impactPOLK
2022 GRANT APPLICATION GUIDELINES

give help. give hope.
giveWELL
COMMUNITY FOUNDATION

INTRODUCTION

Impact Polk is an annual competitive grant program of GiveWell Community Foundation (GWCF) with the goal of addressing community needs throughout Polk County. GWCF 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 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 GWCF Grants Manager, Johnna Martinez, at jmartinez@givecf.org.

PROGRAM DETAILS

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 and/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.

The mission of GiveWell Community Foundation is to champion charitable giving to improve the quality of life in the areas we serve, both now and for future generations.

IMPORTANT DATES

- **September 10, 2021** – Impact Polk 2022 application process opens. Applications will not be accepted early.
- **October 4, 2021** – Impact Polk grant applications must be fully submitted online by 11:59 p.m.
- **March - June 2022** – Final grant award notices sent.*

Grant applications are viewed by GWCF fundholders for funding consideration, so we cannot provide an exact date. All Impact Polk grant applicants will be notified as soon as possible.

HOW TO APPLY

- When you are ready to begin the application process, go to impactpolk.org between September 10 - October 4, 2021. Click on the *Nonprofit Portal* button to be directed to the application login page. The Impact Polk page includes useful information to help you complete your application, including video tutorials.
- 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 Johnna Martinez at 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 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 2022 Impact Polk Grant Application line and enter required information. **Note:** there is a Preview button on the lower left of the box. Please **DO NOT** fill in any information when in *Preview* mode, as it **WILL NOT** save your progress. This is application information only.
- 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 top menu bar to create a PDF. 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.
- Your application must be submitted by October 4, 2021 by 11:59 p.m.

HOW WE REVIEW APPLICATIONS

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

 All interested organizations must meet the following general requirements:

- <u>Submit complete grant application no later than 11:59 p.m. on October 4, 2021. Incomplete or late applications WILL NOT be accepted, no exceptions. Applications submitted will be reviewed for completeness. Incomplete applications will be denied.</u>
- 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 2022 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

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.

FREQUENTLY ASKED QUESTIONS

1. What is new this year?

- Rich Text Formatting - Three sections within the application (Project Description, Evaluation Method, and Budget Narrative) will now allow rich text formatting, such as **bold**, *italized*, or <u>underlined</u> text, • bullet points, and more. Additionally, text copy and pasted from a Microsoft Word document into these three sections should retain most of the original formatting.
- Last year, two helpful features were added to the application process: *Collaborate* and *Copy Application*. Information and tutorials for these features are available at impactpolk.org.

2. 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 Johnna Martinez by email at jmartinez@givecf.org and we will let you know if a profile already exists and if a new contact person can be added to that profile.

3. What do I do if I forget my login information?

- The username is the email address of you or whoever originally created the profile. You can reset your password on the Login page or contact Johnna Martinez at jmartinez@givecf.org to have it reset for you.
- The Login page can be found by visiting impactpolk.org and clicking *Nonprofit Portal*.

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

- Yes, previous Impact Polk publications are available at impactpolk.org. Scroll to the bottom of the page and click the *View previous Impact Polk grants* dropdown box.

5. 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.

6. How will I know if you received my application?

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

7. How will I know if my organization is awarded funding?

- All applicants will be contacted by email or phone indicating whether or not they have been selected to receive funding. These announcements will be made as soon as possible. We appreciate your patience.