



## Frequently Asked Questions

- **What is the value of the Impact Central Illinois IMPACT Grant?** ○ The amount of the Impact Central Illinois IMPACT grant is dependent on our membership level and is announced in mid-December following our membership recruiting season of the grant award year. We target a grant of a minimum \$100,000. Keep in mind that organizations who apply also receive exposure to our membership which is made up of more than 300 philanthropic women in Peoria, Tazewell and Woodford counties. This alone is valuable to any organization operating in the Tri-county area!
  
- **What is the value of the Impact Central Illinois INSPIRE Grant?** ○ It is our goal to fund one Inspire Grant in the amount of a minimum of \$25,000. The INSPIRE grant is reserved solely for smaller nonprofits in our community and organizations must have gross receipts of less than \$250,000 in the previous fiscal year to apply. Keep in mind that organizations who apply also receive exposure to our membership which is made up of more than 300 philanthropic women in Peoria, Tazewell and Woodford counties. This alone is valuable to any organization operating in the Tri-county area!
  
- **Can my organization apply for both the IMPACT Grant and the INSPIRE Grant in the same year?**
  - No. Organizations can apply for only one Impact Central Illinois grant per year based on the organization's annual gross revenue. 501(c)3 organizations with gross receipts greater than or equal to \$250,000 are eligible to compete for the **IMPACT** grant, and 501(c)3 organizations with gross receipts less than \$250,000 are eligible to compete for the **INSPIRE** grant. Your organization must compete in the appropriate category by selecting the Grant Type (Impact/Inspire) with the Proposal Submission.
  
- **Can I submit a proposal for less than the full amount of either the IMPACT or INSPIRE Grants?**
  - No. All applicants must utilize the full amount of the Impact Central Illinois grant for which they apply. Funding for programs that require a lesser amount will NOT be considered. Budget forms are available on our website and should be used to allocate the funds of the grant for your particular proposal.
  
- **Can I submit a proposal that has a total budget greater than the full amount of either the IMPACT or INSPIRE Grants?**
  - Yes. If your program's budget exceeds the full amount of the Impact Central Illinois

grant for which you apply, you will be required to delineate the portion of the program that is to be funded by that Impact Central Illinois grant on the provided budget form. You will also be asked to identify the additional sources of funding that have been previously secured, or applied for, in order to complete the proposal.

- **How do I know which focus area is appropriate for my program?** o Impact Central Illinois cannot advise you on selecting an appropriate focus area. A program could fall into more than one focus area. Because the number and quality of applicants in any given focus area can vary from year to year it would be unfair for Impact Central Illinois to guide any individual applicant toward a specific focus area.
- **If I am unsure which focus area is appropriate for my program, can I leave it blank and allow Impact Central Illinois to select a focus area for me?**
  - o No. Applicants must select a focus area on their own. Proposals without a selected Focus Area will be deemed incomplete and therefore not considered.
- **Can my organization submit a proposal in more than one focus area?** o No. Organizations can submit only one proposal per year.
- **My organization is faith-based. What restrictions apply to faith-based organizations seeking consideration for an Impact Central Illinois grant?**
  - o The Grant Guidelines state that Impact Central Illinois will accept submissions from any 501(c)3 organization in existence at least three (3) years. There are no restrictions on the type of organization applying. However, Impact Central Illinois requests full disclosure on questions related to the proposal and will use those disclosure answers in the review of the submission. Proposed programs/projects must serve the community at large. It is our goal to support proposals presented by highly capable organizations to address measurable needs in the community with innovative solutions. We use these three (3) key criteria when reviewing all proposals.
- **Will Impact Central Illinois consider a proposal from a group of non-profit organizations working in collaboration?**
  - o Yes. However, one organization must be identified as the “lead” organization and apply for the Impact Central Illinois grant as if it were an individual organization on behalf of the group. The leading non-profit organization must demonstrate a significant role in the execution of the program. The leading organization must also be willing to take on all rights, responsibilities, restrictions and liabilities of the grant should the collaborative program be selected as the grant recipient. Note that this means the lead organization will NOT be able to submit a proposal outside of the collaborative proposal and if the collaborative proposal is selected the lead organization will not be able to reapply for subsequent Impact Central Illinois grants for at least 24 months.
- **My organization is not a 501(c)(3). However, we are collaborating with a 501(c)(3)**

**and are using them solely as a fiscal partner. Do we qualify?**

o No. Organizations must be a 501(c)(3) to qualify and partnerships with an existing 501(c)(3) must be able to demonstrate significant involvement in the execution of the proposal.

**• My organization is exempt from paying sales tax in the state of Illinois and we have a certificate from the state. Can we use this to prove our nonprofit status?**

o No. Organizations must be a 501(c)(3) and provide a determination letter from the IRS to that effect during the initial financial documentation submission.

**• My organization is a national organization with a local office providing services in Peoria, Woodford and/or Tazewell counties. Can it receive funding from Impact Central Illinois for our local operations?**

o Yes. If the program that you are proposing will provide services for residents of Peoria, Woodford and/or Tazewell county and if you are able to provide financial documentation representing the financial health of your specific chapter/office, organizations are encouraged to apply. Organization must be able to demonstrate adequate controls to ensure that the funds will serve the residents of our community.

**• How should local branches or subsidiaries submit financial documentation?**

o We need to be able to review local program level financials. Organizations with local financials rolled into a larger 990 or 990 EZ should complete the ICI Financial Review Template with Statement of Activity and Balance Sheet with 3 years of comparable financial data and the current year estimates. In addition, the treasurer or president must sign the template affirming that the data is true and accurate, like the statement on 990s. These organizations should also provide three years of 990s of the parent EIN since it holds the 501c3.

**• When funding capital improvement projects does Impact Central Illinois have specific requirements with respect to ownership/leasing of the property?**

o Yes. The property must be currently owned by the applicant or leased with a minimum of five years remaining on the lease as of Jan 1<sup>st</sup> of the grant award year.

**• When an organization receives a grant from Impact Central Illinois can it re-apply in the following year?**

o No. Grant recipients must wait at least 24 months (2 grant cycles) before applying for another Impact Central Illinois grant.

**• If my organization submits a proposal this year but is NOT selected to receive the Impact Central Illinois grant, how soon can we submit another proposal?**

o Your organization is encouraged to apply again in the following year/grant cycle. You may reapply with the same proposal if desired.

**• If Impact Central Illinois rejects a proposal for a specific reason/problem, will the**

**applying organization be given the chance to correct that issue and resubmit their proposal for consideration in this grant cycle?**

o No. All rejections are final. Organizations are encouraged to correct issues and resubmit proposals in the next grant cycle if appropriate. However, we attempt to share constructive feedback with all applicants not moving forward in the process. Feedback is managed through the Nonprofit Liaison Chair only.

- **Can I send additional materials with my proposal? For example - brochures, newsletters or letters of recommendation?** o No. Additional materials should not be sent with proposal submissions. These materials will be deleted.

- **Does Impact Central Illinois fund programs that utilize grant funds over an extended period?**

o No. Impact Central Illinois' Grant Guidelines state that the program funded must start within 45 days of award and that all funds must be utilized within a 24-month period. Any unused grant funds will be forfeited after 24 months.

- **Are non-profit organizations that apply for an Impact Central Illinois grant required to use the financial forms provided by Impact Central Illinois?**

o Yes. Impact Central Illinois understands this same information may be available to you in a different format. However, putting this information into one, consistent format helps our volunteer Finance Review Committees and Grant Review Committees understand and review an applicant's financial information more efficiently and effectively.

- **I'm confused about what financial documents you want to review? Can you clarify?**

Our Financial Review Committee (FRC) wants to see three years of comparable financial data so that they can assess your organization's readiness to receive and implement an ICI grant. We understand that different sized organizations have different reporting requirements and have broken down the categories and details below. The years requested for the 2025 grant cycle are year-end financials for 2021, 2022, and 2023.

- **Small Inspire Nonprofits With <\$50,000** in gross receipts - these nonprofits are allowed to submit the 990N postcard.

These organizations should complete the ICI Financial Review template with Statement of Activity and Balance Sheet with 3 years of comparable financial data and the current year estimates. In addition, require the treasurer and president must sign the template affirming that the data is true and accurate, similar to statement on 990s.

- **Inspire Nonprofits With <\$250,000** - the limit to file 990 EZ is gross receipts of <\$200,000 so this should be the rest of our Inspire Candidates

These organizations should provide 3 years of 990EZ or 990. If they have less than 3 years because in one of the year's revenues were below 50,000, then they need to **also**

fill out the ICI Financial Review template for all 3 years, so we have 3 years of comparable historical data. They should also provide estimates for the current year.

- **Inspire Nonprofits With <\$250,000 who do NOT have to file a 990 with the IRS,** primarily being faith-based organizations or subsidiaries of another organization.

These organizations should complete the ICI Financial Review template with Statement of Activity and Balance Sheet with 3 years of comparable financial data and the current year estimates. In addition, require the treasurer or president to sign the template affirming that the data is true and accurate, like the statement on 990s.

- **Impact Nonprofits With 990 requirement (>200,000) but no IL audit required (<300,000)**

These organizations should provide 3 years of 990. If they have less than 3 years because in one of the year's revenues were below 50,000, then they need to **also** fill out the financial statement template for all 3 years, so we have 3 years of comparable historical data. They should also provide estimates for the current year.

- **Impact Nonprofits With 990 requirement (>200,000) and an IL financial review required (300,000-499,999)**

These organizations should provide 3 years of 990. If they have less than 3 years because in one of the year's revenues were below 50,000, then they need to **also** fill out the ICI Financial Review template for all 3 years, so we have 3 years of comparable historical data. They should also provide estimates for the current year. They should upload a copy of the most recent financial review of the latest year available.

- **Impact Nonprofits With 990 requirement and IL audit required (>500,000)**

These organizations should provide 3 years of 990. If they have less than 3 years because in one of the year's revenues were below 50,000, then they need to **also** fill out the financial statement template for all 3 years, so we have 3 years of comparable historical data. They should also provide estimates for the current year. They should also upload the audit review of the latest year available.

- **Impact Nonprofits who do NOT have to file a 990 with the IRS**

These organizations should provide a completed ICI Financial Review Template with Statement of Activity and Balance Sheet with 3 years of comparable financial data and the current year estimates. In addition, the treasurer or president must sign the template affirming that the data is true and accurate, like the statement on 990s.

- **What kind of communication can my organization expect from Impact Central Illinois through the grant application process?**

- Until semi-finalists are selected for Site Visits all communication will be conducted via email. Once semi-finalists are identified communication may include telephone calls. All communication will be coordinated through the Impact Central Illinois Nonprofit Liaison Chair.

- **How will I know if Impact Central Illinois is going to make a site visit to my organization?**
  - All Site Visits Semifinalists will be notified. Site Visits will occur within a specified week in the late spring, usually April. Once selected as a Site Visit Semi-finalist, nonprofits will be contacted by the Nonprofit Liaison Chair to finalize on-site visit logistics and date.
  
- **Is there a publicly available list of Impact Central Illinois members?** ○ No.  
Impact Central Illinois does not publish our membership list.
  
- **Who can my organization contact to discuss my proposal once it has been submitted?**
  - For questions about grant guidelines, processes or forms you can email [grants@impactcentralillinois.org](mailto:grants@impactcentralillinois.org).
  - If Impact Central Illinois has questions about your submission, we will contact you through our Nonprofit Liaison Chair.
  - Impact Central Illinois is committed to a fair and unbiased grant award process. We will not entertain ANY behavior that could be perceived to create unfair influence or advantage. This includes unsolicited communication related to any topics other than grant guidelines, processes or forms. Applicants must not contact members of Impact Central Illinois in any way unless and until Impact Central Illinois contacts you for additional information. Any attempt to unfairly influence the grant award process is grounds for elimination of a grant applicant's proposal.