

# IMPACT 100 Jersey Coast

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

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## OVERVIEW OF IMPACT GRANT APPLICATION PROCESS

Impact 100 Jersey Coast strives to provide at least one transformational [Impact 100 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. [Mission Awards](#) are given to finalists that do not receive an Impact 100 grant. Each year the amount of each Mission Award varies based on our membership number and the number of grant finalists selected.

## OUR FUNDING PRIORITIES

**We are looking for proposals that:**

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

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

## STEPS IN THE IMPACT GRANT PROCESS

### STEP 1: ELIGIBILITY - Due May 1, 2024

Nonprofit organizations interested in applying must confirm their eligibility by completing and submitting an Eligibility Form. The form is available now and must be submitted by **May 1st**.

### STEP 2: APPLICATION- Due May 13, 2024

Beginning March 1, 2024, organizations will be notified via email within 48 hours of submitting their Eligibility Form. Organizations deemed eligible will be invited to complete and submit an Application Form. Eligible nonprofits will have until Monday, May 13th to apply for grant funding. Click on the following links to view our Past Application form and Budget Template. Please note we are always taking

feedback from our members and applicants so we do make changes to our application, every year.

### [Review SAMPLE 2023 Application Form](#)

### [Review SAMPLE Budget Form](#)

The total proposal budget must be equal to or greater than \$100,000. Applicants may only submit one application per year. Impact 100 Jersey Coast will acknowledge each application received.

### **STEP 3: SITE VISIT**

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

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

### **STEP 4: FINALIST SELECTED and VOTING**

In **October**, we notify up to two finalists from each Committee.

At the Annual Meeting, each member casts her vote to determine the grant recipients. 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.

### **Grantee Agreement**

Prior to the release of the Impact100 \$100,000 grants, 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 proposal, 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 proposal 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](mailto: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 proposal meet the criteria for a grant from Impact 100 Jersey Coast.

**ORGANIZATIONAL 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 proposal 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)
  - 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.)
- NOTE: If the organization applying as part of a collaboration is a non-lead applicant they will 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, be in operation for at least three years and will have primary responsibility for management/distribution of grant funds).

### **Proposals eligible for an Impact 100 Jersey Coast grant must:**

- Serve and benefit Monmouth County, NJ.
- Use funds for a new or expanded project/program or collaboration, or to sustain or strengthen an existing project/proposal or collaboration (for details on what constitutes a **collaboration**, please see below).
- Have a total proposal 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 proposal), and share responsibility of managing and/or contributing to the proposed proposal/proposal.
- One partner is identified as the lead-serving fiscal agent, completing the grant application and financially managing the grant funds.
- Only the lead organization must
  - have a minimum operating budget of \$100,000 and
  - be in operation for at least three years

#### **We do not provide funding for:**

- Debt reduction or operational deficits
- General operating support UNLESS a component of a proposal budget
- Requests that primarily redistribute funds to individuals
- Endowment funding
- Interim or bridge funding
- Partisan, legislative, or political activity
- Faith-based proposals which REQUIRE participation in activities of a particular faith, denomination, or religion in order to benefit from the proposals or program

- Capital improvements or renovations to the property for the grant proposals where the organization does NOT own or have at least a five-year lease (Permits must be secured by September 1, 2024)

## Focus Areas

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. This information is used solely to verify the proposal fits within our funding criteria. Applications are not reviewed based on your Focus Area selections. The five focus areas are:

1. **Arts and Culture:** proposals that develop greater artistic and cultural opportunities, and improve participation in the arts or arts education in our communities.
2. **Children and Families:** proposals that strengthen the lives of children and families in our communities.
3. **Education:** proposals that advance or improve learning opportunities for children and/or adults in our communities.
4. **Health and Wellness:** proposals that improve the physical and/or mental well-being of people living in our communities.
5. **Sustainability & Environment:** proposals 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.

If you have questions about your organization's eligibility after reviewing these guidelines and our FAQs below or contact [grants@impact100jc.org](mailto: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 proposal, 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 proposal 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! We invite all prospective applicants to [view our instructional video](#), attend the Questions and Answer zoom call that will take place on April 10th, 2024 (register [HERE](#)) and participate in our office hours -either in person, or via zoom (please submit eligibility to receive an invitation). We recognize the time and resources that go into submitting a grant application and require organizations to submit an Eligibility Form to verify their eligibility before they can apply. Please email your questions to [grants@impact100jc.org](mailto:grants@impact100jc.org)

### **When is Impact 100 Jersey Coast accepting grant applications?**

We begin to accept grant applications at the beginning of March this year, just after our Eligibility Form goes live on our website. Applications are due Monday, May 13th.

### **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 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 proposal are eligible for funding, please contact us at [grants@impact100jc.org](mailto:grants@impact100jc.org).

### **Can our organization submit more than one grant application?**

No. Each nonprofit organization may submit only one application each grant cycle.

### **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 proposal 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 proposal 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 receive an application.

### **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 proposal 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 'proposal 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 proposal 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 proposal budget exceeds the total grant amount?**

To be eligible, the total proposal budget must be equal to (or greater than) the amount of the Impact 100 Jersey Coast grant funds available. If your proposal 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 proposal Budget Form) and outline how the additional funds would be accounted for (on your proposal 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/program to be funded?**

No. In earlier years, we used to only fund new projects or programs, but now our definition has expanded to include sustaining or strengthening existing projects/programs.

We DO provide funding for

- New projects/programs or collaboration OR
- Sustain or strengthen existing projects/programs OR an existing collaboration (for details on what constitutes a collaboration, please see below).



Proposals can either be short term (i.e. within a two-year timeframe supported by the grant funds) or ongoing.

### **What types of proposals do you fund?**

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

### **Are you looking to fund specific size nonprofit organizations?**

No, we encourage all size nonprofits to apply. Our main focus is on the proposal presented. 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 operational expenses (with no cap) necessary to implement the new project/program OR expansion of an existing project/program, such as staff salaries, benefits, rent, equipment, and supplies.

## **GRANT REVIEW FAQ**

### **How does Impact 100 Jersey Coast select a grant recipient?**

Applications are randomly assigned and distributed amongst our Grant Review Committees (GRCs) composed of Impact 100 Jersey Coast members. These GRCs 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. GRCs will then nominate up to 2 finalists each.

Prior to our Annual Meeting, grant proposal overviews are shared with all Impact 100 members. At the meeting, each member casts her vote to determine the grant recipient/s. Grant awards are announced at the conclusion of the Annual 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.

**One woman, one donation, one vote.**

### **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 proposal may not demonstrate the ability to fully expend the grant funds or complete the proposal within the 24-month timeframe.
- The grant proposal, 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 proposal.
- The proposal budget is not clear or well defined.
- The grant proposal does not demonstrate or explain the need in Monmouth County.

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

The Grant Review 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](mailto: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 are a volunteer led and run organization. The grant committee members reviewing proposals change each year. So, a proposal that did not appeal to one committee in a given year, could appeal to a different group of women in the next year. For this reason, we do not share specific feedback on grant applications.

### **POST GRANT CYCLE FAQ**

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

For those that receive an Impact100 Grant of \$100,000, 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 proposal or proposal. 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 proposal 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 proposal should expend the funding within two years following the agreement. For example, the recipient of a grant announced in November 2023, grant agreements signed on January 1, 2024 must expend the funds by Dec 31, 2025.

#### **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 (the January date illustrated above). 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 Grant Review Committee, but not one that reviews your organization's proposal.