

Memo

March 1, 2018

TO: **2018 Grant Applicants**

FROM: Community Foundation of Will County – Board of Directors - Grants Committee

We are pleased to announce the launch of our 2018 grant process for our **Community Partner Grants**. In addition to this Memo, you should review the *2018 Guidelines for Grant Seekers* booklet. Copies are available on our website at www.cfwill.org under the “Grants” tab on our “For Grant Seekers” page. To help you determine whether to apply, we offer the following information:

- ◆ Having awarded over \$1.1 million through this program, we anticipate \$55,000 available this year. Awards will be in the \$5,000-\$15,000 range.
- ◆ Our funding priorities this year are: **Education, Health, Human Services, and Cultural Arts.**
- ◆ 501 (c) (3) status or partnership with a 501 (c) (3) organization is required; and you must be located within Will County, or serve a significant number of Will County residents.
- ◆ For projects in Education, Health, and Human Services, 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.
- ◆ **Preference will be given to proposals that include collaborative partnership financially, and where the Board of Directors are involved in raising “new” funds to match some or all of the project funding.**
- ◆ The Wadsworth Family-Will County Cultural Arts Endowment will provide \$5,000 of the total funds available and will be used to provide artistic, professional and enjoyable cultural arts opportunities to the greater Will County area.
- ◆ If not funded as a Community Partner Grant, we will retain your ideas to present them throughout the year to other donors as opportunities arise.
- ◆ We will continue to use an online application system, in our grants management system known as **GrantCentral**. 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 2nd, but the elements that will be required for the application are included in the *2018 Guidelines for Grant Seekers* so you can begin framing your

project request. Instructions for registering and using the online system are available on the “Grant Help Desk.” If you applied for a grant since 2014 you can use your existing username and password. If you are applying for a grant in **GrantCentral** for the first time, you will need to register.

- **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 the last four years, you will just need to update the information in this section of the application that has changed and verify that you have updated it. If you are a new user, you’ll enter your contact details, mission, history, staff, budget, and more. **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 ORGANIZATION 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 Deadline is 11:59 p.m. **June 1, 2018** – via the online system.
 - ◆ Site visits/applicant meetings with applicants in final review will be scheduled during July-August, 2018.
 - ◆ Final determinations will be made by The Community Foundation of Will County Board in late August, with announcements following shortly afterwards. Our Annual Grants Reception for check distribution will be held in October.

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