



Applicant Information Session

September 19, 2023 at 10:30am

Pequot Library, Southport CT

www.impactffc.org

grants@impactffc.org

AGENDA

- Impact Fairfield County Overview
- Eligible Organizations
- Grants Application Process
- Case Studies: Past Recipients
- How to Apply: Next Steps
- Summary of Key Dates

ABOUT IMPACT

- 501(c)(3) collective giving organization to engage women of Fairfield County, CT in local philanthropy
- Award grants of \$100,000
 - Past eight years, awarded over \$1.8M in grants
- 100% volunteer run
 - Grant review committee
 - Financial review committee
 - Membership vote

OUR MODEL

IFFC awards \$100,000 grants to local non-profits:

- To provide high-impact grants that reach under-served populations and highlight unmet needs in our area
- To support this important work and allow organizations to “dream big”

Total funding is determined by the number of members who contribute \$1,000 each towards the grants.

- 248 members in 2021 = 2 x \$100,000 grants
- Remaining \$48,000 divided among three finalists

WHAT WE FUND

- Provide **Transformational** grants that fund broad range of nonprofit needs
 - Restricted grants to fund new programs;
 - enhance, expand or strengthen existing programs;
 - and/or improve organizational capacity to advance nonprofit's core mission
- Up to 20% of the grant can be used to support general operating expenses

How do Impact Grants differ from General Operating Grants?

Impact FFC Requests:

- Strengthen or improve operations
 - technology to enhance delivery of services
 - staff development to increase skill and retention
 - new or expanded programs that improve outcomes
- Increase efficiency, effectiveness or sustainability
- Support organizational maturity (strategic planning, development process, DEI investment)

General Operating Requests:

- Pay ongoing organizational expenses – do not advance the mission beyond current state
- May include salaries, rent, IT costs, but it is unclear that the organization will become stronger with the investment
- “Keep the lights on”

ELIGIBLE ORGANIZATIONS

Organizations **must** be:

- Classified as a public charity with tax-exempt status under Section 501(c)(3) of IRC
- Operating in, serving residents of, and fully expending funds in Fairfield County, Connecticut
- Targeting underserved populations
- In possession of 3 years of independently prepared, audited financial statements
- Not a recipient of an Impact Fairfield County \$100,000 grant in the past 36 months

GRANTS ARE NOT PROVIDED FOR:

- Debt reduction, operating deficits or interim or bridge funding
- Endowment funding
- Individuals or private or community foundations
- Scholarship funding directly to individuals
- Activities that are religious, partisan, legislative or political in nature
- Fundraising events, fund drives or annual appeals
- Medical or environmental research
- Pet or animal welfare
- Pass-through funding
- Capital funding not central to the success of the proposed grant

GRANT APPLICATION PROCESS



Letter of
Inquiry

Full
Proposal

Site Visit

Finalist

Step 1:

LETTER OF INQUIRY

- Accepted as of October 16th, 2023
- Due by November 13th, 2023
- Must be submitted through SlideRoom
- LOIs are designed to capture specific information about the project

Step 2:

FULL PROPOSAL

- All applicants will be notified by January 12, 2024, if they have been selected to submit a Full Proposal
- Approximately 50% of LOIs will be invited to Full Proposal
- If invited, Full Proposals will be completed online through SlideRoom (information from LOI will transfer to Full Proposal)
- Instructions for submission of the Full Proposal will be emailed
- Full Proposals will be due February 2nd, 2024

Step 3:

SITE VISITS

- All applicants will be notified by March 1, 2024 if they have been selected to host a site visit
- 15 organizations will be selected
- Site visits will take place from March 4 - April 8, 2024, virtually or in-person
- Site visits will generally last 90 minutes and should include the Executive Director, Project or Program Manager, CFO or other financial representative, a Board Member, and a client (if possible and appropriate)

Step 4:

FINALISTS

- Finalists will be announced by April 12, 2024 (5 Finalists)
- Each finalist will make a brief presentation (8-10 minutes) at the Annual Meeting of the membership
- Guidelines for the presentation will be provided in advance
- A call will be scheduled to review the Finalist Guidelines
- Finalists will prepare an Executive Summary by April 26, 2024
- The Annual Meeting will be held May 8, 2024, from 10-12:00
- Members will vote at the Annual Meeting (or in advance by absentee ballot)
- Grantees will be announced at the Annual Meeting

PAYMENT OF GRANT

- Grant Agreement between grantees and Impact FFC stipulates:
 - 24-month grants
 - Payment schedule
 - Reporting requirements
 - Public recognition of Impact FFC as funder
- Excess membership funds are divided among the runner ups as general operating grants and will be paid out in June

REPORTS AND EVALUATIONS

- \$100,000 Grantees deliverables:
 - Metrics document that projects and tracks outcomes
 - 6 month and 12 month reports through grant period
 - Informal interim progress updates or periodic site visits, as needed
 - Participation in Impact events (Fall Kickoff or Impactful Conversations)
 - Volunteer opportunities for membership
 - Final report upon conclusion of grant
- Runner up grantees:
 - One time report (12-month)

PROPOSED PROJECTS AND PROGRAMS MUST:

- Serve residents of and expend funds fully in Fairfield County, Connecticut
- Have a total project or program budget of at least \$100,000 (up to 20% of funds can be operating)
- Use the full amount of the grant within 24 months
- Be TRANSFORMATIONAL – for beneficiaries, the organization or the community
- Address VULNERABLE or UNDERSERVED populations

WHAT DOES IFFC LOOK FOR:

DEMONSTRATED IMPACT

Organization and proposal deliver high quality programs and services that meet the constituents' needs

TRANSFORMATIONAL IMPACT ON UNDERSERVED POPULATIONS

The proposed project would truly change the trajectory of the beneficiaries' lives, the organization would be taking a huge step forward to advance their mission, and/or the project will have a long, lasting impact on the community.

ADVANCES ORGANIZATION'S MISSION, IS STRATEGIC AND FEASIBLE

Proposed project supports the core vision of the organization, is achievable, and has a high probability of success

STABILITY, LEADERSHIP STRENGTH, AND SUSTAINABILITY

Organization demonstrates strong leadership qualities, and has enough resources to implement and sustain the project

Case Study:

nOURish BRIDGEPORT

| | |
|--------------------------|--|
| Mission | Reduce food insecurity in the City of Bridgeport by providing access to affordable, healthy food options in a city known as being a “Food Desert” |
| Project Objective | Indoor hydroponic urban farm |
| Project Details | <p>The grant funds will:</p> <ul style="list-style-type: none">· Allow nOURish to complete and launch an indoor hydroponic urban farm to provide fresh produce to residents of Bridgeport by supplying local food pantries and farmer's markets with fruits and vegetables· Increase year-round access to nutritious produce and improve health outcomes for food insecure families and individuals in Bridgeport |
| What we noticed | nOURish is an experienced community partner in Bridgeport, already addressing issues of food insecurity through their soup kitchen and food pantry. The critical need and observed demand for fresh produce in this community were high, while the access and supply were low. nOURish outlined a clear and detailed use for Impact funds, and a feasible staffing and implementation plan. |
| Budget | \$100,000 request as part of a \$365,000 budget. Impact FFC funds to be used to purchase growing equipment and refrigerated van needed to launch farm services. |

Case Study: New Reach, Inc.

| | |
|--------------------------|--|
| Mission | To inspire independence for all those affected by homelessness and poverty through a continuum of housing and support using the most innovative, progressive, equitable, and inclusive methods. |
| Project Objective | Expansion of Stable Families program to prevent 50 additional families from becoming homeless |
| Project Details | <p>The grant funds will:</p> <ul style="list-style-type: none">· Provide an additional case worker to address eviction prevention for 50 additional families in Greater Bridgeport· Allow at-risk families to avoid eviction, obtain legal representation, gain access to entitled benefits, and receive necessary healthcare |
| What we noticed | New Reach demonstrated a proven model with powerful results: over past 10 years, only 1% of clients served became homeless. New Reach's collaborative model involving social workers, lawyers, and landlords provides an innovative and lasting approach. The pandemic greatly increased the need for New Reach's services, making a timely case for Impact funding. |
| Budget | \$100,000 request of a \$100,000 budget. Impact FFC funds to fund case worker salary and related expenses. |

Case Study: Building One Community

| | |
|--------------------------|--|
| Mission | The mission of Building One Community is to advance the successful integration of immigrants and their families |
| Project Objective | Comprehensive Leadership Training Program to meet the needs of a multi-generational, multi-cultural team who have varying levels of education. |
| Project Details | <p>The grant funds will support:</p> <ul style="list-style-type: none">· A Leadership Academy for supervisors and managers with lectures, small group work and interactive discussion· Experienced coaches mentoring the participants· All-staff training sessions and a capstone project focused on critical issues for B1C |
| What we noticed | B1C's diverse staff creates an opportunity to develop leaders that represent the community they serve. Developing strong, diverse leaders with the support of professional development creates a more equitable community and demonstrates commitment to the nonprofit sector |
| Budget | \$50,000 (*pilot year) request as part of a \$101,000 budget. Impact FFC funds to be used for developing and executing the LTP & professional development. |

FINANCIAL REVIEW PROCESS

Financial Review Committee:

- Ensures all financial documents are submitted in LOI (and eliminates proposals with insufficient documentation)
- Analyzes audited financials (all applicants must submit 3 years of statements)
- Assesses each organization's financial stability, including:
 - Trend data on costs and revenues
 - An overview of assets, restrictions and liquidity standings
- Determines eligibility based on financial strength

Budget Template

- All applicants must complete 2-year budget template
 - Provide specific details about expenditures
 - Must be clear, comprehensive, and realistic
- Complete budget template to amount to \$100,000 (20% of funds can be allocated to operating expenses)
- If program budget > \$100,000, explain other sources of funding
- See the following slides for an example of a properly completed budget

Sample Budget Template: Source of Funds

| SOURCES OF PROJECT FUNDING (2 YEARS) | | | |
|---|------------------|----------------|--------------|
| | <u>Committed</u> | <u>Pending</u> | <u>Total</u> |
| Impact FFC Request | \$ - | \$ 100,000 | \$ 100,000 |
| Requested from other funders | | | |
| | \$ - | \$ - | \$ - |
| | \$ - | \$ - | \$ - |
| | \$ - | \$ - | \$ - |
| | \$ - | \$ - | \$ - |
| Organization contribution | \$ - | \$ - | \$ - |
| In-kind contributions | \$ - | \$ - | \$ - |
| Other sources | | | |
| | \$ - | \$ - | \$ - |
| | \$ - | \$ - | \$ - |
| TOTAL FUNDS : | \$ - | \$ 100,000 | \$ 100,000 |

Sample Budget Template: Use of Funds

| PROJECT EXPENSE DETAIL | | | | | | | | | | |
|--------------------------------------|-------------------------------|--------|-------|-----------------|--|-----------------------|--------|-------|-----------------|--|
| | Expenses Funded by Impact FFC | | | | | Total Project Expense | | | | |
| | Year 1 | Year 2 | Total | % of Total Cost | Notes | Year 1 | Year 2 | Total | % of Total Cost | Notes |
| Personnel | \$0 | \$0 | \$0 | 0.0% | For each staffing position, please detail the % of an associate's time dedicated to this project (see Notes) | \$0 | \$0 | \$0 | 0.0% | For each staffing position, please detail the % of an associate's time dedicated to this project (see Notes) |
| | | | \$0 | | | | | \$0 | | |
| | | | \$0 | | | | | \$0 | | |
| | | | \$0 | | | | | \$0 | | |
| Supplies/Services | \$0 | \$0 | \$0 | 0.0% | | \$0 | \$0 | \$0 | 0.0% | |
| | | | \$0 | | | | | \$0 | | |
| | | | \$0 | | | | | \$0 | | |
| | | | \$0 | | | | | \$0 | | |
| Facilities | \$0 | \$0 | \$0 | 0.0% | | \$0 | \$0 | \$0 | 0.0% | |
| | | | \$0 | | | | | \$0 | | |
| | | | \$0 | | | | | \$0 | | |
| | | | \$0 | | | | | \$0 | | |
| Technology | \$0 | \$0 | \$0 | 0.0% | | \$0 | \$0 | \$0 | 0.0% | |
| | | | \$0 | | | | | \$0 | | |
| | | | \$0 | | | | | \$0 | | |
| | | | \$0 | | | | | \$0 | | |
| Other | \$0 | \$0 | \$0 | 0.0% | | \$0 | \$0 | \$0 | 0.0% | |
| | | | \$0 | | | | | \$0 | | |
| | | | \$0 | | | | | \$0 | | |
| | | | \$0 | | | | | \$0 | | |
| General Operating (see Notes) | \$0 | \$0 | \$0 | 0.0% | Overhead expenses not allocated to the project must not exceed 20% of Impact expenses | \$0 | \$0 | \$0 | 0.0% | |
| | | | \$0 | | | | | \$0 | | |
| | | | \$0 | | | | | \$0 | | |
| | | | \$0 | | | | | \$0 | | |
| TOTAL | \$0 | \$0 | \$0 | 0.0% | 2-year total must equal \$100,000 | \$0 | \$0 | \$0 | 0.0% | |

TIPS FOR A BETTER LOI

- Be CLEAR
 - Ensure data and projections are **CONSISTENT** throughout the application
 - Don't be repetitive
 - Different questions should produce different answers
 - Proofread – get a 2nd set of eyes on the application
- Be SPECIFIC
 - LOI is opportunity to explain how Impact funds will be used and what outcomes will they generate
 - Don't assume you will have full application to explain project – 50% of LOIs are eliminated

APPLICANT SUPPORT

Proposal Brainstorming Workshop – Wednesday, October 11

- Purpose is to brainstorm about 1-2 potential project ideas with experienced Impact FFC members to gain feedback
- Help understand Impact FFC eligibility requirements, necessary attachments and criteria
- Visit our website to register; format will be 25-minute Zoom informal sessions
- No presentations or documents should be prepared for the workshop

Full proposal and Site Visit Additional Questions

- Throughout the Impact FFC grant process, our Review Committee Chairs will notify any applicants of additional questions that need to be addressed in the next round of the process

Finalist Instructions Call Prior to Impact FFC Annual Meeting

- Finalists will be contacted by an Impact FFC Grant Chair to set up a prep session for the Finalist presentation

APPLICANTS - KEY DATES

| | |
|--|-------------------------|
| Proposal Brainstorming Workshop (Optional) | October 11, 2023 |
| Letters of Inquiry Accepted On-line | October 16, 2023 |
| Letters of Inquiry Due | November 13, 2023 |
| Invitation to Submit Full Proposals | By January 12, 2024 |
| Full Proposals Due | February 2, 2024 |
| Site Visits | March 4 – April 8, 2024 |
| Finalists Announced | By April 12, 2024 |
| Finalist 1-page Executive Summaries Due | By April 26, 2024 |
| Finalists' Presentations & Grant Awards | May 8, 2024 |



NEXT STEPS

- Check the **Grants FAQ** section of our website for answers to common questions. Further questions about the grant application process should be directed to grants@impactffc.org
- Log on to www.impactffc.org. Go to Apply for a Grant, choose drop down Apply Now and click **Letter of Inquiry Online Application (will open on Oct 16)**. This will take you directly to our online grants management system, SlideRoom
- Contacting or calling Impact Fairfield County members is prohibited



THANK YOU!

