



2023 Full Grant Application Questions

Organizational and Project/Program Questions

1. In your previously submitted Letter of Inquiry (LOI), you provided your Mission Statement and Organization Description (Questions 3 & 14). If you would like to clarify or provide additional information on what your organization does, please do so here. *Your LOI responses are listed above for your reference. DO NOT edit these responses; add any new information in this question.*
2. Have there been any material changes in your organization since you submitted your LOI? If so, please explain here.
3. How do you plan to spend the \$100,000 Impact Grant?
Please explain how you envision using the grant in light of your current priorities. Is this a new, existing or expansion of a program. Please review on our website what Impact Grants does and does not fund. If you will be partnering with another organization, please include the name of the organization and the nature of the relationship.
4. Please complete and attach the Full Grant Comprehensive Project Budget. The required format can be found in the Full Grant Application section of the Grant Process and Schedule page on our website or through this [link](#).
5. How does this project or program address the needs of your organization and those you serve?
6. Explain how the project or program will be implemented. *Please include timetable, activities, personnel and/or other resources required for the project or program.*
7. Explain how you will measure the effectiveness of this project or program. Consider both qualitative and quantitative parameters.
8. If you have permits, contracts, vendor bids or proposals, drawings, leases, site plans, etc. for a project that includes a capital expense, please attach. *Please note: supporting materials should not be more than 6 months old.*
9. If this is a project or program involving capital improvements to property, please describe the ownership status of the property involved. If the property is leased rather than owned, please explain the terms of the current lease. If this question does not apply, please respond N/A. *In accordance with Impact Grants Chicago grant guidelines, Grantee agrees not to utilize grant proceeds for (a) capital projects to property that is not owned by the applicant as of October 28, 2022, leased under a lease not in effect as of October 28, 2022, or leased under a lease with less than five years remaining as of June 1, 2023.*
10. How does diversity, equity and inclusion inform your work?
11. How many full-time and part-time employees do you have? How many volunteers do you utilize? *Please make sure to list each category separately.*



12. If your program service delivery utilizes a significant number of volunteers, please describe your volunteer training program.
13. Please attach the qualifications/bios of your key leadership team. *Paid staff, not volunteers or board members.*
14. Please attach a list of board members, including board positions, profession/ affiliation, and years served.
15. What percentage of the board financially supports the organization?
16. If your organization has an endowment, what is the value of its assets? *If you do not have an endowment, please answer "N/A".*
17. Please list the names of the Executive Director and Board President who have read and approve the statement listed below. *Our organization and Board of Directors authorize submission of this proposal. Our tax-exempt status under IRS Section 501(c)(3) has not been revoked or modified. We have read and understand the Terms of the Grant Agreement and, should a \$100,000 grant be received, agree to follow its terms and conditions. We certify that to the best of our knowledge, the statements contained in this application are accurate and complete.*



Financial Questions

1. Is your 2021 IRS Form 990 (or a draft of the 990) available? YES/NO

We need the IRS Form 990 for the fiscal year that began in calendar year 2021, or a draft of this 990. Look for the year 2021 in bold text at the top right corner of the first page of the 990 to confirm the correct year.

If your answer if YES, please attach your IRS Form 990 for 2021. If NO, attach your IRS Form 990 for 2020.

2. Is your 2022 Audited Financial Statement (or draft) available? YES/NO

We need the Audit for the fiscal year which ended in the year 2022, or a draft of this Audit.

If your answer if YES, please attach your 2022 Audited Financial Statements. If NO, attach your 2021 Audited Financial Statements.

3. Please attach the organization's INTERNALLY prepared interim (year to date) Statement of Activities (Income Statement) as of 12/31/22. *If 12/31/22 is not yet available, attach the most recent interim statement of activities.*

4. Please attach the organization's INTERNALLY prepared Balance Sheet as of 12/31/22. *If 12/31/22 is not yet available, attach the most recent interim Balance Sheet.*

5. Please attach the organization's current annual budget (fiscal year ending in 2023).

6. If there are any other financial documents or information you would like to provide, please attach here.

7. Please attach your organization's ACORD certificate of liability insurance and include section 807 regarding directors and officers liability insurance. If the ACORD is not available, please attach a document describing all your general liability and directors and officers insurance. List all coverage, including policy periods and dollar amounts of coverage per category. *If you do not carry liability insurance, please attach a document explaining why this is the case.*