



## **Grant Timeline, Process & Guidelines**

Impact100 Martin annually awards grants of \$100,000 to nonprofit organizations that provide services in Martin County for programs or projects that will have a major impact on the community. We encourage nonprofits to “think big,” that is, to propose projects that will have a transformative effect on both the organization receiving the grant and those benefiting from the project.

### **Grant Process**

- **Phase 1** - All nonprofit organizations serving Martin County are invited to submit a letter of intent (LOI) clearly articulating a compelling project addressing a critical problem and clearly outlining the intended/envisioned impact.
- **Phase 2** - Once the LOI’s are evaluated, organizations are selected to submit full grant applications and videos. Additional information may be requested, if needed.
- **Phase 3** - Finalists are selected to present their proposals to the entire membership to vote at its Grant Awards Celebration. The organizations with the most votes receive the Impact Grants.

### **Eligible Organizations**

- Must be incorporated and approved by the IRS as a 501(c)(3).
- Must serve Martin County. The organization does not have to be located in Martin County, but the proposed program/project must be for the Martin County community and its residents.
- Previous grant finalists who have not received a \$100,000 Impact Grant.

### **Organizations Not Eligible**

- Government entities, private foundations and community foundations.
- Those that have received a \$100,000 Impact Grant within the last 2 years.

### **Grant Eligibility and Fundable Expenses**

- An organization may submit only one proposal annually.
- Grant requests may be made for a new program or project; an expansion of an existing program; or a collaborative effort between two or more organizations.
- Parameters of these grants are determined yearly by the Grants Committee; currently there are no restrictions on focus areas and grant applications will be accepted for all fields of interest.
- The program/project must request exactly \$100,000. If the project requires more than \$100,000, the proposal must clearly outline the portion to be funded by Impact100 Martin and must identify the sources for the additional needed funding.

- The program/project, if necessary, can be phased up to three years for completion.
- The program/project must identify a meaningful, verifiable need.
- The program/project should detail a significant impactful change it hopes to make in a service delivery model, the broader service delivery network, or to address a specific targeted critical problem within Martin County.
- The program/project must demonstrate its feasibility and sustainability.
- The program/project must outline quantifiable, measurable outcomes.
- The program/project may include funding of program expenses such as equipment, salaries, operating expenses and overhead directly related and necessary to its implementation.
- If funding for capital expenditures or improvement necessary for the implementation of the program/project are included in the proposal, the organization must either own the property or have a lease with a minimum of five years remaining on the lease, as of July 1st of the grant award year.

**Grant Expenses Not Funded**

- Debt reduction, operating deficits, interim/bridge funding or endowment funding.
- Fund drives, annual appeals, fundraising events or general capital campaigns.
- Reimbursement of previously incurred expenses completed project.
- General existing operating expenses, equipment, staff salaries and other overhead not specific to the proposed program/project.
- Land or building purchases.
- Pass through funds.
- Grant to an individual.
- Partisan, legislative, or political activities.
- Projects of an individual church or religious organization for its own benefit or the sole benefit of its members.

**Helpful Hints When Preparing your LOI**

- Pay attention to length. If you go over the character limit in a section, the letters over the limit turn red and your LOI will not be submitted. In general, “Less is best.”
- Answer questions specifically. Avoid extraneous information.
- Avoid jargon and acronyms. If you use an acronym, identify its meaning the first time you use it.
- Avoid cutting and pasting from other applications and documents as the LOI loses its voice and flow.
- Before submitting, check for accuracy, check for adherence to guidelines, and check for spelling errors. These kinds of errors make the LOI appear less professional.

<b>2024 – 2025 Grant Process Timeline</b>	
<b>August 21, 2024, 9:30AM</b>	Grant Writing Workshop presented by Impact100 Martin and The Community Foundation of Martin-St Lucie (TCFMSL)

Children's Services Council 101 SE Central Parkway Stuart, FL 34994	Meet Grant Committee Members and Visioning Team
<b>August 22, 2024 – Nov 22, 2024</b>	Visioning is available to nonprofits (see online calendar to book appt)
<b>August 22, 2024</b>	Grant process officially opens to nonprofits. Letter of Intent application available online. <b>(Phase 1)</b>
<b>December 6, 2024</b>	Letter of Intent (LOI) is due to TCFMSL
<b>January 23, 2025</b>	TCFMSL notifies semifinalists to submit full applications & videos <b>(Phase 2)</b>
<b>February 18, 2025</b>	Full applications & videos due to TCFMSL
<b>March 10-12, 2025</b>	Site Visits to Semifinalists from Grants Committee members
<b>March 20, 2025</b>	Invitations extended to finalists to give presentations for the Grant Awards Celebration <b>(Phase 3)</b>
<b>April 9, 2025</b>	Grant Awards Celebration