

**Start:** Feb 13, 2023 **Deadline:** Mar 3, 2023

**Grace Period:** None

**Application Fee (USD):** \$0.00 ?

**Applications:** None

**Share:** <https://impact100westchester.slideroom.com/#/permalink/pr>

## Full Proposal - 2023 Grant Cycle

---

Deadline: Mar 3, 2023

### Forms

---

#### ***Start here...***

1. **To help us properly identify this application, the SlideRoom account profile should indicate the organization's name. Before proceeding any further, please confirm that the SlideRoom profile reflects the organization name.**

Contact SlideRoom support at [support@slideroom.com](mailto:support@slideroom.com) if you need help updating your account profile.

2. **Please confirm that you have reviewed our Eligibility Guidelines in detail, which can be found on our website at: <http://impact100westchester.org/eligibility/>**

Choose one of the following:

3. **Executive Director Name:**

4. **Executive Director Email:**

5. **Executive Director Phone Number:**

(###)###-####

6. **Upload your 501(c)(3) Determination Letter confirming you are a charitable organization exempt from Federal Income Taxes.**

7. **Has the organization's 501(c)(3) status been in full force and effect throughout the past 3 years?**

By answering "yes" to this question, you are confirming that your organization has had uninterrupted 501(c)(3) status for at least the past 3 years.

*\* This question has conditional followup questions.*

8. **Please explain:**

150 character limit (including spaces).

## **Organization**

1. **Legal name of the organization applying for the Impact100 Westchester grant:**

2. **Is your organization applying for this grant under its own 501(c)(3)?**

If you are applying under a fiscal sponsor, answer "No" and explain below.

*\* This question has conditional followup questions.*

3. **Site address where the main activities are located:**

4. **Mailing address, if different from site address:**

5. **Website:**

6. **When did the organization begin operations?**

Enter the date (mm/dd/yyyy)

7. **When does your Fiscal Year end?**

Provide your fiscal year end date in 2022 in mm/dd/yyyy, e.g. 06/30/2022

8. **In the past 2 years, has your CPA or auditor expressed any concerns regarding your organization's financial health and/or ability to continue to operate as a going concern?**

*\* This question has conditional followup questions.*

9. **Has your organization ever received an Impact100 Westchester Transformational Project Grant (\$80,000 or greater)**

Please choose one of the following:

*\* This question has conditional followup questions.*

## **Organization- Add'l Questions for Full Proposal**

1. **Please indicate how you would prefer to provide the following information regarding your Board of Directors: Name, Board Position, Professional Affiliation, City/State, # of Years Served**

*\* This question has conditional followup questions.*

2. **What % of your board members donate to your organization?**

Enter whole number (eg for 100%, enter "100")

3. **What are your top five funding sources?**

For each donor, indicate Funding Source or Donor Name, \$ Donated in fiscal year 2021 and \$ Expected

for fiscal year 2022.

**4. Number of Employees (FTE):**

Enter the number of full-time-equivalent employees on your payroll (round to the nearest integer)

**5. Number of Volunteer Staff:**

Enter the number of volunteers who work for your organization - do NOT convert to full-time equivalent.

**6. Provide details regarding your General Liability and Directors and Officers Insurance, including carrier name and coverage limits.**

750 character limit, including spaces.

**7. In the past three years has your organization received any judgments or faced any pending or threatened litigation?**

*\* This question has conditional followup questions.*

## ***Mission/Major Programs***

**1. Provide your organization's mission statement.**

1000 character limit, including spaces.

**2. Describe the major programs that support your organization's mission.**

1800 character limit, including spaces.

## ***Project***

**1. Project Title:**

Enter the title of the project.

**2. What is the nature of this project?**

Choose one of the following:

**3. Project Overview**

Provide a clear description of the project, including specific project goals and objectives with relevant data/metrics, as applicable. 2500 character limit, including spaces.

**4. Describe the project logistics, including timing, key personnel, facilities and other resources required for the project to be successful.**

2500 character limit, including spaces.

**5. Will this project involve other organizations?**

*\* This question has conditional followup questions.*

6. **Who is the target population for this project?**

Use bullet points to be as specific as possible. Include data to describe the target population (demographics, number served, and the location of beneficiaries). 1500 character limit, including spaces.

7. **How will the target population be impacted by this project?**

Use bullet points to be as specific as possible. Include data, solid research or agency experience, if available. 2000 character limit, including spaces.

8. **Where will activities for this project take place?**

Describe the venue/location/facility and specific Westchester location(s). 500 character limit, including spaces.

9. **What percent of the people to be served by this project are Westchester residents?**

Enter number (eg "80%") and optional description.

10. **How will this project transform your organization?**

1000 character limit, including spaces.

11. **What is your plan for sustaining this project after the funding from Impact100 is over?**

1000 character limit, including spaces.

## ***Project- Add'l Questions for Full Proposal***

1. **Provide brief bios or qualifications of key staff responsible for project implementation.**

2000 character limit, including spaces.

2. **When do you expect the project to start?**

If the project for which you are requesting Impact100 funds is part of a larger project, please indicate when the specific Impact100 portion of the project will start. Enter date in mm/dd/yyyy format.

3. **Provide the timeline when you will need the requested Impact100 funds.**

Describe the anticipated timing (e.g. 50% August 2022, 50% November 2022, project expected to be complete by 11/30/2022). 1000 character limit, including spaces.

4. **What SPECIFIC outcomes, milestones, and/or benchmarks will you use to evaluate the success of this project?**

Please include quantifiable metrics or targets. 2000 character limit, including spaces.

5. **What methods or systems will you use to track these outcomes, milestones and/or benchmarks?**

1500 character limit, including spaces.

6. **Are there any critical permits, approvals or deliverables by third parties required for the project to be successful?**

*\* This question has conditional followup questions.*

7. **Describe your contingency plans for cost overruns and any other potential hurdles which might impact project feasibility and implementation.**

1800 character limit, including spaces.

8. **Describe any ongoing additional expenses, as a result of this project, and how you will fund them going forward.**

In answering this section, please consider each of the sections in your Project Budget; e.g. will there be any additional staffing, operating, technology, maintenance or insurance costs in the future as a result of this project? If none, state N/A. 500 character limit, including spaces

9. **Has your Project Budget Worksheet been adjusted or amended in any way since its submission with your Letter of Inquiry?**

*\* This question has conditional followup questions.*

10. **Does your project involve renovation or construction of a facility?**

*\* This question has conditional followup questions.*

11. **Do you own the facility being constructed or renovated?**

*\* This question has conditional followup questions.*

12. **Additional Information: Text (OPTIONAL)**

If you have any addition information that you would like to include in your application, please provide text below (2000 character limit, including spaces), or upload documents (such as plans or photos relevant to your project) in the following question.

13. **Additional Information: PDF (OPTIONAL)**

If you would like to submit any plans, photos, or other documents that are relevant to your project, please upload them as a single PDF file (note: 10 MB size limit).

14. **Additional Info: Requested**

If you have been specifically asked by Impact100 Westchester to provide additional information or documentation, either during the Letter of Inquiry stage or in connection with your invitation to submit a Full Proposal, and if this information has not already been included in this Full Proposal, please upload as a single PDF (note: 10 MB size limit).

## ***Project Budget***

1. **Upload your completed Project Budget Worksheet ("PBW").**

Your file should be uploaded in Excel format and the filename should match the name of your organization.

2. **What is the total cost of the project?**

Enter the amount as a whole number without commas.

**3. Is the total cost of the project greater than the Impact100 Grant Award amount?**

*\* This question has conditional followup questions.*

**4. Facilities Construction / Renovation**

Enter the amount as a whole number without commas from the Project Budget Worksheet.

*\* This question has conditional followup questions.*

**5. Existing Staff Expenditures**

Enter the amount as a whole number without commas from the Project Budget Worksheet.

*\* This question has conditional followup questions.*

## ***Financial Documents - Initial Proposal 2023***

**1. Is your AUDITED or REVIEWED financial statement for fiscal 2022 available?**

Note: this question requires you to upload 2 years of full financial statements, including independent accountant's opinion. The initial question refers to the fiscal year ended during calendar 2022 (eg fiscal year ended 6/30/22).

*\* This question has conditional followup questions.*

**2. Is your Form 990 for fiscal 2022 available?**

*\* This question has conditional followup questions.*

**3. What is the Name of the Organization per the uploaded Form 990?**

**4. Does this name exactly match the name of the grant applicant?**

Please refer to Question1 in the Organization section of this application.

*\* This question has conditional followup questions.*

**5. Enter the "Total Revenue for the Current Year", according to the uploaded Form 990 Part 1 Line 12:**

Enter the amount as a whole number without commas.

*\* This question has conditional followup questions.*

**6. Upload your Operating Budget for the fiscal year ending during 2023.**

If your 2023 Operating Budget has not yet been finalized, upload your 2022 Operating Budget. If you are invited to submit a Full Proposal, you will be required to upload your 2023 Operating Budget at that time.

**7. Financial Contact Person:**

Provide the name/title/role/position of the person we can contact if we have questions regarding financial information or documents included with this application.

**8. Financial contact phone number:**

(###)###-####

**9. Financial Contact Email:**

## ***Financial Documents- Add'l for Full Proposal 2023***

**1. Was your AUDITED or REVIEWED financial statement for fiscal 2021 uploaded with the Initial Proposal?**

Note: this question refers to the full financial statement, including independent accountant's opinion, for the year ended during calendar 2022 (eg year ended 6/30/22 or 12/31/22)

*\* This question has conditional followup questions.*

**2. Was your fiscal 2023 Operating Budget uploaded with the Initial Proposal?**

If your 2023 Operating Budget was not uploaded with your Initial Proposal, it is required at this time.

*\* This question has conditional followup questions.*

**3. Upload your Operating Budget for the fiscal year immediately preceding the Operating Budget uploaded in the Initial Proposal.**

E.g. if you uploaded your FY 2023 Operating Budget in the IP, you should upload FY 2022 Operating Budget here.

**4. Short-term Liquidity- how many months of unrestricted cash and other liquid funds do you have to cover operating expenses?**

Provide information on cash on hand and availability under credit facilities. E.g., we have \$XX in cash, \$XX available under our credit line, and a remaining #XX available under our term loan. These resources are expected to cover operating expenses for x months.

## ***Full Proposal Authorization***

**1. Has the Board of Directors authorized submission of this Full Proposal?**

*\* This question has conditional followup questions.*

**2. Executive Director certification:**

By typing the Executive Director's name below, you are certifying that the Executive Director attests to the accuracy and completeness of this Full Proposal.