



The Community Foundation Martin - St. Lucie (TCF) is pleased to be launching the newly established Impact 100 Chapter in St. Lucie County. TCF will be partnering with the members of the Chapter to manage the 2018-19 grant application process.

Impact 100 empowers women to dramatically improve lives by participating in a collective giving experience that will yield investment in a project or program that will have a lasting profound impact on our community. It offers a way of making our philanthropy highly efficient and effective. The parameters and areas of focus of the grant opportunity are determined yearly by the Impact 100 St. Lucie Grant Review Process Committee consisting of volunteer members of the Impact 100 St. Lucie Chapter.

All interested eligible applicant organizations seeking to enter the competitive grant process for the 2018-2019 Impact 100 St. Lucie funding cycle must submit a Letter of Intent (LOI).

The Letter of Intent will help the Impact 100 St. Lucie Grants Committee to determine if the proposed project/program is consistent with the scope, funding priorities and areas of interest. Following the review of the LOI's, applicants will be selected to be invited to submit full applications for consideration.

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Here is how the Impact 100 St. Lucie Grants process will work:

- The Grant Review Process Committee (on behalf of the entire membership) notifies the nonprofit community of the opportunity to submit a Letter of Intent (LOI).
- Once the LOIs are submitted, the Committee reviews them and selects the organizations that will be invited to submit a full application.
- The Committee reviews the invited applications, conducts site visits, and selects the finalists.
- The finalists are invited to present their Impact program or project to the entire membership-at-large on April 17, 2019 at Noon at the Pelican Yacht Club during the Impact 100 Inaugural Award Celebration. The finalists will have seven (7) minutes to provide an oral only presentation with no props or visual aids. All information regarding the selected finalists will be communicated to the membership-at-large prior to the meeting.
- The membership casts their votes on the spot. The finalist with the most votes (majority rules) wins the Impact Grant for 2018-19!



### Eligibility Criteria

- Applicants 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.

### Geographic Limitations

- Funds must be used solely to have an impact and provide services within St. Lucie County.

**Priority Areas for Funding– There are 3 grant priority areas to choose from. Applicants may only submit one application.**

### Impact Award

The Impact Grant will be awarded to an innovative project or program that solves a critical problem or need in St. Lucie County affecting people, places, and/or the social service delivery system.

The grant recipient will be able to show that there is an opportunity for a transformative change to occur in one or more of the following areas: the service delivery model, broader service delivery network, or specific target area of need.

Applicants must demonstrate a meaningful and verifiable need for the program/project/service as well as its feasibility.

The proposed program/project/service will be evaluated for impact, cost effectiveness, and sustainability. The outcome of the program/project/service must be quantifiable and measurable.

Below are the Impact areas of focus. Please select the area(s) that best align with the focus of your program/project/service application being submitted.

\_\_\_\_\_ Education & Literacy

\_\_\_\_\_ Health & Wellbeing

\_\_\_\_\_ Poverty/Homeless Prevention/Living Wage

**Award Amount: \$100,000**

**\*Grant request amount must be \$100,000 and may not exceed that amount.**



### Prohibited Expenses:

- A grant to an individual
- Endowments
- Funding for partisan, legislative, or political activity
- Funding to replace operating expenses currently covered by another funding source
- Fundraising activities and/or events
- Land or building purchases
- Procurement of consumables (food)
- Projects of an individual church, religious organization, or body of worship for its own benefit
- Reimbursement of previously incurred expenses
- Salaries for fundraising or development positions
- Travel grants for agency employees

### Preference will be given to applicants that:

- Have been incorporated and approved by the IRS as a 501(c)(3) for a minimum of three (3) years.
- Demonstrate a strong senior administrative and board level commitment to the organization and the proposed project/program - for example, 100% of the board of directors gives to the organization – and a healthy administrative infrastructure that includes financial stability, operational effectiveness, leadership, low staff turnover, a process for short and long term planning, and strong external partnerships/relationships.
- Demonstrate a history of successful collaboration with other not-for-profit organizations.
- Include other partner organizations in the grant application to show community collaborative for the proposed program/project/service.
- Present projects/programs where the expected outcome will have a significant positive impact on an organization, program, or local service delivery system.



- Focus on new or improved methods of service delivery in St. Lucie County.
- Have a proposed program/project/service that focuses on women, children, and families as the target population to be positively impacted.
- Matching funds are allocated to or available to this project or program.

**Submission Instructions and Questions - Email: [Robin@tcfmsl.org](mailto:Robin@tcfmsl.org)**

LOI's are due by February 5, 2019

- The Letter of Intent (LOI) must be single spaced and written in twelve (12) point font.
- The LOI must be signed by the executive leadership of the organization including the Executive Director / CEO and the Board Chair/Board President.
- The LOI's must be submitted in hard copy **and** electronically.
- Hard copy mailing instructions:

The Community Foundation Martin - St. Lucie  
Attention: Impact 100 St. Lucie Grant Review Process Committee  
851 SE Monterey Commons Boulevard  
Stuart, Florida 34996
- Electronic Instructions:

Submit to Robin Cartwright at [Robin@tcfmsl.org](mailto:Robin@tcfmsl.org) and include the following in the subject line: Impact 100 St. Lucie TCF LOI and the name of your organization.
- Invitations to submit a full application will be announced by February 19, 2019.



## Instructions for the Content of Letter of Intent (LOI)

The Letter of Intent (LOI) should be no more than two pages and include the following:

- Legal name of the organization.
- Name of the program.
- Contact information including contact person's name, job title, mailing address, phone number, and e-mail address.
- Description of the compelling organizational or community need that the proposal is addressing including the specific focus area(s).
- Description of the proposed program/project/service including: target population, geographic area impacted/served, implementation timeline, frequency and duration of proposed program/project/service (if applicable).
- Description of how the proposed program/project/service will address the stated need and be sustainable beyond the one-time grant award.
- What the expected outcomes are and how they will be measured to demonstrate impact. (Note: We realize not all positive outcomes are tangible. Outcomes presented may be a combination of process and expected impact. Projected outcomes can include intangibles that can only be seen through observation and experiences. Those observations and experiences should be documented in some format in a way that can be easily communicated.)
- Total program/project budget.
- Summary of what the \$100,000 Impact Grant will specifically support with respect to proposed program/project/service.



## **FREQUENTLY ASKED QUESTIONS**

Note: this section will remain under construction. We will continue to update this and post it online as questions are submitted.

Will start up organizations be considered?

*Startup organizations will be considered but will not have preference.*

Will applications for innovation projects/programs presented by unincorporated groups be entertained?

*No these applications will not be considered or entertained.*

Will multi-year funding requests be considered?

*Impact 100 St. Lucie is unable to award multi-year grants. Projects and programs that receive grant awards in the 2018-2019 cycle will be eligible to apply for funding in the following cycles based on performance.*

May applicants submit multiple letters of intent?

*Multiple submissions from organizations are not permitted.*

Do we need to show we have matching funds for a new project?

*Matching funds will be viewed favorably but are not necessary.*

May funds be used for equipment?

*Yes, as long as the equipment is directly connected to the proposed project/program.*

May funds be used for salaries?

*Yes, as long as the salary is directly connected to the proposed project/program.*

May funds be used to offset administrative costs? If yes, what is the acceptable percentage of the grant that may be used?

*Yes, it is permissible to use up to 10 percent of the funds requested for costs related to administrative expenses directly connected to the proposed project/program.*