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ELIGIBILITY CRITERIA

The Impact Fairfield County Grant will provide restricted funds to develop new programs; enhance, expand or strengthen existing programs; and/or improve organizational capacity that advances the nonprofit organization's core mission. Our transformative grants are in the amount of \$100,000 to be spent over 24 months, of which, up to 20% is allowed to be allocated toward general operating expenses, as needed. Preference will be given to organizations that clearly link the investment to the organization's core mission and demonstrate why this is the right time to invest.

Please review the following eligibility criteria to determine whether both your organization and your project meet the criteria for a grant from Impact Fairfield County.

Organizations must be:

- Classified as a “public charity” with tax-exempt status under Section 501(c)(3) of the Internal Revenue Code
- Operating in, serving residents of, and fully expending funds in Fairfield County, Connecticut
- Targeting under-served populations
- In possession of three years of independently prepared, audited financial statements
- A new awardee; in other words, not a recipient of an Impact Fairfield County \$100,000 grant for a period of at least three years (e.g. If you were awarded a \$100,000 Impact FFC Grant in May 2019, you are not eligible to apply for an Impact FFC Grant until after May 2022).

Grant Proposals must:

- Have a total budget of at least \$100,000, with no more than 20% of funds to be used for general operating costs
- Use the full amount of the grant within 24 months
- Have a high impact on the organization, beneficiaries and/or community
- Be fully utilized within Fairfield County or for the full benefit of Fairfield County residents

Impact Fairfield County will not provide grants for:

- Debt reduction, operating deficits, or interim or bridge funding
- Endowment funding
- Individuals or private or community foundations
- Scholarship funding directly to individuals (including direct grants for legal aid)
- Activities that are religious or partisan, legislative, or political in nature
- Fundraising events, fund drives, or annual appeals
- Medical Research
- Pet or animal welfare
- Capital funding not central to success of proposed grant
- Pass-through funding

All questions may be directed to grants@impactffc.org



2023-2024 IMPORTANT DATES

SEPTEMBER

APPLICANT INFORMATION SESSION (OPTIONAL)

RSVP due by Friday, September 15

Tuesday, September 19 / 10:30-11:30am at Pequot Library, Southport

OCTOBER

PROPOSAL BRAINSTORMING WORKSHOP (OPTIONAL)

Virtual time slots will be available. Register online in early September.

Wednesday, October 11

LETTERS OF INQUIRY ACCEPTED ONLINE

Opens Monday, October 16

NOVEMBER

LETTERS OF INQUIRY DUE DATE

Monday, November 13

JANUARY

INVITATION TO SUBMIT FULL PROPOSALS

Notification by Friday, January 12

FEBRUARY

FULL PROPOSALS DUE

Friday, February 2

MARCH

SITE VISITS CONDUCTED

March 4 - April 8

APRIL

FINALISTS ANNOUNCED

Friday, April 12

EXECUTIVE SUMMARIES DUE

Friday, April 26

MAY

FINALISTS' PRESENTATIONS & GRANT AWARDS ANNOUNCEMENT

Annual Meeting, Wednesday, May 8



2023-2024 FREQUENTLY ASKED QUESTIONS

WHAT DOES IMPACT FFC FUND?

Impact FFC's mission is to provide transformational grants that fund a broad range of community and nonprofit needs. We provide restricted funds to develop new programs; expand or strengthen existing programs; and improve organizational capacity that advances the nonprofit organization's core mission. Our process unites, educates and engages women in local philanthropy to promote meaningful progress in our community. For the first 5 years of Impact FFC, funding was limited to new or significant expansions of projects or programs. In line with best practices in the philanthropy sector and in recognition of the challenges nonprofits face in today's economic climate, Impact FFC now also funds strategic efforts to expand an organization's capacity and reach.

DOES IMPACT FFC FUND GENERAL OPERATING EXPENSES?

Impact FFC grants are provided for initiatives that are transformational to the community or the nonprofit organization. While we do not provide grants for general operating expenses, we do allow up to 20% of the grant to be used to support general operating costs.

WHAT IS THE APPLICANT INFORMATION SESSION?

Impact FFC will host an information session for potential applicants on September 19, 2023 at 10:30 AM at the Pequot Library in Southport. At this session we will review the application and eligibility requirements and answer questions from attending nonprofits.

IS THE APPLICANT INFORMATION SESSION MANDATORY?

No, it is completely optional.

WE CURRENTLY DO NOT HAVE A 501(C)(3) DETERMINATION LETTER AND ARE GOING THROUGH THE PROCESS OF OBTAINING A 501(C)(3) DESIGNATION; HOWEVER, WE ARE A PROGRAM SPONSORED BY A 501(C)(3) ORGANIZATION AND WE ARE USING THEM AS OUR FISCAL PARTNER. DO WE QUALIFY?

No. We do not accept fiscally sponsored organizations at this time. Your organization would need to operate under its own 501(c)(3) status for 36 months prior to applying for an Impact Grant.

OUR ORGANIZATION IS EXEMPT FROM PAYING SALES TAX IN THE STATE OF CONNECTICUT AND WE HAVE A CERTIFICATE FROM THE STATE. CAN WE USE THIS TO PROVE OUR NONPROFIT STATUS IN OUR LOI SUBMISSION?

No. Sales tax exemption for the state of Connecticut does not necessarily mean that you are a “Public Charity” with tax-exempt status under Section 501(c)(3) of the Internal Revenue Code. If your organization is a 501(c)(3) public charity, you should have a determination letter from the IRS stating this. A copy of the determination letter must be attached to your LOI.

WE ARE APPLYING AS A SUBSIDIARY OF A LARGER ORGANIZATION. CAN WE SUBMIT AUDITED FINANCIAL DOCUMENTS FROM OUR PARENT ORGANIZATION?

Yes. As long as the parent organization has representation within the applicant’s governance structure and the applicant represents a significant portion of the parent organization’s business, a subsidiary may apply for an Impact FFC Grant. In addition to the parent organization’s audited financial statements, the subsidiary applicant must submit three years of independent financial statements, even if not required by the IRS.

OUR ORGANIZATION DOES NOT MEET THE IRS OR CONNECTICUT STATE THRESHOLD FOR REQUIRING AN AUDIT, CAN OUR ORGANIZATION STILL APPLY FOR AN IMPACT FAIRFIELD COUNTY GRANT?

No. While it is true that both the IRS rules and Connecticut state statutes do not require audited financial statements for charitable entities with gross receipts under \$500,000, Impact Fairfield County does. An independent auditor attests to users of your financial statements that they are free of material misstatement and conform to generally accepted accounting standards. This means that our organization can use the information you present in your financial statements to make conclusions about the overall health of your organization. During the attestation process, your independent auditor must also consider the internal controls of your organization, and in doing so can make recommendations for critical improvements as your firm grows and develops. It is a necessary step to securing many other funding opportunities. We believe the independent audit benefits both Impact Fairfield County, and our applicants.

OUR ORGANIZATION OPERATES WITHIN FAIRFIELD COUNTY, CAN WE APPLY FOR A PROJECT OUTSIDE OF FAIRFIELD COUNTY?

No, the project must serve residents of and expend funds fully in Fairfield County.

WE ARE A FAITH-BASED ORGANIZATION. CAN WE APPLY?

Fairfield County has many nonprofits that are faith-based or out-growths from churches, temples or other religious institutions. In order to be eligible for our grant, the projects must be open to all, including volunteers, regardless of religion; and the overall mission must not be to draw participants to one faith. Inherently religious activities within the organization would need to be separate, in time or location, from programming funded by Impact Fairfield County. Impact Fairfield County will not fund a project that restricts participation because of religion (i.e. participation in the project or program or use of the facility requires that you profess a certain faith), and/or is principally guided by or requires religious activities (i.e. the project or program is designed for the purposes of engaging or bringing others into a religion).

WHAT TYPES OF PROJECTS DO YOU PREFER TO FUND?

As a collective grant-making organization, we have a diverse group of women who make up our voting membership. The committee members reviewing proposals change each year, so a project that generally appeals to a committee one year may not the next year. Our grant recipients are spread over a range of focus and service areas, and include projects or programs, as well as capital projects directly related to the projects or programs. In general, our members are most enthusiastic about projects that are transformative to the organization and the populations they serve. We want to hear about organizations that, if empowered with our funding, would be taking a huge step forward to advance their mission and improve the lives of an underserved population.

HOW DOES IMPACT FAIRFIELD COUNTY DECIDE WHO GETS THE GRANTS?

We accept Letters of Inquiry and then request Full Proposals by invitation. Members join committees that perform the review of the proposals. These committees review and evaluate the applications, invite organizations to host site visits, then select its finalists. Committee members attend training sessions about the grant process and learn how to evaluate grant proposals. This training teaches committee members to consider the credibility and merit of the applicant organization and the feasibility and significance of the proposed project. After each committee selects its finalist, all Impact Fairfield County members receive information on the finalists for review. The finalists attend our Annual Meeting in May and make presentations about their projects. Members vote by individual ballot at the Annual Meeting (or by absentee ballot if they are unable to attend), and that vote determines the grant recipients. Grant awards are announced at the Annual Meeting.

HOW CAN WE MAKE OUR LETTER OF INQUIRY RISE TO THE TOP?

Take the LOI phase very seriously. While this is the first step to our process, it is critical that your organization be very thoughtful about the request being made. Once you have submitted your LOI, you cannot change the scope of the request or how you plan to use the funds if you are moved forward in the process. Submissions that really stand out are from organizations that have a clear and thoughtful mission, fill a defined, unmet need by reaching out to underserved populations in Fairfield County, are financially healthy, and have a well-conceived project that needs funding. Our review committees carefully consider the number of people served by a project and the intensity of services proposed. We talk about the depth and duration of the impact on the target population, and whether the impact might extend beyond the scope of the project and have a ripple effect, either in the broader community or over time. For requests to fund programs, a clear explanation of how a program can be sustained after the Impact Fairfield County \$100,000 award is spent is important to us. We would like to know that we are jump-starting or investing in a program that has a strong probability of being funded beyond our two-year involvement. We recommend that you do not try to guess what kind of project, program or focus area Impact Fairfield County “prefers” to fund. Each year the organizations with the most impactful grant projects will inevitably rise to the top as finalists and award recipients.

WHAT TYPES OF EXPENSES DO YOU ALLOW IN A PROJECT BUDGET?

Impact Fairfield County as a whole has no preference for funding one type of project expense over another. If your project involves capital purchases, we will be looking at the use of funds and the impact that will be generated by the capital expense. In terms of programming expenses, we understand that being properly staffed is critical to implementing any project. If staff expenses are a large part of the project budget, our primary concern may be the sustainability of the project after the grant period, and how staff salaries will be funded after our grant funds are expended. We will not accept a project budget in a Letter of Inquiry that requests more than \$20,000 from Impact FFC towards general operating expenses of an organization.

BETWEEN THE TIME WE SUBMITTED OUR LOI AND WERE INVITED TO SUBMIT A FULL PROPOSAL, OUR FUNDING REQUIREMENTS AND/OR PROJECT NEEDS CHANGED. MAY WE SUBMIT A NEW PROPOSAL IN OUR GRANT APPLICATION?

No. New proposals will not be accepted at the Full Proposal stage. They would need to be held for LOI submission in the next year's grant cycle. We anticipate some restructuring of funding needs or updates on costs or bids from the LOI submissions; however, the committee members reviewing a Full Proposal will be expecting the project defined in the LOI to be comparable in nature to the Full Proposal. Any significant updates between the two submissions must be clearly identified in the Full Proposal or made known to Impact Fairfield County by notifying us by e-mail at grants@impactffc.org.

THE FUNDING NECESSARY FOR OUR POSSIBLE LOI PROJECT IS LESS THAN THE \$100,000 IMPACT FAIRFIELD COUNTY GRANT AMOUNT. CAN WE SUBMIT A PROPOSAL FOR LESS THAN THE FULL AMOUNT?

No. Impact Fairfield County requires LOI projects to use the full \$100,000 grant. LOI submissions requesting funding under \$100,000 will not be considered.

ARE THERE ANY GRANTS AWARDED FOR LESS THAN \$100,000?

Our grant model is based on the number of members in our organization each year. For every 100 members, each having donated \$1,000, we will award a \$100,000 Impact Fairfield County Grant. The residual funds are awarded to the finalists. The amounts of these grants are not determined until January. Our desire is to acknowledge the achievement of these organizations in becoming finalists and the wonderful services they provide. If your organization is chosen as a finalist but does not win an Impact Fairfield County Grant, you would receive a portion of the residual funds as a general operating grant.

HOW SHOULD I SUBMIT MY LETTER OF INQUIRY OR FULL PROPOSAL?

Letters of Inquiry are submitted online through our website, with the deadline of November 13, 2023, under Apply for a Grant> Apply Now. Nonprofits invited to submit Full Proposals will be given instructions on how to submit their complete applications upon receiving their invitations, with a deadline of February 2, 2024.

WHOM CAN WE CONTACT TO DISCUSS OUR GRANT APPLICATION?

Impact Fairfield County is committed to a fair, unbiased process. We are unable to engage in unsolicited communication on topics other than questions about the guidelines or application process. For questions regarding Impact Fairfield County's guidelines or process, you may email grants@impactffc.org. For questions regarding our online grants management system, SlideRoom, you may contact them directly by telephone, on-line conversation, or you may review the SlideRoom guide which addresses many frequently asked questions.

WHAT KIND OF COMMUNICATION CAN WE EXPECT FROM IMPACT FAIRFIELD COUNTY DURING THIS PROCESS?

Impact Fairfield County strives to provide consistent and transparent communication. Impact Fairfield County notifies all applicants at each stage of the application process, even if they are not invited to submit a Full Proposal, host a site visit, or become a finalist.

IF OUR ORGANIZATION IS NOT A GRANT RECIPIENT, WILL SOMEONE LET US KNOW HOW WE CAN IMPROVE OUR APPLICATION?

Our policy is to provide direct feedback as much as possible upon request.

CAN OUR ORGANIZATION SUBMIT MORE THAN ONE LETTER OF INQUIRY?

No. Each organization may submit only one grant application per year. If an organization has already submitted an application, they may not be included as a partner or sub-applicant to another organization in any other applications.

WILL YOU CONSIDER A PROPOSAL FROM A GROUP OF ORGANIZATIONS COLLABORATING ON A PROJECT?

Yes. However, one of the collaborating organizations must be the "lead organization," applying as if it were an individual organization on behalf of the collaboration. The lead organization must be willing to take on all the potential rights, responsibilities, restrictions and liabilities of the grant, if it is received.

YOUR GUIDELINES INDICATE YOU WILL NOT FUND CAPITAL CAMPAIGNS. WILL YOU FUND CAPITAL EXPENDITURES AS PART OF A PROPOSAL?

Yes. We will fund capital expenditures that are clearly related to the proposed project or program.

ONCE AN ORGANIZATION RECEIVES A GRANT FROM IMPACT FAIRFIELD COUNTY, CAN IT REAPPLY THE FOLLOWING YEAR?

An organization that receives a \$100,000 Impact Fairfield County Grant may not apply again for 36 months (e.g. If you were awarded a \$100,000 Impact FFC Grant in May 2020, you are not eligible to apply for an Impact FFC Grant until after May 2023). If an organization receives a general operating grant as a Finalist, it may reapply the following year.

IF WE SUBMIT A LETTER OF INQUIRY AND/OR FULL PROPOSAL THIS YEAR THAT IS NOT FUNDED, HOW SOON CAN WE SUBMIT ANOTHER PROPOSAL?

You may apply again the following year.

HOW DOES IMPACT FAIRFIELD COUNTY PAY OUT THE GRANT FUNDS?

Prior to the release of grant funds to the \$100,000 Impact FFC Grantee, the recipient must complete a grant agreement. Impact Fairfield County may distribute project grants in installments or a one-time payment, depending on the nature of the project. Grantees must submit periodic reports on the project detailing the progress of both the project and its budget to Impact Fairfield County as specified in the grant agreement and prior to installment payments.

WHAT IS THE PERIOD OF TIME THE MONEY MUST BE SPENT?

Impact Fairfield County requires that the organization uses the full amount of the grant funding within 24 months of the grant.

IF THE PROJECT BUDGET IS NOT APPROVED BY THE ORGANIZATION'S BOARD BY THE LETTER OF INQUIRY DEADLINE, CAN THE "DRAFT" BE SUBMITTED?

Yes. For the LOI, Impact Fairfield County is interested in your project budget even if it is not officially approved, however it must still be a realistic budget. Please note that the final question of the LOI asks that your Executive Director certify that he/she has received the information provided in the LOI and it is accurate and complete



2023 - 24 Impact FFC Letter of Inquiry Questions
Submit Through SlideRoom at impactffc.org/apply-now

General

1. Organization Name
2. Organization Location - Town and State
3. Phone Number
4. Website
5. Executive Director Name
6. Executive Director Email
7. Executive Director Phone Number
8. Primary Contact for the Proposal (if different from Executive Director)
9. Primary Contact Email (if different from Executive Director)
10. Primary Contact Phone Number (if different from Executive Director)

Eligibility

1. Has your organization's 501(c)(3) status been revoked or modified within the past 3 years?
2. If your organization is a local chapter of a national organization, what is the name of the national organization?
3. Does your organization have three years of INDEPENDENTLY AUDITED financial statements? (Yes or No)
 - 3b. If you answered "No" to this question your organization is INELIGIBLE to apply for an Impact Fairfield County Grant. Please contact the Grants team at grants@impactffc.org with any questions.
4. Does your proposed project serve Fairfield County residents?
 - 4b. If you answered "No" to this question your proposal is INELIGIBLE for an Impact Fairfield County Grant. Please contact the Grants team at grants@impactffc.org with any questions. Please note that ALL Impact Fairfield County Grant funds must be fully utilized within Fairfield County or for the full benefit of Fairfield County residents.
5. In the past 3 years, has an independent accountant expressed any concerns regarding the organization's financial health and/or viability? *If yes, this question will have conditional follow-up questions.
6. In the past three years has your organization received any judgments or faced any pending or threatened litigation? If yes, please provide details. (1,000 character max)
7. Does the organization carry General Liability and Directors and Officers insurance?
8. Provide Total Operating Expenses for last completed fiscal year:

Organization

1. What are your organization's mission and vision statements? (1,000 character max)
2. Please describe the need in the community your organization seeks to address. Include specific data explaining the target population your organization serves. (Please describe the issues your ORGANIZATION is serving, NOT the proposed project you are applying for) (1,500 character max).
3. Summarize your organization's existing primary programs and explain how they are having an impact on clients served (the number of people served, where your services are provided, and

outcomes achieved). Please describe the current work at an organization level, NOT the proposed project you are applying for. (2,000 character max)

4. Please provide professional bios for your organization's Executive Director or CEO and key staff, including length of time at the organization. (2,000 character max)
5. What is your organization's approach to Diversity, Equity, Inclusion, and Belonging? (1,000 character max)

Use of Impact FFC Funds

1. Project Name
2. Project Budget – Enter the total project budget (\$) from Cell P61 on the Budget Template you are submitting with this application.
3. Project Category – Drop Down Menu of: Education/Enrichment; Health/Wellness; Basic Needs (incl Housing/Food Insecurity); Job Skills/Training; Family/Individual Support Services
4. Project Type – Drop Down Menu of: New Project, Significant Expansion, Capacity Building
5. Project Age Group – Drop Down Menu of: Youth; Adult; Senior; Family/Mixed age groups
6. Project Towns Served – Please list which Fairfield County towns will be served by this project. (Note: project must expend ALL grant funds in Fairfield County to be eligible)
7. Project Description: Please summarize your proposed project in 1-2 sentences. (300 character max)
8. Project Detail: Please provide a detailed plan for how you intend to spend the \$100,000 Impact Fairfield County Grant. (2,500 character max)
9. Detail your organization's capacity to execute this project, including staffing and leadership. (1,500 character max)
10. Describe the expected measurable outcomes that will be achieved by this investment. (2,000 character max)
11. How does this project advance your organization's long-term strategic priorities and goals? (1,000 character max)
12. How is this project unique compared to other organizations or programs currently offering services to this population? (1,500 character max)

Attachments

1. Proposed Impact FFC Grant 2-Year Budget - Draft (Please download and use our sample budget. You may access it from our website at <https://www.impactffc.org/apply-now>.)
2. IRS 501(c)(3) Determination Letter
3. Form 990 - Last Completed Fiscal Year (including all supporting schedules)
4. Form 990 - 2nd to Last Completed Fiscal year (including all supporting schedules)
5. Form 990 - 3rd to Last Completed Fiscal Year (including all supporting schedules)
6. Independently Audited Financial Statements - Last Completed Fiscal Year
7. Independently Audited Financial Statements - 2nd to Last Completed Fiscal Year
8. Independently Audited Financial Statements - 3rd to Last Completed Fiscal Year
9. Most Recent Unaudited Financials
10. Interim Operating Report vs. Budget
11. List the organization's top ten funding sources for the last completed fiscal year, including names of funders and amounts. Please use the worksheet template from our website at <https://www.impactffc.org/apply-now>.



2023 - 24 Impact FFC Full Proposal Questions
Submit Through SlideRoom at impactffc.org/apply-now

General

1. Are there any major changes to the originally submitted LOI? If so, what are they? (1,000 character max)

Use of Impact FFC Funds

1. Building on your LOI response, please provide specific details for how you intend to execute this project if awarded the \$100,000 grant funds, including a)proposed budget uses and allocations, b)staffing, c) implementation timeline, and d)key strategies. (4,000 character max)
2. Please provide specific measurable target outcomes (including number of clients served) for 6 months, 12 months, 18 months, and 24 months post grant award. (2,000 character max)
3. How will these expected outcomes be transformational to your constituents, organization, and/or the broader community? Please provide specific examples where possible. (1,500 character max)
4. Why would this investment be particularly significant for your organization and your constituents at this point in your organization's development? How will this grant strengthen your organization? (1,500 character max)
5. How will funds be secured if the total budget exceeds the Impact FFC Grant of \$100,000? (If the project or program budget is \$100,000, you may answer "Not Applicable") (1,000 character max)
6. How do you plan to secure funds that will be needed after the two-year term of the Impact FFC Grant has been completed in order to continue this project (if needed)? (1,000 character max)
7. Describe any challenges or concerns the organization anticipates in the implementation of the Impact Fairfield County Grant. How might your organization mitigate them? (1,500 character max)
8. In the next 6-12 months, do you foresee any significant changes to take place within the organization? If yes, please provide details. (1,500 character max)
9. Is there anything additional you would like to share with us with regards to what makes your proposal/organization unique, or that you feel makes your application stand out? (1,500 character max)

Authorization

1. Executive Director Certification: By typing the Executive Director's name below, you are certifying that the Executive Director has reviewed the information provided in the Full Proposal and attests to its accuracy and completeness.
2. Board Chair's Certification: By typing the Board Chair's name below, you are certifying that the Board of Directors has authorized the submission of this Full Proposal.
3. If the project is a collaboration with other organizations, please complete the following table with information for each of the other organizations including name of the organization, 501(c)(3) status, Executive Director, and Board Chair.

Attachments

1. Proposed Impact FFC Grant 2-Year Budget - Final. (Please download and use the Sample Budget Form located on our website at: <https://www.impactffc.org/apply-now>)
2. If any additional Form 990 and/or Audited Financial Statements have been completed since the Letter of Inquiry has been submitted, please forward these additional documents to grants@impactffc.org.
3. Organizational Chart and Structure (include FTE, PTE, volunteers)
4. Board Overview - Attach a document that includes information about board members, including director name, board position, professional affiliation, city/state, and number of years served. Please also include the percentage of the board members who contributed financially to the organization in the last 12 months, the number of Board meetings held per year and average percent attendance.
5. Most Recent Interim Operating Report vs Budget

Attachment 1

IMPACT FAIRFIELD COUNTY GRANT: 2-YEAR BUDGET TEMPLATE

Please provide funding and expense information for **two years of project operations**.

Fill in the relevant shaded cells below. Include a budget narrative as part of your upload if further explanation is necessary.

ORGANIZATION NAME

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

<i>For Reference (Do Not Edit)</i>			
Impact Expenses		Impact Funding % of Total Project	Pending Funding % of Total
Year 1	Year 2		
\$ -	\$ -	0%	0%
Total Project Expenses			
Year 1	Year 2		
\$ -	\$ -		

Check Check <- If this says "Check" after you've entered everything, verify that Total Project Expense (P61) equals Total Funds requested (G23).

PROJECT EXPENSE DETAIL										
	Expenses Funded by Impact FFC				Notes	Total Project Expense				
	Year 1	Year 2	Total	% of Total Cost		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%	

Notes:
 * Impact FFC allows up to 20% of the Impact FFC Grant to be used to support general operating expenses (not related to the project)
 ** Personnel notes requested to more readily understand the scale of effort when allocating staff time. For example, if \$15K is listed for a manager in the cost section, is this for 5% or 55% of their time?

Top Ten Funding Sources
(excluding Government grants)

	Name	Amount
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
	Total	\$ -

Note: Provide the data your most recently completed fiscal year.

**SAMPLE IMPACT FAIRFIELD COUNTY
GRANT AGREEMENT**

This Grant Agreement (“Agreement”) is made this ____ day of _____, 20 ____, by and between Impact 100 Fairfield County, Inc., a Connecticut non-profit corporation (“Impact Fairfield County”), and _____, a _____ corporation (“Grantee”).

WITNESSETH

WHEREAS, Impact Fairfield County has awarded a grant to Grantee pursuant to Grantee’s grant application dated _____ (“Grant Application”); and

Whereas Grantee agrees to comply with the terms and conditions of the grant as described herein;

NOW THEREFORE, in consideration of the grant and other good and valuable consideration, the parties agree as follows:

1. Amount and Use of the Grant Funds

A. Grant Amount. Impact Fairfield County will provide Grantee with a grant in the amount of \$ _____ to be used for the purposes described in paragraph 1B herein (“Grant”). Grant funds may not be transferred, either partially or completely, to any other entity or person. Any earnings derived from the grant funds shall be used by Grantee to support the purposes of the grant.

B. Grant Purposes. Grantee shall use the Grant only for the purposes described in the Grant Application attached hereto as **Exhibit A** and incorporated herein (“Grant Project”). Grantee must obtain written approval from Impact Fairfield County prior to using any portion of the grant funds for any purpose other than described in the Grant Application.

C. Budget. Grantee has provided Grantor with a budget for the Grant program, which is attached hereto as **Exhibit B**. The Grant funds are restricted to fund only the Grant program as described in the Grant Application and summarized above in 1B.

D. Grant Period. The grant period shall be for a term of ____ month(s) (“Grant Period”) but in no event greater than 24 months from the date of Grantee’s receipt of the first installment of the grant. Grantee shall complete the purposes of the grant by the end of the Grant Period.

E. Grant Payment. Provided Grantee is in compliance with the terms of this Agreement, Impact Fairfield County will pay the grant funds for the Grant Project in _____ installments as follows: _____.
Installment payments may be withheld in the event of delays in completing the purposes of the

Grant as described in paragraph 1B herein and/or a breach of any of the terms of this Agreement by Grantee.

II. Reporting and Record Keeping Requirements

A. Record Keeping. Grantee shall maintain financial and other records that specifically show the use of the Grant exclusively for the purposes of the Grant. Grantee shall maintain such records for at least three (3) years after the end of the Grant Period. Impact Fairfield County shall have the right, upon reasonable notice, to conduct on-site visits and to audit at any time up to three (3) years after the end of the Grant Period, Grantee's records relating to the expenditure of the Grant.

B. Written Reports. The Grantee shall submit written reports (described below) relating to the expenditure of the Grant and the progress of the Grant purposes. Grantee will utilize the Connecticut Council for Philanthropy Common Report Form for project reporting attached hereto as **Exhibit C**. Written reports should be sent to: grants@impactffc.org. Grantee shall submit to Impact Fairfield County in writing the following reports:

1. Interim Reports. On or before _____ (dates), Grantee shall submit full and complete reports regarding the use of the Grant, compliance with the terms of this Agreement, and the progress made toward achieving the purposes of the Grant. If the interim reports are not received by Impact Fairfield County on the dates specified, or are not approved by Impact Fairfield County as provided herein, Impact Fairfield County may, in its sole discretion, withhold further Grant payments until the outstanding report is received and approved.

2. Final Report. Grantee shall submit to Impact Fairfield County a final report detailing the use of the Grant and describing the progress made toward the purposes of the Grant within thirty (30) days after the expiration of the term of the Grant.

3. Other Reports. In addition to the above reports, the Grantee shall comply with the reasonable requests of Impact Fairfield County for other reports. Grantee shall also make its personnel available at the reasonable request of Impact Fairfield County to discuss expenditures, records and the progress of the Grant Project.

C. Notice Requirements. Grantee shall notify Impact Fairfield County immediately if there is a change in the Grantee's tax-exempt status or if the Grant Project is cancelled or delayed. Grantee will advise Impact Fairfield County immediately of any significant change in the Grantee's governance, programs or services that may impact the Grant Project or any changes in any professional or key personnel identified in the Grant Application.

III. Return of Grant Funds to Impact Fairfield County

A. End of Grant Period. Grantee shall return all Grant funds that have not been expended for the Grant's purposes within fifteen (15) days after the end of the Grant Period.

B. Failure to Comply to this Agreement. In the event Impact Fairfield County determines that the Grantee has failed to comply with the terms of this Agreement or if the Grantee's tax-exempt status is revoked by the Internal Revenue Service ("Default"), Grantee, upon receipt of written notice from Impact Fairfield County of said Default, shall immediately return all unexpended Grant funds as of the date of the Default, to Impact Fairfield County and Impact Fairfield County may, among other legal remedies available, terminate this Agreement.

IV. Miscellaneous

A. Public Charity Status. Grantee represents to Impact Fairfield County that the receipt of the Grant will not cause Grantee to lose its status as a public charity described in the Internal Revenue Code, and that its exemption determination letter from the Internal Revenue Service finding that Grantee is a public charity is still valid and has not been revoked.

B. Oral and Written Communications. Both parties agree to announce the Grant in oral and written communications.

1. Grantee consents to the announcement of the Grant by Grantor on its website, in press releases, publications, audio and video recordings, advertisements, social media posts, and all other forms of internal and external communications ("Communications").

2. Grantee shall recognize the Grant, when appropriate, in any Communications produced regarding the Grant program by including the following statement: "*Funding for _____ was provided by Impact Fairfield County*" and shall provide Grantor with a copy of any such Communications.

3. Grantee shall include or announce, as appropriate, the following disclaimer in communications regarding the Grant program: "*The views expressed herein do not necessarily represent those of Impact Fairfield County*".

C. Amendment. This Agreement may not be modified or amended except by a written instrument signed by both parties.

D. Entire Understanding. This Agreement and its Exhibits contain the entire understanding of the parties and supersede all agreements or understandings, written or oral, made prior to the execution of this Agreement.

E. Paragraph Headings. The paragraph headings contained in this Agreement are included solely for the convenience of reference of the parties and shall not in any way affect the meaning or interpretation of any of the provisions of this Agreement.

F. Counterparts. This Agreement may be executed in counterparts, with each counterpart deemed the original document and with all counterparts deemed to be one and the same instrument.

G. Solicitation Waiting Period. Grantee shall not be permitted to apply to Impact Fairfield County for additional funding until the letter of inquiry solicitation following the third anniversary of the Grant award (June, 20__).

H. Execution of Agreement. Grantee agrees to execute and return this Agreement to Impact Fairfield County within 14 business days from the date of this Agreement.

I. Assignment. Neither party may assign this Agreement or any of its rights, benefits, interests, or obligations hereunder to any third party or entity and this Agreement may not be involuntarily assigned or assigned by operation of law, without the prior written consent of the other party and any purported assignment without such consent will be void.

J. Notice. All notices required or permitted hereunder shall be in writing and sent postage prepaid to the party's responsible officer. Any such notice will be effective upon receipt. Any party may change its responsible officer or its address by written notice to the other party.

K. Laws of Governance. This Agreement is to be governed by and construed under the laws of the State of Connecticut. All actions or proceedings relating, directly or indirectly, to this Agreement, Grant or Grant program shall be litigated only in courts located within the County of Fairfield, State of Connecticut.

L. Insurance. Until all Grant funds have been expended, Grantee agrees to maintain insurance coverage of the kinds and limits listed in the Certificate of Insurance attached hereto as **Exhibit D** and incorporated herein. Grantee shall notify Grantor immediately of any significant change to such coverage.

M. Indemnification. Grantee agrees to indemnify and hold Grantor harmless from and against claims, damages, losses and expenses (including, but not limited to, reasonable attorney fees), attributable to bodily injury, sickness, disease and death, destruction of tangible property, or any other claims, damages, losses and expenses caused by: a) the providing of funds by Grantor to Grantee or the non-funding of such funds under a Default scenario described above, b) the negligent or willful acts or omissions of Grantee or Grantee's employees, subcontractors or volunteers, or c) Grantee's breach of this Agreement.

IN WITNESS WHEREOF, Impact Fairfield County and Grantee have caused this Agreement to be executed, effective as of the day and year first written above.

Impact Fairfield County

Grantee: _____

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____