

# 2024 Impact100 Greater Chesapeake Grant Application

*Thank you for your interest in applying for the Impact100 Greater Chesapeake Grant. Please certify the below statements and fill out the application in its entirety. Note that this application and all required attachments, are due by June 30, 11:59PM ET. Late submissions will not be considered.*

*If you have any questions, feel free to reach out to [grants@impact100greaterchesapeake.org](mailto:grants@impact100greaterchesapeake.org).*

*\* Indicates required question*

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1. I acknowledge that Impact100 Greater Chesapeake will NOT provide a grant for the following. Check each statement to indicate understanding. \*

*Check all that apply.*

General operating expenses or overhead, such as ongoing salaries for existing staff. The exception is if the request is for an operation or overhead that is part of a new or expanded initiative or project. Salaries can be covered by grant funds, so long as the salary is paid to someone with significant involvement in the grant project. If the salary is required beyond the IMPACT 100 Greater Chesapeake grant period, the sustainability plan must explain how the salary will be funded.

Debt reduction or operational deficits

Grants to individuals

Endowment funding

Capital improvement or renovations to property for the grant project if the organization does not own or have a lease of at least five years

2. I acknowledge that Impact100 Greater Chesapeake does NOT provide direct funding to organizations. Impact100 Greater Chesapeake disburses funds on an as-expended basis. Grantees must submit quarterly reports upon implementation and progress of the project. Prior to the release of grant funds, each recipient must complete the Impact100 Greater Chesapeake grant agreement form. \*

*Check all that apply.*

I acknowledge

3. I acknowledge that my organization must apply for the entire amount of the Impact100 Greater Chesapeake grant in order to be considered. \*

*Check all that apply.*

I acknowledge

## Part 1: Organization Data

4. Focus Area designation for your application \*

*Mark only one oval.*

Arts & Culture

Education

Environment

Family

Health & Wellness

5. Organization's Legal Name \*

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6. Organization's Website Address \*

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7. Tax Exempt ID Number (EIN) \*

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8. Your Name (Submitter's Name) \*

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9. Your Role in the Organization \*

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10. Executive Director/CEO Name \*

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11. Executive Director/CEO Phone Number \*

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12. Executive Director/CEO Email Address \*

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13. Organization's Current Operational Budget \*

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Part 2: Profile of Organization

14. Brief overview of the organization's vision and mission (in 1000 characters or less). \*

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15. Brief overview of the organization's history (in 2000 characters or less). \*

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16. Brief description of the organization’s current programs, projects, and activities. \*

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17. List below names and qualifications of key personnel in the organization. \*

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18. List below names and qualifications of the organization's Board Members. \*  
Include affiliations and positions outside of the organization.

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**Part 3: Grant Request Data**

19. Program/Project Title \*

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20. Brief description of the program/project (in 1000 characters or less). \*

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21. Brief demographic description of the population served by this program/project (in 1000 characters or less). \*

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22. Total budget for the entire program/project \*

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23. Program/Project Contact's Name \*

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24. Program/Project Contact's Title in Organization \*

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25. Program/Project Contact's Phone Number \*

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26. Program/Project Contact's Email Address \*

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Part 4: Program/Project Description and Methodology

27. Is this program/project a new, expanded, or ongoing activity within your organization? \*

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28. What are the program/project's goals and objectives? \*

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29. What is the timetable for implementation of the program/project, if awarded the grant? \*

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30. What is the duration of the program/project? \*

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31. What is the sustainability plan of the program/project, if awarded the grant, once money is depleted? \*

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32. What evidence do you have that this program/project will be successful? In other words, has this program/project been proven effective in other settings? \*

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33. Will the organization collaborate with other organizations on this program/project? If so, with whom and in what capacity/how?

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34. Why is your organization qualified to address this need in the community (in 1000 \* characters or less)?

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35. How will the program/project's goals, objectives, and activities be \* measured/evaluated? If this is an existing program/project, please summarize past quantitative and qualitative evaluations.

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Part 5: Program/Project Funding Plans

36. List of other funders to which this current proposal has been and will be \* submitted. For each funder, indicate the amount requested and status of request (i.e., request will be submitted, is pending, was funded or was declined). If funded, specify the amount and conditions of the grant.

\*Any additional funds committed to this project in the interim time after grant application has been filed must be disclosed to Impact100 Greater Chesapeake.

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37. List below the organization's major funding sources.

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### Part 6: Required Attachments (to be emailed)

The following must be emailed to [grants@impact100greaterchesapeake.org](mailto:grants@impact100greaterchesapeake.org) by June 30, 11:59PM ET, in order for your application to be complete. Late submissions will not be considered. On the subject line of the email, indicate 2024GrantApplication, the focus area for which you are applying, and your organization name (e.g., 2024GrantApplication\_FocusArea\_OrganizationName). Please use the same naming convention for all attachments (e.g., 2024GrantApplication\_FocusArea\_OrganizationName\_NameOfAttachment).

38. I acknowledge that the following will be emailed to [grants@impact100greaterchesapeake.org](mailto:grants@impact100greaterchesapeake.org) by June 30, 11:59PM ET:

*Check all that apply.*

- 501(c)(3) letter
- Copy of the organization's Letter of Good Standing from Maryland, or proof that the organization is in good standing (if a copy cannot be obtained in time)
- Tax Form 990
- Excel sheet of the program/project expenses using the "Project Expenses and Revenue" template and instructions
- Quotes or estimates to support the program/project expenses
- Year to date budget for the current fiscal/calendar year
- Balance sheet for the two most recent completed fiscal years
- Income statement for the two most recent completed fiscal years
- Letter of commitment from collaborating organizations, if applicable
- High quality logo of the organization
- Optional: An organization "wish list" - this list allows Impact100 Greater Chesapeake to make an impact outside of our yearly grant. Requests range from volunteering, to small and large items. The wish list will be posted on our public website.

## Part 7: Terms of Grant Agreement for Impact100 Greater Chesapeake

39. By typing my full name below, I agree to the following: \*

1) Any grant received from Impact100 Greater Chesapeake will be expended for the explicit purposes describe in the grant proposal and within 24 months of the grant award date. A formal grant agreement will be constructed following the Annual Awards Ceremony, outlining appropriate uses and goals as initially proposed in this request. In the event grant monies are to be allocated for any other purposes, an agreement must be obtained from Impact100 Greater Chesapeake.

2) Should significant funding be received for the proposed program/project, your organization will inform Impact100 Greater Chesapeake.

3) If chosen as a Finalist, to attend the Impact100 Greater Chesapeake's Finalist Announcement and the Annual Awards Celebration. In addition, if chosen as a recipient, to attend up to two member events a year to discuss your program/project and its progress.

4) If a grant is received, to credit Impact100 Greater Chesapeake in the manner identified by Impact100 Greater Chesapeake in any publications; including annual reports, newsletters, press releases, brochures, videos, and other publicity or public relations materials and presentations.

5) Following expenditure of any grant received, to complete a quarterly interim report and attend a meeting with the Impact100 Greater Chesapeake's Nonprofit Coordinator, at least annually, for the life of the grant. An itemized budget is part of this report.

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