

### INTRODUCTION

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Impact Polk is an annual competitive grant program of the GiveWell Community Foundation with the goal of addressing community needs throughout Polk County. The GiveWell Community Foundation provides public organizations recognized by the IRS as described in the IRS Code Section 501(c)(3) as eligible for tax-exempt status, serving Polk County, an opportunity to apply for grant funding.

Please note: Organizations may only submit one application, and the maximum grant request amount is \$20,000. Impact Polk funding is not guaranteed, and previous funding does not ensure funding during this grant cycle.

Please review these guidelines in its entirety as they contain all the information you need to submit your application. If you have any questions after reading the guidelines, please contact Johnna Martinez, Grants Manager at [jmartinez@givecf.org](mailto:jmartinez@givecf.org) or call 863-683-3131.

### IMPORTANT DATES

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- Impact Polk Orientation Event is September 19.
- Impact Polk 2020 application process opens September 23. Applications will not be accepted before September 23.
- Impact Polk grant applications must be fully submitted by 5:00 p.m on October 14.
- Grant award notices will be sent around March – June 2020. Grant applications are viewed by fundholders for funding consideration, so we cannot provide an exact date. All Impact Polk grant applicants will be notified as soon as possible.

### WHAT'S NEW THIS YEAR?

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New to our online Nonprofit Portal this year is a *Collaborate* feature. This feature allows you to invite others to collaborate on the grant request with you (e.g. to upload a document, complete specific sections, or review the application prior to submission). To invite someone to collaborate on your application, follow these steps:

- From the application screen within the Nonprofit Portal, click on the *Collaborate* button in the top-right corner.
- From the *Collaborate* pop up, enter the email address of the person you would like to invite, this can be a new user or someone who already has a Nonprofit Portal account. Set the Permission you would like to assign to the collaborator: View, Edit, or Submit. Type a message to send with the invitation, and select Invite.
- An email will be sent to the collaborator containing your message, their username, and a link to the logon page. After clicking this link the collaborator will be brought to the logon page. If this is their first-time logging into the system, the collaborator will see this request under the Collaboration Requests tab of their Applicant Dashboard. Here they can select the edit form link and start collaborating on the document. If it's the first-time logging into the system, they will be asked to create a password.
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## PROGRAM DETAILS

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GiveWell Community Foundation considers how well the project fits the following targeted areas of focus. The Impact Polk Grant Program addresses community needs and fosters engagement throughout Polk County. Targeted areas include:

### Health & Human Services

- Improve community-based health and wellness;
- Address basic human needs, such as food, housing, and related services;
- Improve the quality of life, safety and self-sufficiency of at-risk populations.

### Educational Opportunities & Achievement

- Promote social, emotional and cognitive development of young children, including programs that support and educate parents and efforts that engage volunteers;
- Expand academic support, mentoring and recreational programs for children and youth, particularly to close the achievement gap;
- Broaden workplace, career and postsecondary experiences and opportunities for youth;
- Improve adult literacy, skill development, education and workforce training.

### Arts & Cultural

- Strengthen and stabilize arts and cultural nonprofits, and support collaborative efforts;
- Cultivate and support appreciation of diverse cultures and art forms;
- Deepen community-based arts education for children and adults;
- Encourage audience development, particularly to reach underserved populations.

### Community, Environmental Stewardship &/or Animal Welfare

- Support stewardship and appreciation/protection of Polk County's outdoor spaces and scenic beauty;
- Address social, economic and environmental challenges or opportunities;
- Preserve places essential to communities' civic and historic identities.
- Benefit wellbeing of our animal community.

## HOW WE REVIEW APPLICATIONS

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When reviewing applications, we look for signs of efficient and effective organizations. The criteria are meant as a general guide, not a definitive checklist:

- The program/project must be conducted within Polk County, Florida.
- If the organization has received previous funding from Impact Polk, the applicant must be current in reporting requirements.
- An organization that exhibits strong management skills and sound leadership.
- A project that leverages donor dollars.
- A creative project that has a measurable outcome and positive impact on the community.
- A project that addresses a specific identified and prioritized need in the community

## ELIGIBILITY

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All interested organizations must meet the following general requirements:

- Submit complete grant application no later than 5:00 p.m. on October 14, 2019. Incomplete or late applications WILL NOT be accepted, no exceptions. Applications submitted will be reviewed for completeness. Incomplete applications will be denied.
- Your Impact Polk project must provide services within Polk County. 100 percent of program participants must reside in, or receive services in, Polk County zip codes.
- Applicant MUST be a 501(c)(3) public charity as recognized by the IRS. Eligibility will be verified.
- Must provide a list of current Board Members and demonstrate strong board support and sound governance.
- Must provide a list of key staff and brief description of their professional background.
- Must provide Organizational Operating Budget for current year (your current fiscal year).
- Must provide previous year's IRS Form 990 or most recent audited financial statements.
- If applicable, provide letters from collaborators and/or affiliate.
- Must prepare and submit a preliminary budget (Project Budget Form).
- Project must meet organization's mission. We will not fund expanded services that do not meet the mission.
- Project must NOT begin prior to March 2020 and must be completed within one year of funds being awarded.
- Maximum grant request is \$20,000. Funding is NOT guaranteed. Previous funding does not guarantee continued funding. One application per organization.

## WHAT WE WILL NOT FUND

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GiveWell Community Foundation will *NOT* consider an Impact Polk application for:

- Organizations that are not considered exempt or exemption has been revoked under section 501(c)(3) of the Internal Revenue Code;
- Organizations that are not based in or serving communities in Polk County;
- Grants to individuals (rent, utilities, etc.) or private foundations;
- Capital campaigns or capital projects (land, buildings, etc.);
- General operating, administration\*;
- Fundraising costs;
- Political campaigns or direct lobbying efforts;
- Medical or scientific research;
- Events of any kind;
- Debt reduction or bridge funding;
- Advertising space of any kind;
- Marketing unless directly related to project (registration, brochures, announcements, or playbills);
- Membership dues, fees, conference registration, or affiliation campaigns;
- Conferences, symposia or related travel;
- Religious or sectarian projects that are not offered to the general public;
- Services commonly regarded as the responsibility of the government (street repair, fire or police protection);
- Public or private school services required by state law, such as regular classroom instruction or athletic activities;
- Banquets, galas, walks, runs, etc.

*\*Incremental consultant/professional fees may be considered on a case by case basis such as therapeutic positions, summer camp counselors, etc.*

## HOW TO APPLY - ELECTRONIC APPLICATIONS INSTRUCTIONS

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When you are ready to begin the application process, go to [www.ImpactPolk.org](http://www.ImpactPolk.org) between September 23 - October 14, 2019. Click on the *Nonprofit Portal* or *Apply* button to be directed to the application login page. The Impact Polk page includes useful information to help you complete your application, including a link to a video tutorial on using the grant application software.

- If your organization has applied for grants previously, DO NOT create a new account. Sign in using the user email and password you used in previous grant application cycles. (If you have forgotten your login, or do not know your login or to find out if your organization has applied previously, please contact the GWCF office at 863-683-3131 or [jmartinez@givecf.org](mailto:jmartinez@givecf.org). If you are applying for the FIRST time, you will be asked to create an account. You will need to provide your organization's EIN. (see tutorial on [www.ImpactPolk.org](http://www.ImpactPolk.org))
- On the Applicant Dashboard in the Nonprofit Portal, click on *Apply* at the top menu bar. Then click *Apply* on the far right of the 2020 Impact Polk Grant Application line and enter required information.
- You will be prompted when specific documents need to be included. There are sections where you can either upload the document, manually type information, or cut and paste the text into a text area.
- If you have hard copies of documents that need to be uploaded to the electronic application, please use the Fax-to-File function on the left side of the screen. Instructions will guide you through this process.
- You may save your application until you are ready to submit. Please click *Save* before closing your Internet browser. Make sure your application is complete before submitting. Once you submit the application, you will not be able to make additional changes. We recommend someone else review your application prior to submission.
- New to our online Nonprofit Portal this year is a Collaborate feature. This feature allows you to invite others to collaborate on the grant request with you (e.g. to upload a document, complete specific sections, or review the application prior to submission). To invite someone to collaborate on your application, follow these steps:
  - » From the application screen within the Nonprofit Portal, click on the *Collaborate* button in the top-right corner.
  - » From the Collaborate pop up, enter the email address of the person you would like to invite, this can be a new user or someone who already has a Nonprofit Portal account. Set the Permission you would like to assign to the collaborator: View, Edit, or Submit. Type a message to send with the invitation, and select *Invite*.
  - » An email will be sent to the collaborator containing your message, their username, and a link to the logon page. After clicking this link the collaborator will be brought to the logon page. If this is their first-time logging into the system, the collaborator will see this request under the Collaboration Requests tab of their Applicant Dashboard. Here they can select the edit form link and start collaborating on the document. If it's the first-time logging into the system, they will be asked to create a password.
  - » After logging into the system, the collaborator will see this request under the Collaboration Requests tab of their Applicant Dashboard. Here they can select the edit form link and start collaborating on the document.
- Your application must be submitted by October 14, 2019 at 5:00 p.m.

## FREQUENTLY ASKED QUESTIONS

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### 1. How do I know if my organization has a profile already set up in your system?

- If you begin to create a New Account, the system will notify you if the same EIN already exists. If the EIN already exists in our system, DO NOT create a new account. If you don't know if your organization has applied in the past, please contact GiveWell Community Foundation at (863) 683-3131 or [jmartinez@givecf.org](mailto:jmartinez@givecf.org) and we will let you know if a profile already exists.

### 2. I forgot how to log in. What do I do?

- The login is your email (or whoever is set up in the system). You can request to reset your password or contact us at 863-683-3131 or [jmartinez@givecf.org](mailto:jmartinez@givecf.org) and we can reset it for you.
- Once you begin an application, save it before you log out. If you log back in to work on the application, DO NOT create a new application, click Edit to continue the application you started.
- Log on page can be found by visiting [www.ImpactPolk.org](http://www.ImpactPolk.org) and clicking *Nonprofit Portal* or *Apply*.

### 3. Can we see what's been funded in the past?

- Yes, previous Impact Polk publications are available at [www.ImpactPolk.org](http://www.ImpactPolk.org). Scroll to the bottom of the page and click the *View previous Impact Polk grants* dropdown box.

### 4. The system won't let me submit the application.

- There could be several reasons why your application cannot be submitted. Please scroll back up and look for red highlighted areas indicating an error. Be sure to adhere to character limitations - if you go over on characters (spaces, periods, commas etc. count as characters) you will receive an error. Some areas require an answer - be sure there are no blanks in the application, and if so, please fill in or upload required information.

### 5. How will I know if you received my application?

- You will receive an email confirmation when you submit your application.

### 6. How will I know if my organization is awarded Impact Polk funding?

- Once the Impact Polk 2020 grant cycle has been fully reviewed by GWCF and its fundholders, we will contact all applicants either by email or a phone call. Instructions will follow for organizations who receive Impact Polk funding.