| Application INSTRUCTIONS & CHECKLIST |
| --- |

The full proposal application (FPA) for the Impact Diablo Valley Grant is **due August 22, 2018,** submitted via email to [info@impactdiablovalley.com](mailto:info@impactdiablovalley.com). **For 2018, Impact Diablo Valley will have a grant of $65, 000!**

Read the eligibility requirements under Grant Information at [www.impactdiablovalley.org](http://www.impactdiablovalley.org) before submitting the Application.

Please submit one email that includes all of the following attachments:

1. Organization Information, Financial Information,
2. Project/Program Information AND Project Narrative
3. Financial Statements, as follows:

* Statements of Financial Position/Balance Sheets for fiscal years 2016 and 2017
* Statements of Financial Activities/Income Statements for fiscal years 2016 and 2017

The omission of any of the above requested information and attachments will result in the disqualification of your application.

**ORGANIZATION INFORMATION**

Legal name of Parent Organization:

DBA (if applicable):

Physical Address, City, State, Zip:

Mailing Address, City, State, Zip:   
Employer ID # (EIN):

Organization web site URL:

Contact Person: Title:

Phone: Email:   
Name of CEO or Executive Director:

Phone: Email:

Year organization founded: Year registered as 501(c)(3):

**ORGANIZATION INFORMATION (CONTINUED)**

Mission Statement of Organization:

Describe established programs currently offered and your impact in our community:

Describe the population currently served by your organization, and the annual number of clients served.

Annual number of clients currently served by organization:

Describe your current staffing (include # paid FTE's and # volunteers):

Y/N General Liability Insurance   
Y/N Director/Officer Insurance

Y/N Is your organization currently in litigation or threatened with litigation?

If yes, please explain:

Y/N Indicate registration with Charitable Trusts, State of California Department of Justice, and Office of the Attorney General of California by checking the space provided (copies of registration are not required).

Y/N Are you listed with Charity Navigator or GuideStar?

**FINANCIAL INFORMATION:**

Please make sure that you have attached copies of your Statements of Financial Position/ Balance Sheets for fiscal years 2016 and 2017, and your Statements of Financial

Activities/Income Statements for fiscal years 2016 and 2017.

If FY 2017 versus 2016 shows a significant change (greater than +/- 10%) in either revenue or net income, please briefly explain the reason(s) for the change.

If there have been significant changes to your financial situation since the end of fiscal 2017, please briefly explain.

**PROPOSED PROJECT/PROGRAM INFORMATION**

Project/Program Title:

Indicate the term that best describes the proposed ***Impact Grant Project/Program***:

|  |  |  |
| --- | --- | --- |
| New |  | Existing \_\_\_\_ Expanding \_\_\_\_ |
|  |  |

Indicate the service categories that best describes your proposed project/program:

* + Health
  + Education
  + Human Services
  + Arts and Culture
  + Environment

**NARRATIVE GUIDELINES:**

*Limit your narrative response to no more than two pages, single-spaced and no less than 12-point type. Depending on the applicability to your organization and proposal, the following information should be included:*

1. Describe the program, specifically addressing how Impact Diablo Valley Grant monies will be spent.
2. What is the goal of this project/program?
3. Who is the target population to be served within the community?
4. What tangible unmet need are you addressing? How will your proposed project/program address this need?
5. Do similar projects/programs currently exist in the community? If so, how would your proposed project be different or a needed improvement?
6. How does this project/program align with your strategic plan and mission? How does it compliment other projects or programs your organization currently provides?
7. Describe why/how your organization is qualified and appropriate to address this need or benefit. Describe your history of notable success in the proposed service area.
8. Does your organization currently have adequate resources, qualified staff, and sufficient volunteer pool for your project/program delivery?
9. What obstacles may affect the program’s implementations and how will you address?
10. Explain, in detail, the anticipated impact this program will have in the short term and long term.
11. How will the program be sustained after the Impact grant funds are expended?
12. How will you measure and track success of the program being offered by the Impact Diablo Valley Grant funds?
13. Provide a detailed timeline or the program and how it will be implemented?

ADDITIONAL INFORMATION

Certification: Our organization and its Board of Directors authorize submission of this funding proposal. Our tax-exempt status under IRS Section 501(c)(3) has not been revoked or modified and our certification with the State of California is current. We certify that to the best of our knowledge, the statements contained in this Letter of Intent are true, correct and complete that we will notify Impact 100 Redwood Circle of any qualifying information changes within the Grant process period.

Signatures Section:

CEO/Executive Director (electronic. signature):