



## Applicant Information Session

September 18, 2018

[www.impactffc.org](http://www.impactffc.org)

[grants@impactffc.org](mailto:grants@impactffc.org)

# AGENDA

- Impact Fairfield County Overview
- Grants Eligibility
- Key Definitions
- Grants Application Process
- Summary of Key Dates
- Grants Management System - SlideRoom
- Questions & Answers

# ABOUT US

- 501(c)(3) collective giving circle to engage women of Fairfield County, CT in local philanthropy
- \$1,000 each = \$100,000+ in grantmaking
- 100% volunteer run
  - Grant review committee
  - Financial review committee
  - Membership vote

# WHY WOMEN JOIN IMPACT

- To learn
- To increase skills
- To make a bigger impact
- To network
- To increase engagement

# ELIGIBLE ORGANIZATIONS

Organizations **must** be:

- Public Charity with tax-exempt status under Section 501(c)(3) of IRC
- Operating in Fairfield County, Connecticut
- Have 3 years of independently prepared, audited financial statements
- Not a recipient of an Impact Fairfield County \$100,000 grant in the past 36 months

# ELIGIBLE PROJECTS OR PROGRAMS

Projects or Programs **must**:

- Serve residents of and expend funds fully in Fairfield County, Connecticut
- Be a new project or program, significant expansion of an existing program, or be a new or significantly expanded collaboration
- Have a total project or program budget of at least \$100,000
- Use the full amount of the grant within 24 months
- Target under-served populations

# GRANTS ARE NOT PROVIDED FOR

- Debt reduction, operating deficits or interim or bridge funding
- Endowment funding
- Individuals or private foundations
- Scholarship funding
- Activities that are religious, partisan, legislative or political in nature
- Fundraising events, fund drives or annual appeals
- General capital campaigns (unrelated to the specific project or program)
- Research
- Organizations that do not provide direct services

# CONSIDERATIONS FOR YOUR IMPACT APPLICATION

- Transformational for beneficiaries
- Projects that are sustainable long-term
- Address underserved population and unmet needs
- Lesser known initiatives without access to large grants



# WHAT DO WE MEAN BY TRANSFORMATIONAL?

1. For the Beneficiaries
2. For the Organization
3. For the Community at Large

Or some combination of all three

# WHAT DO WE MEAN BY SUSTAINABLE?

- Projects that can be sustained after Impact's 24 month grant period
  - Incorporate the project/program into core programming
  - Have financial plan in place from onset to cover costs
  - Have leadership and Board financial support for program
  - Have other funders lined up for future grants
  - Secure partnership to pass/share costs

# WHAT DO WE MEAN BY UNDER-SERVED & UNMET NEEDS?

- Members of our community who are currently not receiving necessary or sufficient services
- Needs of underserved that are not being addressed
  - Under funded
  - Lack of awareness
  - Ineffective intervention

# WHAT DO WE MEAN BY LESSER KNOWN?

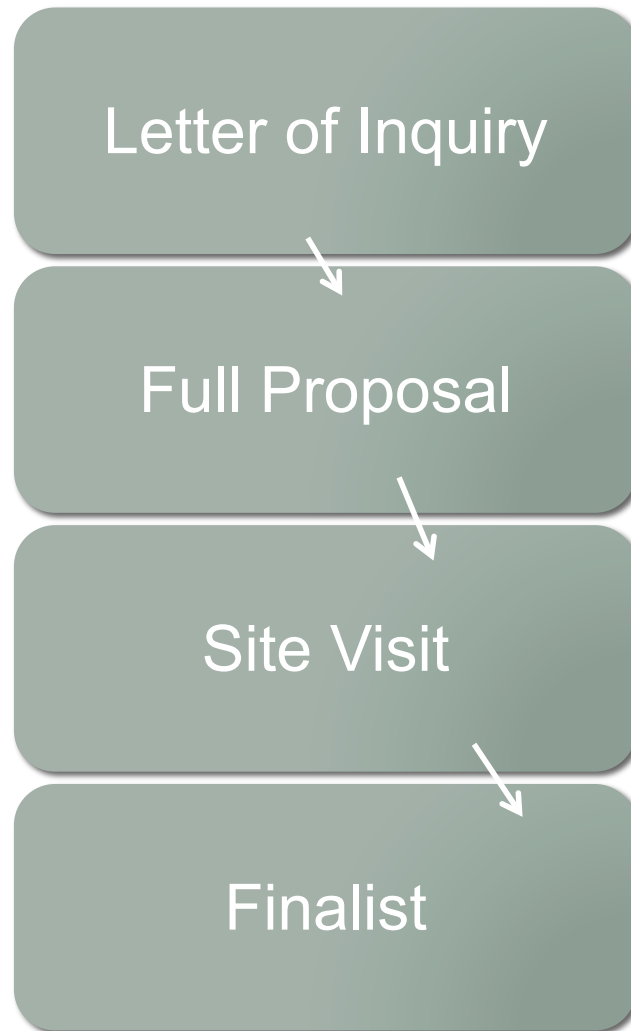
- Projects/programs that have not been widely publicized
  - Public funding not widely available
  - Lack of awareness or understanding of the need
  - New approach to addressing a need

# BEFORE YOU APPLY

Review the Non-Profits Section on our website:

1. Confirm that your organization and project or program meets our eligibility requirements
2. Review Non-Profit Frequently Asked Questions
3. Review Letter of Inquiry and Full Proposal questions, required attachments and budget format

# GRANT APPLICATION PROCESS



# LETTER OF INQUIRY

## **Step 1: LETTER OF INQUIRY**

- Accepted as of October 17, 2018
- Due by November 14, 2018
- Must be submitted through SlideRoom

# FULL PROPOSAL

## **Step 2: FULL PROPOSAL**

- All applicants will be notified by January 9, 2019 if they have been selected to submit a Full Proposal
- If invited, Full Proposals will be completed online through SlideRoom (Info from LOI will transfer into Full Proposal)
- Instructions for submission of the Full Proposal will be emailed
- Full Proposals will be due by February 6, 2019



# SITE VISITS

## Step 3 : SITE VISITS

- All applicants will be notified by March 7, 2019 if they have been selected to host a site visit
- 8-12 organizations will be selected
- Site visits will take place from March 13 - April 19, 2019
- Site visits will generally last 90 minutes and should include: Executive Director, Project or Program Manager, CFO or financial representative, a Board Member and a client (if possible and appropriate)
- A 1-page Executive Summary will be due by April 19, 2019

# FINALIST

## Step 4: FINALIST

- Finalists will be announced by April 24, 2019
- Guidelines for the presentations will be provided
- A call will be scheduled to review the Finalist Guidelines
- Each finalist will make a brief presentation (8-10 minutes) at the Annual Meeting
- The Annual Meeting will be held on May 1, 2019
- Members will vote at the meeting (or in advance by absentee ballot) and finalists will be announced at the Annual Meeting

# APPLICANTS - KEY DATES

|   |                           |
|---|---------------------------|
| Letters of Inquiry Accepted On-line     | October 17, 2018          |
| Letters of Inquiry Due                  | November 14, 2018         |
| Invitation to Submit Full Proposals     | By January 9, 2019        |
| Full Proposals Due                      | February 6, 2019          |
| Site Visits                             | March 13 – April 19, 2019 |
| 1-Page Executive Summaries Due          | By April 19, 2019         |
| Finalists Announced                     | By April 24, 2019         |
| Finalists' Presentations & Grant Awards | May 1, 2019               |
| Grants Distribution                     | June 2018                 |

# PAYMENT OF GRANT

- Grant Agreement
  - Payment schedule
  - Reporting requirements
  - Key dates/milestones
  - Public relations
- Excess membership funds are divided among the non-winning finalists as general operating grants and will be paid out in June

# REPORTS AND EVALUATIONS

- **\$100,000 Finalists**
  - Complete result predictions and expected outcomes up front
  - 6 month and 12 month report through grant period (flexible)
  - Periodic site visits as needed
  - Final report upon conclusion of grant
- **General operating grantees**
  - One time report

# HOW TO ACCESS SLIDEROOM

- Log on to [www.impactffc.org](http://www.impactffc.org)
- Go to the Non-Profit section and review:
  1. Grants Overview
  2. Grants Eligibility
  3. Non-Profit Frequently Asked Questions
  4. How to Apply
  5. Non-Profits Calendar
- Go to How to Apply, scroll down and click on **Letter of Inquiry Online Application**. This will take you directly to our online grants management system, SlideRoom

# HOW TO MANAGE SLIDEROOM

- Sign up for a SlideRoom account (login same if previously applied)
- You will receive an email from SlideRoom to activate your account. Follow the prompts to begin the application process
- You will be asked to create your organization's SlideRoom Profile
- When creating your profile, make sure to "Register As" an **Organization** by selecting from the drop down box, **and NOT as an individual**
- In order to submit the Letter of Inquiry, you must answer all of the questions under **FORMS** and upload all the requested **ATTACHMENTS** in a PDF format
- You can answer the questions in the **FORMS** by typing directly in the space provided by SlideRoom or by cutting and pasting
- Letters of Inquiry must be authorized by the organization's Executive Director

# ADDITIONAL QUESTIONS

- With questions about SlideRoom, click on the Help tab on the top right side of the page, and you will be able to choose to either (i) view the SlideRoom Guide or (ii) contact SlideRoom directly
- For frequently asked questions about the grant application process, please go to [www.impactffc.org](http://www.impactffc.org), in the Non-Profits Section, Grants Eligibility
- Contacting or calling Impact Fairfield County members is prohibited
- Non-profit board members, executive directors and staff may become Impact members
- Further questions about the grant application process should be directed to **[grants@impactffc.org](mailto:grants@impactffc.org)**



# THANK YOU!

- QUESTIONS AND ANSWERS