grant would be spent, including clearly defined deliverables and outcomes that are tied to the grant within your specific timeline of a maximum of 24 months (on your Application and accompanying Project Budget Form) and outline how the additional funds would be accounted for (on your Project Budget Form), and whether those funding sources are identified and, if so, whether funding is already committed or still pending.

Does the grant require a new project, expansion of an existing program, or a new or expanded collaboration?

No. Impact pivoted to meet the needs of our nonprofit community during recent challenging times to ensure that organizations could continue to provide, grow and strengthen the valuable services they were already providing. Our process has evolved to provide funding not only for new or expanded programs or collaborations, but also to sustain or strengthen an existing program or collaboration (for details on what constitutes a **collaboration**, please see below).

Projects can either be short term (i.e. strictly within a two-year timeframe supported by the grant funds) or ongoing (as long as plans for sustainability are included).

What types of programs/projects do you fund?

We continue to welcome all different types of programs or projects, from capital projects to human service programs, whether they be existing or new programs/projects or collaborations.

Are you looking to fund specific size nonprofit organizations?

No, we encourage all size nonprofits to apply. Our main focus is on the proposed project or program. Our only requirement is that organizations have an operating budget of at least \$100,000 in order to ensure they have the resources and infrastructure to manage a budget/grant of that size. In the case of small grassroots organizations with an annual operating budget of less than \$100,000, we welcome them to apply as non-lead in a collaboration with a more established 'lead applicant'.

Do you fund operating expenses?

Yes. We fund operating expenses (with no cap) when clearly tied, and needed, for successful implementation of the proposed program/project.

GRANT REVIEW FAQ

How does Impact 100 Jersey Coast select a grant recipient?

We accept applications in five focus areas, each with its own Focus Area Committee (FAC) comprised of Impact 100 Jersey Coast members. These FACs carefully evaluate the applications. After this review process, they choose 3-5 semifinalists and may elect to request site visits to learn more about the organization or answer any last questions. FACs will then nominate up to 2 finalists each.

All finalists are invited to attend our Annual Membership Meeting to present their proposed project/program to our members. There, each member casts her vote, and that vote determines the grant recipient/s. Grant awards are announced at the conclusion of this meeting, and grant funds are distributed shortly thereafter upon the execution of a Grant Service Agreement. Mission Awards are distributed to finalists that did not win an Impact 100 grant. Mission Award recipients may reapply the following year.

What are some of the reasons applicants may not be selected as a finalist?

- The goal, objectives, and impact of the grant are not clearly defined.
- The grant project/program may not demonstrate the ability to fully expend the grant funds or complete the project within the 24-month timeframe.

- The grant project/program, if designed to be ongoing, does not show how it will be sustained at the end of the grant.
- Another organization may exist to meet the need addressed by the proposed project/program.
- The project/program budget is not clear or well defined.
- The grant project/program does not demonstrate or explain the need in Monmouth County.

How will we know if we have been named a semifinalist?

The Focus Area Committees make decisions between June and September. All applicants will be notified of the decisions by email. All semifinalists, and then finalists, will also be contacted by phone.

Should we expect Impact 100 Jersey Coast to make a site visit?

Not all applicants will receive a site visit. Site visits occur after each committee has selected semifinalists. The chair of the respective committee reviewing your grant application will then contact you. A site visit is not a guarantee of funding.

COMMUNICATION FAQ

What type of communication can we expect from Impact 100 Jersey Coast during the grant process?

Until semifinalists are selected for site visits, all communication between grant applicants and Impact 100 Jersey Coast must originate with Impact 100 Jersey Coast

and will be conducted via email. After we select the semifinalists, contact will originate from the appropriate committee chair and/or our financial review team.

Whom can we contact with questions?

Before you submit an application, you may email us at grants@impact100jc.org with questions regarding the grant guidelines, process, or forms. After your submission, if Impact 100 Jersey Coast has questions about your grant application, we will contact you.

Impact 100 Jersey Coast is committed to a fair, unbiased process. As such, we are unable to accept unsolicited communication related to topics other than questions about the guidelines, process, or forms. We ask that you do not contact members of Impact 100 Jersey Coast to discuss or lobby for your application unless you are contacted for additional information.

If we are not a grant recipient, will you let us know how we can improve our application?

We understand and appreciate that applicants would like to receive feedback should their application not move forward in our process. Given our structure as a giving circle, with multiple women reviewing the applications - all of whom are volunteers - we unfortunately do not have the ability to provide tailored feedback to every applicant beyond what our committee volunteers provide in a survey which they complete after every grant cycle detailing what they think could be improved on in future applications and/or site visits. We provide this feedback along with our

notification emails to applicants. We also strive to be as helpful as possible in our guidance at the nonprofit information sessions in advance of each grant cycle.

POST GRANT CYCLE FAQ

After we are awarded a grant, what is required within the grant period?

Prior to the release of funds, a grant recipient must complete a Grant Service Agreement. Impact 100 Jersey Coast may distribute grants in installments, depending on the nature of the project or program. Grant recipients must submit periodic reports to Impact 100 Jersey Coast, as specified in the Grant Service Agreement. We always strive to both be diligent stewards of our members' funds while also partnering with our grantees to ensure we are engaging in open dialogue during the entire grant period - whether it be to celebrate their project successes or offering flexibility and support given the pressures and challenges that they may face.

What is the period of time in which the money must be spent?

A project/program should expend the funding within two years following the agreement. For example, the recipient of a grant announced in November 2021, grant agreements signed on January 1, 2022 must expend the funds by Dec 31, 2023.

If we submit a proposal and are awarded a grant, how soon can we reapply for another grant?

An organization that receives a grant shall not be permitted to apply to Impact for additional funding for a minimum of three years from the date of the grant agreement. However, if you receive a Mission Award this does not preclude you from applying for an Impact grant the following year.

If we submit a proposal that is not funded, how soon can we reapply for another grant?

Organizations not selected to receive a grant may apply again the following year. Mission award recipients may apply the following year too.

MEMBERSHIP FAQ

Can I be a member of Impact 100 Jersey Coast, if I am a staff or board member of an applying nonprofit organization?

Yes. If you are part of an applying nonprofit organization, you can be a member of Impact 100 Jersey Coast. You can even sit on a Focus Area Committee, but not one that reviews your organization's proposal.