



COMMUNITY
FOUNDATION

Capital Region Community Foundation

2025 IMPACT GRANT – FINAL APPLICATION **SAMPLE**

Available only to approved preliminary applicants who have been invited to submit a full application.

Impact Grants requests range from \$10,000 to \$75,000. Impact grants do require the applicant to secure a dollar-for-dollar cash match equal to the amount granted, before the grant can be paid.

Here's what we ask on our Impact Grant Full Application (due July 23 at 5 p.m.):

If invited to submit a Full Application, you will be asked to expand on questions from the Preliminary application, and answer some additional questions. Additional attachments are also required.

IMPACT PROJECT INFORMATION

Project Title: (6 words or less) Amount Requested: \$ _____ Total Project Cost: \$ _____

Some of the following questions are populated with answers which you provided on the preliminary application. Please expand on these responses (an additional 600 characters including spaces) to include more detail about your project.

1. Please describe in greater detail the community need you are trying to address with this proposal. How have you determined this is a need? (1,400 characters)
2. Please expand on what your project is, and how specifically it will address the community need described above? (1,400 characters)
3. What will be the direct benefit to the people impacted by this project once it is completed? (1,400 char)
4. What metrics will you use to measure your project/program's success? (For example, number of services provided, client satisfaction ratings, level of participation, etc.) (400 characters including spaces)
5. Timetable for implementation (400 characters): Please note that final Impact decisions will be made mid-Sept.
6. Please update us on your plans to seek input from those who will be served by this project. (1,400 char.)
7. Please list key staff who will be involved with your project and include their role(s). (400 characters)
8. List any existing projects in the community similar to this request. How is your project different? Do you plan to collaborate, and how? (800 characters)

9. Explain your strategy for long-term financial sustainability of this project. (400 characters)
10. How much of the required 1:1 matching funds have been secured thus far? \$_____
11. If fundraising has not started for this project, what is your plan to leverage this grant to secure the required dollar-for-dollar cash match? (400 characters)
12. Any additional comments?

REQUIRED ATTACHMENTS FOR FULL APPLICATION:

Please only include these attachments. To ensure fairness, no other materials will be viewed or considered.

1. If you are using a Fiscal Agent or Fiduciary, please upload a letter of endorsement from the fiduciary, accepting all responsibility for administering this grant.
2. Please note that as part of the review process, the Foundation may also request your most recent audit.
3. Your organization's current Operating Budget, that includes all projected income and expense items.
4. A current Profit and Loss Statement for your organization
5. Roster of board or council members - with their professional positions
6. Project Budget worksheet (please use our template.) **PLEASE NOTE:** An Impact Grant may not be used for Operational Expenses such as occupancy, office supplies, administration, etc.
7. Letters of Support: At least one, but no more than three, letters of support for your application. We strongly encourage letters from any partnering organizations listed on your application.
8. If you are applying for a capital purchase or construction project, include up to three photos that may help the committee to understand the scope of the project. (Optional but helpful)
9. Provide a link to any online promotional materials or a video about your project. (Optional)

Questions? LaToya Turner, ltturner@ourcommunity.org or 517-282-1809.