



## **Impact100 Martin Grant Guidelines**

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”, Impact100 Martin annually awards a grant of \$100,000 to a nonprofit that provides services for Martin County.

Consistent with our mission, Impact100 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 Impact100 Martin. There are no restrictions on focus areas this year. Grant applications will be accepted for all fields of interest.

### **Grant Process**

- **PHASE 1** - All nonprofit organizations serving Martin County are invited to submit a letter of intent (LOI) clearly articulating a compelling program or project that addresses a critical problem or need in Martin County and the intended impact.
- **PHASE 2** - Organizations are selected to submit full grant applications and site visits presentations.
- **PHASE 3** – Finalists are selected to present their proposals to the entire membership-at-large to vote on at the April Grants Awards Celebration. The organization(s) with the most votes receives the Impact Grant(s).

### **Organization Eligibility**

- 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.
- Must serve Martin County. Organization does not have to be located in Martin County but the proposed program/project must be for Martin County.
- Must not be a \$100,000 Impact Grant recipient within the last 3 years. Previous grant finalists who have not received the \$100,000 Impact Grant are eligible to apply.

### **Grant Eligibility**

- Applications accepted for all fields of interest. While there are no restrictions on focus areas this year, each organization may only submit one proposal.

- Requested amount must be exactly \$100,000. If more than \$100,000 is needed, the portion to be funded by Impact100 Martin must be clearly defined and source(s) for the additional funding must be identified.
- 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.
- Proposal 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: a service delivery model, the broader service delivery network, or a specific targeted critical problem or need in Martin County.
- Program/project must demonstrate a meaningful, verifiable need as well as its feasibility and sustainability, and have quantifiable, measurable outcomes.
- Program/project may include funding of program expenses (equipment, salaries, operating expenses and overhead directly related and necessary to the implementation of the program/project), capital expenditures/improvements, or a combination thereof. For capital expenditures/improvements, the applicant must own the property or have a lease with a minimum of 5 years remaining as of July 1 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.

#### **Grant Process Timeline 2020 - 2021**

**December 9, 2020** – Grant information session video available for nonprofits

**January 6, 2021** – LOI due to Grants Committee

**January 28, 2021** – Invitations extended to organizations selected by Grants Committee to submit full applications

**February 18, 2021** – Full applications and site visit videos due to Grants Committee

**March 18, 2021** – Invitations to finalists to give presentations for Grant Awards Celebration

**April 8, 2021** – Grant Awards Celebration

**Helpful Hints for Submitting a LOI**

- Pay attention to the length of your submission. There is a character limit for your answers. If you go over the character limit, the system will notify you by turning the characters that are over the limit red and your LOI cannot be submitted.
- Ensure your responses specifically answer each question. Avoid including extraneous information. Remember “less is best”.
- Avoid acronyms and jargon. If you must use an acronym, please identify it in the beginning of the LOI or grant application so the reviewer can easily understand your response(s).
- Avoid cutting and pasting any responses from other applications; but if you do, please make sure that the application reads in one voice. It should not read as if multiple parties contributed to the text.
- Before submitting, please reread and check for accuracy, adherence to guidelines, and spelling.