

Community Partner Grants

A Guide for Grant Seekers

THE COMMUNITY FOUNDATION OF WILL COUNTY

AN AFFILIATE OF
THE CHICAGO COMMUNITY TRUST

2018 Grant Guidelines

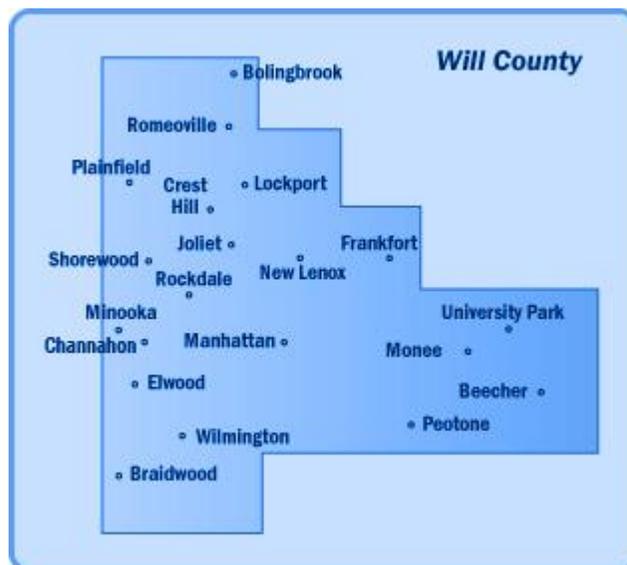
The Community Foundation of Will County

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A Guide for Grant Seekers

Our Mission states in part that The Community Foundation of Will County seeks **to improve the lives of the residents of Will County** and the surrounding area by “providing grants and related services that respond to specific needs and offer the potential to improve measurably the vitality and well-being of our diverse community.” These grants are directed by donors who establish funds with us, and through our annual Community Partner Grants - a competitive, proposal based process.

Our Community Partner Grant Priorities

With our **Community Partner Grants**, we seek to be a proactive community partner with the non-profit sector. We do not provide general funding for daily operations, but may provide essential administrative costs to launch or conduct the project.

Instead, our grants seek to address larger issues of importance in our community, especially those which:

- (1) **reflect a strategic collaborative partnership – nonprofits working together to address a wider need;**
- (2) address a critical need impacting a wide segment of the community;
- (3) build the organizational capacity of a nonprofit to be more effective and efficient in how they do their work.

As a result, our funding does not replace general funding lost because of ongoing dysfunctional budgeting at the State level, but could help organizations implement projects to reduce their dependence on that unreliable source of funding to be more self-sustaining.

We invite our community partners to submit ideas for projects that are innovative, collaborative and self-sustaining, and that deeply impact Will County and benefit the largest numbers of residents. Since this program is not the totality of grants we award, if not funded by a Community Partner Grant, we will retain your ideas to present them throughout the year to other donors as opportunities arise.

The following are our priority areas:

- **Education:** to improve literacy and language skills and general academic performance.
- **Health Care:** to improve access to quality medical resources for all residents.
- **Human Services:** to provide access to basic human needs, including: food, clothing, shelter, and assisted living resources.
- **Cultural Arts:** to provide artistic, professional and enjoyable cultural arts opportunities in greater Will County.*

2018 Grant Priorities

- ◆ ***Education***
- ◆ ***Health Care***
- ◆ ***Human Services***
- ◆ ***Cultural Arts***

*Cultural Arts grants are funded through the Wadsworth Family Cultural Arts Endowment. The maximum awarded in this area will be \$5,000, and these proposals may support and sustain the activities, programs, performances, projects and equipment in helping people of all backgrounds experience the joy and passion that the arts can bring to their lives. Of special interest is the support of live performance opportunities and education of youth through quality presentations and programs that enhance the cultural background of the area citizens. The grant can also support the mission of Will County area culturally based organizations to the fullest extent ensuring that their diverse and artistic excellence will be readily available to the entire greater Will County area.

Who is eligible to apply for a grant?

- Any qualified 501(c)(3) organization, as defined by the Internal Revenue Service Code, that is located within Will County, or serves a significant number of Will County residents.
- Nonprofits which are not 501(c)(3) organizations, must have a fiscal agent agreement with a 501(c)(3).
- While we do not fund the promotion of religion, we will consider secular activities of faith-based organization serving the residents of Will County.

Grant Review preference will be given to:

- **Organizations that demonstrate collaborative and financial partnerships with other nonprofits for planning and implementation of this project. In the absence of collaborative partners, the request will be moved to a lower category of consideration if additional funds remain.**
- Projects that are already approved as a United Way project, but which have some components necessary for implementation which are not funded

through their support. In such cases, we will discuss the strategic value of this project with the United Way.

- Organizations with strong Boards who have a high percentage of personal donations, and will actively seek new funds in support of this program at a level that would match any grant awarded. You will be asked to document this commitment in the application and final report.
- Organizations with a strong enough fiscal base and diversified source of funding to suggest they are highly sustainable, or that have the ability to sustain a funded project as it becomes an ongoing program.

The following types of grants will be considered:

- Development of innovative and incubator initiatives that represent a strong collaborative effort with other partner organizations.
- The planning or development of coalitions to provide leadership addressing core community issues, which go beyond the work of a single organization.
- Critical mission-focused capital needs, for which other avenues of funding have been explored, but are unavailable. (Must provide detail on the other sources that were unsuccessfully explored.)
- Projects or planning which enhance organizational capacity to become more financially self-sustaining, diversify fundraising infrastructure, or build collaborative programs.
- Projects to launch or pilot a new initiative where a strategic plan is in place, along with self-sustained funding beyond the period of the grant, as the project becomes an ongoing program.
- Projects which range in size from \$5,000-\$15,000.
- The majority of grants will be awarded for a project that must be fully implemented within the coming year, with renewal requests considered under extenuating circumstances.

Eligibility

- ◆ ***501(c)(3) required***
- ◆ ***Serving significant numbers of Will County residents***
- ◆ ***Faith-based orgs are eligible***
- ◆ ***Preference given to collaborative partnership initiatives, and presence of matching gift commitments***

Grants will NOT be made for the following:

- Endowment campaigns
- To individuals
- Programs that require adherence to a particular religious belief or practice to receive services.
- Conferences, festivals, exhibitions, events, fundraisers, or meetings
- Political campaigns or endeavors
- General operating support or debt reduction
- Staffing
- Scholarships
- Multiple grants to the same organization
- Projects where our funding would not ensure full implementation during that award year (i.e.: \$10,000 for a \$125,000 project with minimal funding in place).
- Proposals which do not include all requested information (or) which request an amount outside the guidelines, will not be considered.

Please contact us if you have questions about a specific project eligibility!

Process and Timeline

A complete submission is required and must include: (1) completed online application; (2) most recent audited financial statement and other requested financial information; (3) budget for current operating fiscal year and (4) a letter of commitment from the Board Chairperson if matching funds will be provided. All materials must be submitted online by 11:59 p.m. June 1, 2018.

**Application Deadline:
Friday, June 1, 2018**

Timeline

- Online Application is available April 2, 2018
- Application Deadline (11:59 p.m.) – June 1, 2018
- Grants Committee review of applications – June-July 2018
- Interviews, site visits, and final recommendations to Board – July-August, 2018
- Grants will be awarded by August 31, 2018
- Checks will be presented at Reception October, 2017

• **Submission Information:**

www.cfwill.org : “Grants” tab “For Grant Seekers” to reach the online system

GrantCentral–Grants Management System

You will access the application from our website, at www.cfwill.org under our “Grants” tab on our “For Grant Seekers” page by clicking the “Access Application” button. The online application will be available on April 3rd, but the elements that will be required for the application are included in this document so that you can begin framing your project request. Instructions for registering and using the online system are available on the “Grant Help Desk” and will walk you through the process.

Here are some steps to get you started. If you applied for a grant in 2014, ‘15 or ‘16, you can use the same username (e-mail address) and password to enter the system. If you have not applied for a grant using **GrantCentral**, you will need to REGISTER. **GrantCentral** breaks the information down under tabs that are easy to navigate.

- **Organization Profile** – one of the ways **GrantCentral** saves you time and effort is by storing your organization’s basic information. If you applied for a grant in 2014, ‘15, or ‘16 you will only need to update information that has changed in this section and verify that everything is up to date and accurate. If this is your first application in **GrantCentral**, you’ll enter your contact details, mission, history, staff, budget, and more, then have access to update that profile at any time. No more typing these answers into every application you submit! **EXECUTIVE DIRECTORS ONLY-We encourage you to keep the list of GrantCentral users for your organization up-to-date.** Within the Organization Profile, you’ll see all the accounts associated with your nonprofit. You can deactivate outdated accounts quickly and easily-keeping your information secure.
- **Funding Opportunities** -will provide a listing of RFP’s that are available through The Chicago Community Trust. To narrow down your search and help you find the Will County RFP, you will find a **Subject Area/Status Search** pull down menu. Under **Subject Area** select **Will County** and **Status** select **All** and click **Search**. This will take you to the Will County 2018 Request for Proposal. You can view the **Details** about the grant or **Apply Now**. If you choose to **Apply Now** you will be taken into the RFP. You will be able to save the data you have entered and return to the application to update it and review it before your final submission. You will find your saved application under the **Applications** tab under Open Applications.
- **You must fill in BOTH the ORGANIZATIONAL PROFILE and the APPLICATION sections to complete your submission.**
- **Here’s a tip: Complete your Organization Profile early, and review it regularly. In order to submit a proposal, you must certify that all information is up-to-date within the last two months-so keeping it up-to-date will leave less work to complete before a deadline.**

Application Overview

Organization Profile

- ◆ Organization Name
- ◆ Mailing Address, Phone and Fax
- ◆ Non-Profit Status
 - Year Incorporated
 - EIN (Employer Identification Number)
 - If using a Fiscal Agent – Fiscal Agent Name, EIN, Address and Fiscal Agent Letter (Uploaded), Fiscal Agent Signatory & Signatory E-mail
- ◆ Contacts
 - Organization Leadership
 - Signatory (Most Senior Executive for your organization. This individual must be able to sign contracts for your organization – Title, Name, E-mail, Phone, and Fax (Second Signatory if you have more than one.)
 - Development Contact
 - Marketing/PR Contact
 - Finance/Accounting Contact
 - Board Member Names, Title , Affiliations
- ◆ Demographics
 - Staff & Board Demographics
 - Number of Full-Time Staff
 - Number of Part-Time Staff
 - Number of Volunteers
 - Number of Contractors
 - Male/Female, Ethnic Origins, Persons with Disabilities
- ◆ Organization Background Information
 - Mission
 - History
 - Current Programs
 - Geographic Area Served
- ◆ Organization Financial Information
 - Current Operating Budget

- Endowment –Y/N & Amount
 - Percentage of Budget comprised of public funds
 - Fiscal Year End
 - Month
 - Date
 - Organizational Budget
 - Year prior, most recently completed fiscal year, and current
 - Revenue
 - Expenses
 - Surplus/(Deficit)
 - Net Assets
 - Administrative Overhead/Fundraising Expense Percentage
 - If there is a Deficit, please explain why
 - If your budget has experienced significant fluctuation over the past three years, please explain.
 - Top five sources of funding for the organization and dollar amounts from each.
 - Percentage of earned versus unearned income for your most recent fiscal year
 - Earned (Revenue generated from investment earnings, trust funds, fees for service, administrative fees, the sale of goods)
 - Unearned (Individual donors, corporations, foundations, government, other)
 - Organizational Financial Uploads
 - Upload a copy of the most recent audited financial statement
 - Upload the final financial statement for the year just completed if not audited
 - Upload the budget for the current operating fiscal year
- ◆ Marketing
 - Website
 - Facebook Account
 - Twitter Account
 - YouTube
 - Logo (Upload)
 - Special events or important milestones

- ◆ Additional Information
 - Population Served
 - Challenges/Obstacles
 - Reserve
 - Staff Development
 - Professional Development
 - Leadership Involvement
 - Fundraising Efforts

Application Information

- ◆ Project Description
 - Project Description
 - Project Name
 - Project Summary
 - New or Renewal Grant
 - Ongoing or New Project
 - Organizations capacity to manage this project
 - Key Leaders of this project,
 - Role and Biographies or Resumes
 - Project Director and E-Mail
 - Acknowledgement/Publicity
 - List the ways that our support will be acknowledged and any opportunities to increase our visibility within your target community.
 - Special Events or key dates
 - Please share any special events or important milestones coming up for your organization. We are always looking for stories about the special events and successes of our nonprofit partners that we can share with a wider audience.
- ◆ Detailed Questions
 - Request Category – Health, Human Services, Education, Cultural Arts
 - Is this a one-time project? Y/N

- Grant Specifics – Describe the priority community need that this program/project will serve, and how this grant will help serve that need.
- Direct Beneficiaries - Who and how many Will County residents this project directly benefits?
- **Similar Organizations/Collaborations - List other organizations addressing similar needs in your area. Explain which of these organizations you collaborate with and explain any rationale for lack of collaboration with them on this project.**
- What happens to this program/project if you are NOT awarded a grant?
- Project Sustainability - If awarded, provide detailed plan and sources of funding to sustain the project over the next three (3) years?
- **Program /Project Collaborations - List the names and role (funding, staff, space, etc.) of other organizations and /or volunteers with whom you will collaborate or partner on this program/project. (Include leveraging letters [*Letters from collaborating partners that validate their financial or in-kind commitment.*] if possible.)**
- Board Support Commitment - Will Board commit to raise new funds (not allocation of existing resources) for a match to this grant? (Letter of Board Commitment with a Financial Goal)
- Report Submission - Will the Project Director provide required Interim and Final Reports? Include e-mail address for individual responsible for report submission.
- ◆ Participant Profile
 - Geographic Area Served by proposal
 - Clients/Program Participants/Audience Served by Project (Male/Female, Ethnic Origins, Persons with Disabilities, Veterans)
- ◆ Project Budget
 - Revenue Sources (including amounts requested from The Community Foundation and amounts committed)
 - Expenses – Salary/Wages, Fringe Benefits, Contract Services/Professional Fees, Facilities, Equipment/Supplies, Staff/Board Development, Travel/Related Expenses, Fundraising, Indirect Costs

- If expenses exceed revenue, explain
- Budget for this project
- Budget narrative/justification
- Amount Requested
- ◆ Evaluation
 - Methods to evaluate the project
 - Anticipated Impact
 - Outcomes & Measures
- ◆ Review/Submit
 - Organizational Profile
 - Last Date it was Updated
 - Certify that it is accurate to the best of your knowledge
 - Application
 - Certify that you have reviewed the application and you are ready to submit

Attachments

The following should be available for uploading with application:

- Fiscal Agent Letter (if applicable)
- Completed application form
- Most recent audited statement
- Budget for current operating fiscal year
- Key Leader's CVs or Resumes
- Letter of commitment with financial targets from Board Chairperson
- Leveraging letters from partners (if applicable)
- Logo

FOR QUESTIONS regarding technical aspects of the application process, or any difficulties, CONTACT: Michelle Champagne, Program Associate, at (815) 744-9223 or mchampagne@cfwill.org

FOR QUESTIONS regarding eligibility or to discuss specifics of a project design, CONTACT: Michael Trench, Executive Director, at (815) 744-9223 or mtrench@cfwill.org