Applicant Information Session
September 22, 2021 at 9:30am
www.impactffc.org
grants@impactffc.org
AGENDA

• Impact Fairfield County Overview
• Eligible Organizations
• Grants Application Process
• Summary of Key Dates
• Case Studies: Past Recipients
• How to Apply: Next Steps
• 501(c)(3) collective giving circle to engage women of Fairfield County, CT in local philanthropy

• $1,000 each = $100,000+ in grantmaking
  • Past six years, awarded $1,300,000+ in grants

• 100% volunteer run
  • Grant review committee
  • Financial review committee
  • Membership vote
WHY WOMEN JOIN IMPACT

To learn about local issues and support the nonprofits addressing those challenges

To leverage their donation to make a bigger impact

To utilize and increase professional skills in the nonprofit sector

To connect with talented and impassioned women from Fairfield County
OUR GOALS

• Provide **Transformational** grants that fund broad range of nonprofit needs
• Unite and engage women in local philanthropy
• Create opportunity for members to learn about mission and outcomes of an organization
• Follow best practices in philanthropy
• Recognize current challenges faced by nonprofits
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 finalists
WHAT WE FUND

- 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”
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

• Capital funding not central to the success of the proposed grant
Step 1:

LETTER OF INQUIRY

- Accepted as of October 14th, 2021
- Due by November 12th, 2021
- Must be submitted through SlideRoom
Step 2: FULL PROPOSAL

- All applicants will be notified by January 13, 2022, 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 3rd, 2022
Step 3:

SITE VISITS

- All applicants will be notified by March 3, 2022 if they have been selected to host a site visit
- 10-15 organizations will be selected
- Site visits will take place from March 6 - April 7, 2022, virtually or in-person, to be determined
- 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 13, 2022 (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 21, 2022
- The Annual Meeting will be held May 4, 2022, from 9:30-12:00
- Members will vote at the Annual Meeting (or in advance by absentee ballot)
- Grantees will be announced at the Annual Meeting
• Grant Agreement between grantees and Impact FFC stipulates:
  • 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
• $100,000 Grantees deliverables:
  • Metrics documents that projects and tracks outcomes
  • 6 month and 12 month report 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)
## APPLICANTS - KEY DATES

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Proposal Brainstorming Workshop (Optional)</td>
<td>October 5, 2021</td>
</tr>
<tr>
<td>Letters of Inquiry Accepted On-line</td>
<td>October 14, 2021</td>
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<tr>
<td>Letters of Inquiry Due</td>
<td>November 14, 2021</td>
</tr>
<tr>
<td>Invitation to Submit Full Proposals</td>
<td>By January 13, 2022</td>
</tr>
<tr>
<td>Full Proposals Due</td>
<td>February 3, 2022</td>
</tr>
<tr>
<td>Site Visits</td>
<td>March 6 – April 7, 2022</td>
</tr>
<tr>
<td>Finalists Announced</td>
<td>By April 13, 2022</td>
</tr>
<tr>
<td>Finalist 1-page Executive Summaries Due</td>
<td>By April 21, 2022</td>
</tr>
<tr>
<td>Finalists’ Presentations &amp; Grant Awards</td>
<td>May 4, 2022</td>
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</tbody>
</table>
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: Hall Neighborhood House

<table>
<thead>
<tr>
<th><strong>Mission</strong></th>
<th>Provide comprehensive services that educate, enrich, and empower residents of all ages on the East Side of Bridgeport and the surrounding community.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Objective</strong></td>
<td>On-site dental clinic</td>
</tr>
</tbody>
</table>
| **Project Details** | The grant funds will:  
· complete the second phase of a 4-pronged approach to address the physical and mental health needs. (Optimus already has on-site health clinic)  
· Increase access and improve the health outcomes for the HNH community and their families |
| **What we noticed** | Large disparities in health outcomes exist for poor people, particularly poor people of color. Routine medical, dental and vision screenings and consistent treatment will lead to better long-term outcomes for the HNH community. Current best practice is to bring health care to people in their community, within a trusted establishment. HNH is a trusted partner, a place to access services and receive information. |
| **Budget** | $100,000 request as part of a $153,000 budget. Impact FFC funds to be used for dental equipment and furniture to outfit clinic. |
**Case Study: Intempo**

<table>
<thead>
<tr>
<th>Mission</th>
<th>To engage, educate and enrich the lives of children by making classical and multi-cultural music relevant, inclusive and accessible, and to help close the achievement gap by developing their musical, social and interpersonal skills.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Objective</td>
<td>Music program for children who are new arrivals/ English language learners</td>
</tr>
</tbody>
</table>
| Project Details | The grant funds will:  
· Double reach of existing students to 425  
· Will work at 2 Stamford elementary and 1 middle school  
· Partner with SPS and schools’ ELL teachers to provide research-based curriculum to engage students and increase English proficiency  
· Supplement music education with family-advocacy, tutoring, and youth-development services |
| What we noticed | Intempo serves some of the most vulnerable children who can most benefit from music education but who have the least access to it. 90% of students qualify to receive free or reduced-price lunch; 96% come from families who do not speak English as a first language. This population has suffered greater learning losses and isolation due to the Covid pandemic. |
| Budget | $100,000 of a $158,000 budget. Impact FFC funds going mostly to program salaries, curriculum planning and materials. |
# Case Study: Building One Community

<table>
<thead>
<tr>
<th><strong>Mission</strong></th>
<th>The mission of Building One Community is to advance the successful integration of immigrants and their families</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Objective</strong></td>
<td>Comprehensive Leadership Training Program to meet the needs of a multi-generational, multi-cultural team who have varying levels of education.</td>
</tr>
</tbody>
</table>
| **Project Details** | The grant funds will support:  
· 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 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
• All applicants must complete 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

## IMPACT FAIRFIELD COUNTY - CORE MISSION GRANT (CMG)

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

<table>
<thead>
<tr>
<th>ORGANIZATION NAME</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>FUNDS TO SUPPORT PROJECT</th>
<th>Committed</th>
<th>Pending</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impact FFC Request</td>
<td>$</td>
<td>-</td>
<td>$ 100,000</td>
</tr>
<tr>
<td>Requested from other funders</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>XYZ Partners</td>
<td></td>
<td>$ 10,000</td>
<td>$ 10,000</td>
</tr>
<tr>
<td>123 Foundation</td>
<td>$ 10,000</td>
<td></td>
<td>$ 10,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Organization contribution</td>
<td>$ 10,000</td>
<td></td>
<td>$ 10,000</td>
</tr>
<tr>
<td>In-kind contributions</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Other sources</td>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>-enter specific names-</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>TOTAL FUNDS TO SUPPORT PROJECT/PROGRAM:</td>
<td>$ 20,000</td>
<td>$ 110,000</td>
<td>$ 130,000</td>
</tr>
</tbody>
</table>
# Sample Budget Template: Use of Funds

<table>
<thead>
<tr>
<th>PROJECT EXPENSES</th>
<th>Notes</th>
<th>Total Expenses</th>
<th>Impact Funds*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Coordinator Year 1</td>
<td>24 hours x $25 = $600 x 36 weeks</td>
<td>$ 21,600</td>
<td>$ 21,600</td>
</tr>
<tr>
<td>Program Coordinator Year 2</td>
<td>24 hours x $25 = $600 x 36 weeks</td>
<td>$ 21,600</td>
<td>$ 21,600</td>
</tr>
<tr>
<td>Facilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Space Year 1</td>
<td>$600 x 12 months</td>
<td>$ 7,200</td>
<td>$ 7,200</td>
</tr>
<tr>
<td>Office Space Year 2</td>
<td>$600 x 12 months</td>
<td>$ 7,200</td>
<td>$ 7,200</td>
</tr>
<tr>
<td>Supplies/Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Materials Year 1</td>
<td></td>
<td>$ 10,000</td>
<td>$ 10,000</td>
</tr>
<tr>
<td>Program Materials Year 2</td>
<td></td>
<td>$ 10,000</td>
<td>$ 10,000</td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bus Expense Year 1</td>
<td></td>
<td>$ 5,000</td>
<td>$ 5,000</td>
</tr>
<tr>
<td>Bus Expense Year 2</td>
<td></td>
<td>$ 5,000</td>
<td>$ 5,000</td>
</tr>
<tr>
<td>Technology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Online Subscriptions</td>
<td></td>
<td>$ 1,000</td>
<td></td>
</tr>
<tr>
<td>New Computers</td>
<td></td>
<td>$ 15,000</td>
<td>$ 5,000</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Event Fees</td>
<td></td>
<td>$ 3,000</td>
<td>$ 3,000</td>
</tr>
<tr>
<td>General Operating</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive Director</td>
<td>Partial Salary 10% for 2 years</td>
<td>$ 15,000</td>
<td>$ 4,400</td>
</tr>
<tr>
<td>Insurance</td>
<td>Partial Cost for 2 years</td>
<td>$ 5,000</td>
<td></td>
</tr>
<tr>
<td>Bookeeping/Accounting Fees</td>
<td>Partial Cost for 2 years</td>
<td>$ 3,400</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL PROJECT EXPENSES:</strong></td>
<td></td>
<td>$ 130,000</td>
<td>$ 100,000</td>
</tr>
</tbody>
</table>

* Please use this column to show the allocation of Impact FFC grant funds by expense category.
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
• Log on to www.impactffc.org. Go to Apply for a Grant, choose drop down Apply Now and click Letter of Inquiry Online Application. This will take you directly to our online grants management system, SlideRoom.

• 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.

• Contacting or calling Impact Fairfield County members is prohibited.
Proposal Brainstorming Workshop – Tuesday, October 5

• 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
THANK YOU!