

## The Application Process

**Letter of Inquiry** Grant applicants must submit a Letter of Inquiry and Cover Sheet. Five (5) copies of the Letter of Inquiry must be submitted by U.S. mail and received by Friday, November 12, 2010. Letters may not be faxed, or sent via electronic mail. Note: Impact100 Sonoma's P.O. Box cannot accept delivery from overnight mail services.

**Invitation to Submit a Full Proposal** Letters of Inquiry will be reviewed by the Financial Review Panel and the Focus Area Committee and the Grants Chair will notify applicants if they have been selected to submit a Full Proposal. Impact Grant applicants will be notified of this decision by Thursday, December 9, 2010. Community Grants applicants will be notified of this decision by Monday, January 10, 2011.

**Full Proposal** \* Impact Grant Program: Five (5) copies of the Full Proposal must be postmarked Wednesday, February 9, 2011. Community Grants Program: Five (5) copies of the Full Proposal must be postmarked Tuesday, February 22, 2011. Proposals may not be faxed, or sent via electronic mail. Note: Impact100 Sonoma's P.O. Box cannot accept delivery from overnight mail services.

**Site Visit** Impact100 Sonoma Focus Area Committees will review all Proposals and notify applicants if they have been selected for a site visit. All applicants will be notified, even if they are not selected.

**Selection of Finalists** Focus Area Committees will select and announce the Finalists in each Focus. Finalists will be invited to attend an informational meeting to receive guidelines for making presentations to the membership at the Annual Meeting.

**Finalist Presentation** Finalists will be required to make a presentation at the Impact100 Sonoma Annual Meeting.

**Selection of Grantees** Impact100 Sonoma Members will vote by individual ballot at the Annual Meeting and that vote will determine the grant recipients. Prior to the release of grant funds, each recipient must complete the Impact100 Sonoma Grant Agreement. [Click here to see the Sample Grant Agreement.](#) The grant recipient will be invited to attend a check presentation and press conference to announce the grant.

**Payment of Grants** Impact100 Sonoma will distribute the grants in installments depending on the nature of each project.

**Reports and Evaluation** Grantees must submit periodic reports on implementation and progress of the project to Impact100 Sonoma as requested. When the project is complete, or funds are fully expended, the grantee must submit a final report.