



2025-2026 LETTER OF INTENT INSTRUCTIONS

Thank you for your interest in applying for a grant from Impact the Palm Beaches. Completing a Letter of Intent is the first step in our process. Please fully complete the application and attach required documents.

TIMELINE

Monday, Sep 15, 2025

Letter of Intent opens

Wednesday, October 22, 2025 at 12:00 PM

Letter of Intent closes

STEPS TO SUBMIT

1. Complete the Letter of Intent (LOI) on the following pages.
2. Before noon on Wednesday October 22, 2025, email the Letter of Intent plus all required attachments to the Grant Committee at impactpbgrants@outlook.com
 - please submit the LOI and all required documents in one email
 - LOI proposals received past the deadline will not be accepted - No Exceptions
 - submit early to allow enough time to make any corrections if necessary
3. Within a week, you will receive an email reply confirming receipt and acceptance of the documents submitted. Your LOI is not considered accepted until you receive an email specifying acceptance.

HOW TO SUBMIT

The Letter of Intent is in Microsoft Word and **must** be submitted as a Word or an Apple Pages document.

Please comply with specified word counts. Text that goes over the word limit will be manually deleted.

The Signature Authorization page can be scanned and submitted as a PDF.

Below are **Required Attachments** (submit as PDFs) without which the application is incomplete:

- IRS 501(c)(3) Determination Letter
- Florida Department of Agriculture Solicitation Permit
- most recent IRS 990
- most recent Audited Financial Statements (a financial review or compilation prepared by a Certified Public Accountant will not be accepted)
- most recent Audit Management Letter (if applicable)

QUESTIONS?

Contact impactpbgrants@outlook.com

ELIGIBILITY REQUIREMENTS

Before applying, please carefully review the eligibility requirements listed below.

- The applicant must be a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code and designated as such for at least 24 months.
- The applicant must be registered with the Florida Department of State, Division of Corporations

- The applicant must report total revenue for the last full fiscal year of at least \$500,000 in the most recent IRS 990. If exempt from filing IRS 990, the revenue requirement is taken from the audit.
- The applicant must have a substantial local presence and programming in Palm Beach County
Substantial local presence is defined as a staffed facility or office dedicated exclusively to the organization, available to the public seeking services or benefits. The facility must be open at least 15 hours a week and have a telephone dedicated exclusively to the organization.
- Local organizations or chapters with national affiliations are eligible to apply IF the local organization providing services in Palm Beach County is a 501(c)(3) public charity identified with its own EIN and files a Form 990 demonstrating an operating budget within our guidelines. The organization applying for our grant should be the party accepting responsibility for receiving and spending the grant funds.
- The organization must be able to provide the following documents:
 - IRS 501(c)(3) Determination Letter
 - Florida Department of Agriculture Solicitation Permit
 - An audit (in the most recently completed fiscal year) conducted by an independent Certified Public Accountant that expresses an unqualified opinion. Compilations and/or reviews are not acceptable.
 - IRS Form 990
- The project must serve the residents of Palm Beach County within the boundaries of:
 - Lake Worth Road north to the Martin County line
 - The Atlantic Ocean west to the Palm Beach County line

The entire \$100,000 grant must be utilized within those geographical boundaries.
- Recipients of an Impact the Palm Beaches \$100,000 grant are not eligible to receive a grant for at least 4 years from the date the grant was awarded. Agencies awarded full grants in April 2025 are not eligible for a new grant until April 2029. Merit award winners may reapply the following year. Recipients of a \$100,000 grant cannot receive new grant funds through collaborations with another agency within 4-year time period.
- The program or project may be new, an expansion of an existing program, or a collaborative effort between more than one qualifying agency.
- The organization must use the full amount of the grant within two years of the award date.

IMPACT THE PALM BEACHES WILL NOT ACCEPT APPLICATIONS TO SUPPORT

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| <ul style="list-style-type: none"> • Activities outside our 5 focus areas of Arts & Culture, Education, Environment & Animal Welfare, Family, and Health & Wellness • Programs that take place outside of our geographic area • Debt reduction or operational deficits • Fundraising campaigns or events • Capital campaigns (*definition below) • Endowments or memorials | <ul style="list-style-type: none"> • Bridge funding or interim financing • Partisan or political activities • Legal expenses • Travel expenses • Loans • Grants to individuals • Grants to private foundations • Religious organizations for religious purpose |
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* **Capital Campaign:** an organized drive to accumulate **SUBSTANTIAL** funds to finance major needs of an organization such as a building or major repair/remodeling project. Capital campaigns are different than a capital grant to fund specific equipment, building costs, vehicles or materials clearly wrapped around a program or a project serving clients of the organization. Impact the Palm Beaches **WILL** permit grant requests for capital projects.