



Mission: Women creating positive, lasting change in our community through collective giving.

IMPACT 100 MARTIN GRANTS GUIDELINES

Impact 100 Martin is pleased to announce its 2019 \$100,000 Impact Grant. We recognize the important work being done by nonprofit organizations in improving the lives of people in our community. To support this work and encourage organizations to “THINK BIG,” Impact 100 Martin annually awards a grant of \$100,000 to a nonprofit that provides services for Martin County.

Consistent with our mission, Impact 100 Martin funds grants that have a profound and transformative effect on the receiving organizations and the populations they serve. Grant requests may be made for: a new program/project; expansion of an existing proven program; or a collaborative effort between two or more organizations to address a broader spectrum of the community.

The grant parameters are determined yearly by the Grants Committee, which consists of volunteer members of Impact 100 Martin. There are no restrictions on focus areas this year. Grant applications will be accepted for all fields of interest.

Grants Process

- All interested, eligible nonprofit organizations must submit a Letter of Intent (LOI) that clearly articulates the proposed program/project.
- The Grants Committee reviews the LOIs and invites selected organizations to submit a full grant application.
- The Committee reviews the full grant applications, may conduct site visits, and selects the finalists.
- The finalists present their Impact program/project during the Grant Awards Celebration on April 11, 2019 at 9 a.m. at Piper’s Landing. Finalists have 7 minutes to make a presentation without props or visual aids. Information about the finalists is available online to all members prior to the event.
- The Impact 100 Martin members who are present at the Grant Awards Celebration will cast their votes immediately following the presentations. Other members may vote online prior to the event. The finalist with the most votes wins the Impact Grant for 2019!
- The grant recipient is expected to sign a contract defining deliverables for the program/project and timing for grant distribution.



Award Amount

- Grant request amount must be \$100,000 and may not exceed that amount.
- If more than \$100,000 is needed, the portion to be funded by Impact 100 Martin must be clearly defined.

Eligibility Criteria

- Applicant must be incorporated and approved by the IRS as a 501(c)(3).
- Government entities, private foundations, and community foundations are not eligible to apply.
- Previous \$100,000 grant recipients may not reapply for a period of 3 years.

Geographic Limitations

- Martin County only.
- Applicant does not have to be located in Martin County, but the proposed program/project must be used solely to have an impact in Martin County.

Program/Project Proposal

- Grant application will be accepted for all fields of interest. While there are no restrictions on focus areas, each organization may only submit one proposal.
- Grant request can be made for a new program/project, expansion of an existing proven program, or collaborative effort between two or more organizations to address a broader spectrum of the community.
- Proposal should identify the opportunity for a significant, lasting change in one or more of the following areas: a service delivery model, the broader service delivery network, or a specific targeted critical problem or need in Martin County.
- Program/project may include funding of program expenses, capital expenditures/improvements, or a combination thereof. For a program/project involving capital expenditures or improvements, the applicant must own the property or have a long-term lease with a minimum of 5 years remaining as of July 1 of the Impact Award year.
- Applicant must demonstrate a meaningful and verifiable need for the program/project as well as its feasibility and sustainability. Outcomes should be quantifiable and measurable.
- Program/project may be phased (up to 3 years) for completion if necessary. Full amount of the grant must be used within 1-3 years.

Prohibited Expenses

- A grant to an individual
- Pass through funds
- Partisan, legislative, or political activities
- Projects of an individual church, religious organization for its own benefit
- Endowments
- Debt reduction
- Existing operating expenses
- Reimbursement of previously incurred expenses, completed projects
- Fundraising activities and/or events
- Salaries for fundraising or development positions
- Salaries of staff not specific to proposed program/project
- Equipment not specific to proposed program/project
- Travel grants for agency employees
- Procurement of consumables (food)
- Land or building purchases

Letter of Intent (LOI) Instructions

The Letter of Intent should be no more than 2 pages in length plus the cover page. The LOI must be single spaced and written in 12-point font.

The LOI cover page and content format are provided at the end of this document. A copy can also be printed from the Impact 100 Martin website: impact100martin.org.

LOI content should include the following sections:

1. Overview of request in one or two sentences.
2. Compelling Need/Purpose
 - Description of the compelling organizational or community need that the proposal is addressing.
3. Proposed Program/Project
 - Description of the proposed program/project and how it will address the stated need and intended impact. Include target population, geographic area impacted/served.
 - If the program/project is new to Martin County but exists elsewhere, please indicate where it exists. If the program/project currently exists in your organization, include how long it's been in existence and how it's funded.
4. Collaboration
 - If the proposed program/project involves collaboration to achieve the stated goal, identify partner organization(s) and roles of each.



5. Outcomes & Measurement

- Identify the impact this program/project will have on your served population and organization.
- What is the plan for measuring success and what practices and tools will be used for measurement? Include frequency of measurement, responsibility for measurement and how information will be used and shared.

6. Implementation Timeline

- Provide a general timeline for the project/program in months.

7. Budget

- Categorized budget summary of what the \$100,000 Impact Grant will specifically support with respect to proposed program/project, including staffing as needed.
- Total program/project budget if greater than \$100,000. Indicate how balance will be funded.

8. Sustainability

- Indicate how the program/project will be sustainable beyond the one-time grant award.
- List other sources of revenue for the program/project (committed and pending) and note any matching grant opportunities.

LOI Submissions are due by January 24, 2019

The LOI cover sheet must be completely filled out and signed by the executive leadership of the organization including the Executive Director/CEO, Program or Project Manager, and the Board Chair/Board President.

The LOI must be submitted in hard copy and electronically.

Mail or deliver 10 hard copies to:

Martin County Community Foundation
Attention: Impact 100 Martin Grants Committee
851 SE Monterey Commons Boulevard, Stuart, FL 34996

Electronic instructions:

Submit via email to Robin Cartwright at Robin@yourmccf.org.

Include the following in the subject line:

Impact 100 Martin LOI and the name of your organization

Address questions to Robin Cartwright at robin@yourmccf.org or 772-288-3795.

Invitations to submit a full grant application will be issued on February 7, 2019. Invited applicants will receive a phone call and email sent to the contact person named in the LOI. The 3 pages of the LOI will serve as the first 3 pages of the full grant application submission.

GRANT PROCESS TIMELINE

January 9, 2019	Impact 100 Martin Grants Workshop
Time: 9 am	Letter of Intent (LOI) instructions distributed and explained
@ Treasure Health	
January 24, 2019	LOIs due to Grants Committee
	<i>LOIs Review by Grants Committee</i>
February 7, 2019	Invitations extended to organizations selected by Grants Committee to submit full applications
February 28, 2019	Full applications due to Grants Committee
	<i>Grant Applications Review by Grants Committee</i>
March 20 – 26, 2019	Grant Committee- Applicant site visits
March 28, 2019	Invitations to finalists to give presentations at Grant Awards Event
April 11, 2019	Grant Awards Event at Piper's Landing
Time: 9 am	Full membership and finalists



FREQUENTLY ASKED QUESTIONS

Note: this section will remain under construction. We will continue to update this and post it online as questions are submitted.

Q: Will start up or small organizations be considered?

A: Startup and small organizations will be considered if they meet all the criteria. They may want to consider collaborating with another nonprofit to have greater impact.

Q: Will applications from unincorporated groups be considered?

A: Unincorporated groups are not eligible to apply.

Q: Will multi-year funding requests be considered?

A: A program/project that utilizes the \$100,000 grant over 24 to 36 months will be considered. However, previous recipients of the \$100,000 grant may not apply for another grant for a period of 3 years.

Q: May applicants submit multiple letters of intent?

A: Each applicant organization may only submit one letter of intent.

Q: Do we need to show we have matching funds for a new project?

A: Matching funds will be viewed favorably but are not necessary.

Q: May funds be used for equipment?

A: Yes, as long as the equipment is directly connected to the proposed project/program.

Q: May funds be used for salaries?

A: Yes, as long as the salary is directly connected to the proposed project/program.

Q: May funds be used to offset administrative costs? If yes, what is the acceptable percentage of the grant that may be used?

A: It is permissible to use up to 12% of the funds requested for costs related to administrative expenses directly connected to the proposed project/program.

Q: Who should I call with questions about the LOI or the grants application?

A: All questions and concerns regarding the LOI or the grant application should be directed to Robin Cartwright at the Martin County Community Foundation (robin@yourmccf.org or 772-288-3795).



LETTER OF INTENT COVER PAGE FOR 2019 GRANT

Name of Organization:	
501(c)(3) Exemption Number:	
Program/Project Manager Name & Job Title:	
Contact Person (if different from above):	
Address:	
Phone:	
Email:	
Website:	
Year Founded:	
Mission Statement:	
Vision Statement:	
Program/Project Name:	
Check Type of Program:	<input type="checkbox"/> New <input type="checkbox"/> Expansion of Existing <input type="checkbox"/> Collaboration
Total Program / Project Budget	\$
Total Organization Operating Budget:	\$

SIGNATURES REQUIRED:

	PRINT NAME	SIGNATURE
CEO or ED:		
Program Manager:		
Board President / Chair:		



LETTER OF INTENT CONTENT Nonprofit Name _____
Spacing for sections may be adjusted but total must only be 2 pages.

1. Overview of Request (1 or 2 sentences)

2. Compelling Need/Purpose

3. Proposed Program/Project

4. Collaboration

5. Outcomes and Measurement

6. Implementation Timeline

7. Budget

8. Sustainability