FAQs – Grants

Revised June 16, 2019

Eligibility Questions

What are the counties from which Impact 100 WF will accept applications?
Nonprofits located in Wichita, Archer, Clay, and Wilbarger Counties will be considered for Impact 100 Wichita Falls, Inc. (hereafter, Impact 100 WF) grants. Funds must be spent in one or more of the same 4 counties.

Will greater consideration be given to projects that affect more than one county?
Our members are advised to look at the impact of a request. That includes both depth and breadth of services. Speak from the heart and back it up with data as you describe what the true impact will be to those you serve.

Does Impact 100 WF only give to women's organizations or in support of women's issues?
Impact 100 WF prioritizes giving in five Focus Areas:
Arts and Culture;
Education;
Environment, Recreation and Preservation;
Family; and
Health and Wellness.
All areas involve women, but our focus in not exclusively women.

Do small or new nonprofits have a chance of winning a grant?
Yes. Applications will be evaluated on the strength of the organization, the strength of the project, the project's sustainability, and the impact of the project on the community. You may want to consider collaborating with another nonprofit to have a greater impact.

Do you look to fund only "new impacts" or would you consider supporting previously awarded impact areas?
Impact 100 WF encourages all types of applications, and if your program will change lives, we encourage you to submit it for consideration. Our committees have full control over who they choose as their finalist.

If a nonprofit is a religious organization can it apply for a grant?
Possibly. Although a church is ineligible from applying for a grant, a separate tax-exempt public charity that is not under the umbrella of the church, synagogue or other body of worship can apply if the grant is for a project that is not restricted to a particular faith, denomination or religion. For example, funding cannot be used to advance faith-based programs, but it can be used by a faith-based organization to address social issues.

Why can't we use the grant for operating funds?
Each nonprofit must already have sufficient funds to sustain their ongoing operations. Impact 100 WF grants are meant to be transformational – enabling you to pursue a dream that you might otherwise be unable to complete. An appropriate funding request for Impact 100 WF would be for services performed in a new way (innovation), more services of the same kind provided more often to the current population (deepening), or expanding current services to a new population (expansion). Impact 100 WF would expect the budget to reflect such, which could include additional staff & their resultant operating costs or other capital requests. In this instance, a sustainability plan must be provided.

What kind of communication can we expect from Impact 100 WF during this process?
Impact 100 WF notifies all applicants at each stage of the application process, even if they are not invited to receive a site visit or become a finalist.

Application Questions

What is the deadline for grant applications?
Generally speaking, grant applications will be due in February. Please refer to the detailed grant timeline on the Impact 100 WF website.

Why do we need a copy of the Department of Treasury letter granting 501(c)(3) status for our organization?
The Department of Treasury letter your nonprofit received when it obtained its status will verify that your organization was granted the 501(c)(3) designation as an individual or group charity. This is how we check for current certification. This is NOT the same certificate as your tax-exempt letter. Religious institutions must have a separate tax-exempt entity, not under the umbrella of the body of worship, in order to apply.

What if we don't have our 501(c)(3) yet?
A copy of the 501(c)(3) letter with the applicable designation must accompany your grant application submission.

Can the $100,000 grant be used over multiple years?
Yes. Nonprofits may spread out their award, but it is not required. The distribution timetable does not impact your likelihood of receiving a grant one way or another.

Can our organization submit different grant applications in different categories?
No, each organization may submit only one grant application per year.

Describe your Focus Areas.

Each year Impact 100 WF will grant at least one major award to an organization committed to improving and transforming the community in one (or more) of the five Focus Areas.

Arts & Culture: This area includes high-impact initiatives that cultivate, develop, educate, preserve, and enrich the arts and cultural climate.

Education: This area includes high-impact initiatives that advance learning opportunities and access to education for children and/or adults.

Environment, Recreation & Preservation: This area includes high-impact initiatives that enhance or restore natural resources or facilities, including those that encourage research, public awareness, and education relating to the environment and conservation of our natural resources and/or promote animal welfare.

Family: This area includes high-impact initiatives that strengthen and enhance the lives of children and families.

Health & Wellness: This area includes high-impact initiatives that improve the mental and/or physical wellness of people.

Is there a Focus Area where a higher number of applications are anticipated?

A recent Wall Street Journal article featured a chart that revealed 52% of nonprofits in the United States have a Health & Welfare concentration and 19% are focused on Education. It is predictable that we would see a clustering of applications in those same categories. However, we anticipate multiple grant applications in each focus area.

Why won't you tell us which Focus Area to apply for?

We believe you are the best judge of where your grant application, once written, will best fit. A project may meet the criteria for several focus areas, so we believe in empowering your organization to make this decision.

Can we meet with the Focus Area Committee to review our application before we submit it?

No. Impact 100 WF strong believes in maintaining a level playing field amongst all applicants. It is, however, a great idea to bounce your application off some of your organization's board members.

Impact 100 WF will host a Grant Application Workshop to offer an in-depth review of the grant application and process. In addition, a Grants Q&A will offer organizations an opportunity to ask application and process questions of a member of the Impact 100 WF Board and/or Grants Committee. The Grants Q&A is not designed to provide recommendations for content on program and/or service design.

Can we include our brochures, annual reports or videos about our organization?

No, we do not accept these types of materials with the application.

What are some of the most common application errors?

- The organization is not a 501(c)(3) public charity or cannot prove their tax-exempt status.
- The agency requested less than $100,000.
- More than one application came from the same organization.
- Financial information is missing.
- The organization does not demonstrate sustainability or the project does not include a sustainability plan.
- The proposed service is redundant because it is offered by other agencies.
- The grant project funds general operating expenses or overhead; debt reduction or operational deficits; grants to individuals; endowment funding; interim or bridge funding; or partisan, legislative, or political activity.
- The grant project requires capital improvements or renovations to property that the organization does not own or have a lease of at least five years.
- The grant project requires participation in activities of a particular faith, denomination or religion in order to benefit from the project or program.

What if our organization does not have to complete a 990?

Submit a copy of the IRS form 990-N (E Post Card) if Form 990 is not required.

What if the nonprofit has only existed for one year and cannot submit two years' 990 forms?

Submit the past year's 990.

If the most recent project budget is not approved by an agency's board by the grant deadline, can the "draft" be submitted?

Yes. Impact 100 WF is interested in your project budget and even though it is not officially approved, it must still be a realistic budget. Please note that the process asks you to confirm that the Executive Director and/or Board President are aware of the application, inclusive of the draft budget. Grant recipients are responsible to spend all funds in the manner with which they applied for the grant.

Are grants always for the same amount?

Our grant amount fluctuates every year based on the number of members we have for that year. Our grant amount will never be less than $100,000, but it could be more. Each time we accumulate an additional 100 members, we are able to grant another $100,000 award.

Let's say 228 women commit to Impact 100 WF membership for 2019-2020. Two grants would be given. The 28 additional donations would be split between the two grants, so that each grant recipient in that year would receive the same amount. This would mean there would be two grants given, each for $114,000.

The funding we need for our proposal is more than the $100,000 grant Impact 100 WF offers. Can we submit a proposal for more than $100,000?
Yes. You must identify the additional funding sources for your proposal on the Full Proposal Budget Form.

What if our organization is smaller and may not need the full amount of the grant?
This is a transformational grant opportunity. An organization must decide if they have a need or a program that meets the criteria for $100,000 or more. Perhaps a collaboration with another organization who has a similar program will work. Try to think outside the box and dream big!

What do you mean by a "collaboration" from the previous question?
A collaboration exists when two or more qualifying nonprofit organizations have the responsibility of managing and contributing to the proposed project in a significant manner and where all organizations benefit financially from the grant. One nonprofit would be identified as the lead – serving as the Fiscal Agent, financially managing the Impact 100 WF grant funds and completing the application. The other collaborating organization(s) will provide their organizational and financial information but will not be required to complete the additional sections of the grant application.

Does a collaborative grant application have a better chance of being awarded than an application submitted by a single nonprofit organization?
Not necessarily. However, Impact 100 WF encourages collaborative efforts when the project or program warrants such an approach. Each grant application will be evaluated based on its own merit as it relates to the overall criteria for the Impact 100 WF grant program.

If the project is a multi-organization collaboration, do we submit the financial information from all the collaborating partners?
Yes. Impact 100 WF requires financial information from all collaborating partners. Each partner should submit complete financial data for three years as outlined in the grant application checklist.

Can a nonprofit organization apply for the grant as part of a collaborative effort and then separately as an individual organization?
No. Each organization can apply for one grant either as part of a collaborative effort or as an individual organization.

What are some reasons applications may not be selected as a finalist?

- The grant project may not demonstrate the ability to fully expend the grant funds or complete the project within the 24-month time frame.
- The grant project, if designed to be ongoing, does not show how it will be funded after the end of the grant.
- A competing organization may be filling a similar need of the grant project.
- The application is unclear and poorly written.
- The project budget is not clear or well defined.

- The grant project does not fall within the scope of the focus area as defined on the application.
- The nonprofit organization lacks a proven record of success or a strong, diverse Board of Directors.

Focus Area Committee Questions

What happens after we turn in our grant application?
The Grants Committee will give the applications to the Chair of the respective Focus Area. Focus Area Committees will begin meeting and deliberating.

What happens during the Focus Area Committee Meetings?
The Focus Area Committees are comprised of Impact 100 WF members who volunteer and have no conflicts of interest in their committee service. A Committee member may not be staff or a board member of a nonprofit which has submitted a grant application in that focus area.

All discussions during Committee meetings are kept private, even from Impact 100 WF members not on that committee. The Committee meets on a regular basis, reviews all grant applications, and chooses a percentage of applications for site visits. After each site visit has been completed, the groups report back to the remaining committee members, and the entire committee votes on each application, choosing the finalist(s).

How many finalists will be selected to make presentations to the Impact 100 membership?
Each Focus Area Committee will select up to two finalists.

Site Visit Questions

What should we expect to happen at the site visit?
This is the time for your organization to shine and for you to be able to share your story, vision, and dream in person. You will have the opportunity to explain what the application cannot always clearly convey: the passion, the difference this grant would make, and the impact on the organization and the community. You should plan to have the following people attend the site visit: your board chair, your treasurer or someone who can answer financial questions, and perhaps one or two key employees.

How many people will be on the site visit?
There will be an average of 2 members from the focus area committee.

Do we need to provide refreshments, hand-outs, or demonstrations for the site visit members?
Any amplifying information, such as brochures or reports are appropriate. Refreshments, CDs/DVDs, mementos, promotional items, or gifts are highly discouraged.

How will we know if we have been named as a finalist?
Finalists will be notified by phone. All other applicants will be notified by both email and mail. Please refer to the detailed grant timeline on the Impact 100 WF website.

Post-Grant Awards Questions

Tell me about the wish list.
All applicants will have the opportunity to submit a wish list of items that could benefit their organization. Wish lists will be posted on the Impact 100 WF website for one year, giving possible donors an opportunity to grant applicants' wishes. We call this the "impact of IMPACT!"

If we apply for an Impact 100 WF grant and are not selected as a finalist, can we apply next year?
Yes, we encourage your organization to reapply next year.

If my organization is not selected as a finalist, can we get some feedback on the strengths and weaknesses of our grant from the site visit team in an effort to improve our grant submission for next year?
We do not provide specific feedback to any applicant. The reason is that the committee members change each year. If we were to provide feedback from this year's site visit team, next year's site visit team might have a totally different perspective. Therefore, advice other than general information presented on our website or at our Information Session for nonprofits would be misleading.

If we submit a proposal and are awarded a grant, how soon can we apply again?
Grant recipients must wait three years from the date of awarding before re-applying for another grant. For example, if awarded in 2020, the organization could not re-apply until Spring 2023 with potential funding in Fall 2023.

How does Impact 100 WF disburse the grant money?
Impact 100 WF pays out the grant money as a one-time payment or as a milestone payment (installments). A grant applicant may request either type of payment in the application. However, Impact 100 WF reserves the right to pay the grant in milestone payments if determined it is more fiscally responsible to do so.

Prior to the release of grant funds, each grantee signs a Grant Agreement to insure the nonprofit agrees to use the funds in accordance with the grant and outlined procedures. Grantees must also submit timely quarterly reports until all of the funds are spent to implement the project. The Board of Directors may also request any other information it requests to monitor the progress of the project.

What is the period of time the money must be spent?
A project must expend the funding within two years following award of the grant. For example, an organization granted funds in April 2020 must expend the funds by March 2022.

Conflict of Interest Questions

Can you be a member of Impact 100 WF if you work for (inclusive of being the CEO/ED) a nonprofit organization?

Yes. You can even participate on a Focus Area Committee, but not one that reviews your organization's application.