

FY19 Community Partner Grant Cycle

A Guide for Grant Seekers

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The Community Foundation of Will County (CFWC) is accepting applications for their FY19 Community Partner Grant Cycle through an online application process. Organizations may not apply for more than one project. Funding requests for proposals allied with Education, Health, and Human Services should not exceed \$15,000. Funding requests for proposals for Cultural Arts should not exceed \$5,000.

Submission of an application and meeting mandatory requirements are not a guarantee of funding. Funding recommendations will be presented by the CFWC Grants Committee to the CFWC Full Board of Directors for final approval; final funding decisions will be issued to applicants in writing.

Since this funding opportunity is not the only means through which grants are awarded through the CFWC, if not funded by a Community Partner Grant, we will retain proposals and present their ideas throughout the year to our donors as opportunities arise.

Who is eligible to apply for a grant?

- Qualified 501(c)(3) organization, as defined by the Internal Revenue Code, that are located within Will County, or serves a significant number of Will County residents, **excluding:**
 - Hospitals (including supporting Foundations).
 - Organizations with publicly elected Board members who have the ability to generate tax support.
- 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.

With our Community Partner Grants, we seek to be a proactive partner with the non-profit sector. Our funding is not intended to replace funding lost at the City, County, State, or Federal level. Our grants seek to address root/ underlying causes for social issues, as opposed to funding projects that provide temporary fixes/ relief.

The following Fields of Interest are fundable up to \$15,000 during the FY19 cycle:

● **Education:** Projects that promote success in school and life for Will County residents of all ages, including creating opportunities for self-sufficiency, personal growth, life skills and job readiness.

● **Health:** Projects that provide access to health services for low income, uninsured, under-insured and underserved Will County residents. Preference will be given to projects/ program that align with the strategic issues identified via the Community Health Needs Assessment (CHNA) conducted by the Will County Mobilizing for Action through Planning and Partnerships (MAPP) Collaborative.

● **Human Services:** Support a wide range of projects which provide opportunities for low income and/ or at-risk Will County residents to improve their quality of life by providing for basic human needs, including: food, clothing, and shelter

Cultural Arts grants are funded through the Wadsworth Family Cultural Arts Endowment. The maximum award in this area will be \$5,000

● **Cultural Arts:** Projects that support and sustain a diverse range of creative expression found in societies and culture intended to be appreciated for their beauty or emotional power. Preference will be given to proposals which support live performance opportunities such as, theatre, music, voice, dance, and visual arts in greater Will County.

The following types of proposals will be considered:

- Projects which demonstrate efforts to reduce risk factors, and in an effort to prevent later problems.
- Projects which increase self-sufficiency so individuals are better able to meet their own needs, and are therefore less likely to need charitable interventions down the road.
- Initiatives which develop 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 be able to demonstrate that attempts to secure alternate sources of funding were unsuccessfully explored prior to submitting this proposal).
- Projects or planning to enhance organizational capacity to become more financially self-sustaining, diversify fundraising infrastructure, or explore merger.
- Projects to launch or pilot a new initiative where a strategic plan is in place, along with a solid self-sustained funding plan beyond the period of the grant, as the project becomes an ongoing program.
- Project that will be fully implemented within the coming year.

Applications will not be considered for the following activities:

- General operating support, ongoing staff salaries, or debt reduction.
- Endowments or capital campaigns.
- Conferences, festivals, exhibitions, events, fundraisers, or meetings.
- Political campaigns or endeavors.
- Scholarships.
- Programs that require adherence to particular religious beliefs or practices in order to receive services.
- Programs designed to use funds for making grants to other organizations (i.e. sub recipients).
- Projects where our funding would not ensure full implementation during that grant year (i.e.: \$10,000 towards 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.

Preference will be given to:

- Projects that demonstrate collaboration, including leveraging **financial** resources, with other nonprofits for project implementation.
- Organizations with strong Boards who have a high percentage of members who give personal donations.
- Organizations with a strong enough fiscal base, and diversified sources of funding, to suggest they are highly sustainable.
- Projects demonstrating evidence to support community need.
- Projects which clearly support their organization's mission and purpose.
- Projects that utilize unique innovative approaches to address community needs.
- Projects with outcomes that are measured quantifiably.

Reporting

Grant recipients are required to complete final reports that reflect on their progress towards achieving outcomes as described in their grant proposal. Through these reports, both The Community Foundation of Will County and the grant recipient organizations are able to gather valuable feedback and knowledge that can inform future work.

Final reports are to be completed via the online grant application platform; GrantCentral – Grants Management System.

Please contact Jane Tyschenko at (815) 744-9223 or jtyschenko@cfwill.org if you have any questions related to project eligibility.

TIME LINE

Online Application is available	April 1, 2019
Application Deadline (11:59 PM)	May 31, 2019
Grants Committee reviews project proposals	June – July 2019
Interviews, site-visits, final recommendations to the Board	July – August 2019
Projects approved for funding by the CFWC Board of Directors	August 15, 2019
Applicants will be notified in writing, decision to fund or not	August 2019
Grant checks will be presented at the Grantee Awards Reception	October 2019

ONLINE GRANT APPLICATION PROCESS

Proposal must be submitted via The Community Foundation of Will County's online grant application platform; GrantCentral – Grants Management System. Applicants can access the platform through The Community Foundation of Will County's website www.cfwill.org.

On the “Grants” tab select “For Grant Seekers”, then on the right hand side select “Access Application”.

Instructions for using the online grant application platform are available via the “GrantCentral Users Guide” and will walk applicants through the process.

FY19 Applications will be available April 1, 2019, however applicants can get started now to establish or update their Organization's Profile. Previous applicants are strongly encouraged to review and update their Organization's Profile to ensure that all information contained in the profile is up to date. Of particular importance is to ensure that the individual whose name is listed as the signatory for your organization is the authorized agent for executing grant agreements on your agency's behalf. If awarded funding, grant agreements will be sent electronically to the individual listed as signatory for your organization on your Organization's Profile in GrantCentral.

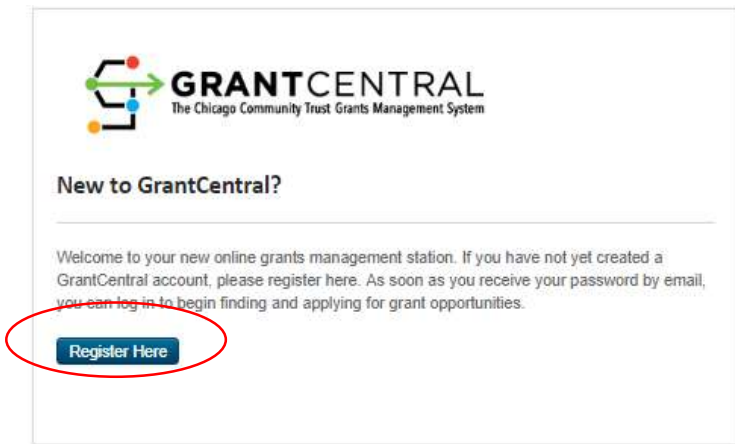
ORGANIZATIONAL PROFILE

One of the ways **GrantCentral** saves you time and effort is by storing your organization's basic information.

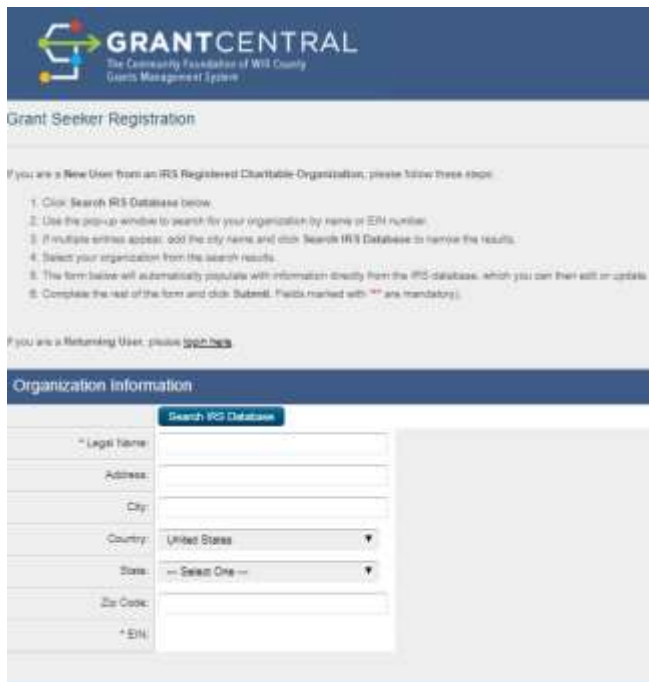
If your organization applied for a grant between FY 2014 and FY 2018 you will only need to review and update information saved to your organization's profile for accuracy.

If this is your organization's first application using **GrantCentral**, you will need to fully complete your organization's profile.

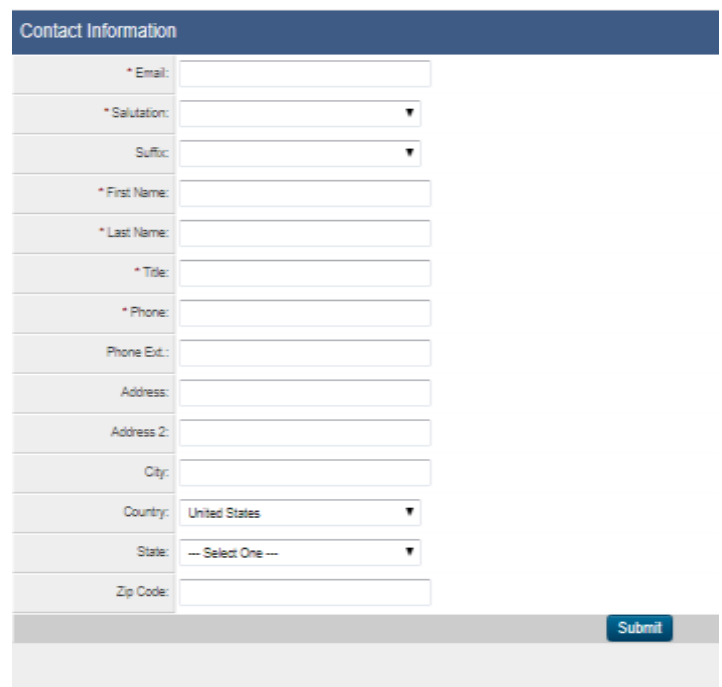
First Time Applicants must create an account and register.



Select "Register Here" and complete the registration process.



The screenshot shows the "Grant Seeker Registration" page. It includes the GrantCentral logo and a "Search IRS Database" button. Below the logo is the heading "Grant Seeker Registration". A paragraph of text reads: "If you are a New User from an IRS Registered Charitable Organization, please follow these steps: 1. Click Search IRS Database below. 2. Use the pop-up window to search for your organization by name or EIN number. 3. If multiple entries appear, add the city name and click Search IRS Database to narrow the results. 4. Select your organization from the search results. 5. The form below will automatically populate with information directly from the IRS database, which you can then edit or update. 6. Complete the rest of the form and click Submit. Fields marked with ** are mandatory." Below this text is a section for "Organization Information" with a "Search IRS Database" button and a form with the following fields: * Legal Name, Address, City, Country (United States), State (Select One), Zip Code, and * EIN.



The screenshot shows the "Contact Information" form. It includes the GrantCentral logo and a "Submit" button. The form has the following fields: * Email, * Salutation, Suffix, * First Name, * Last Name, * Title, * Phone, Phone Ext., Address, Address 2, City, Country (United States), State (Select One), and Zip Code.

FUNDING OPPORTUNITIES

The Funding Opportunities tab will provide a listing of Request for Proposals (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 **SubjectArea/ Status Search** drop down menu. Under **SubjectArea**, select **Will County**. Under **Status** select **All** and click **Search**.

This will take you to the Will County 2019 Request for Proposal.

You can **View Details** about the grant or **Apply Now**.

If you choose **Apply Now** you will be taken into the RFP.

You will be able to save any data that you have entered and return to the application at a later time to complete, update, make edits, etc. prior to final submission.

Remember to save frequently.

For NEW First Time Applicants - Once you have Registered and set up your Organizational Profile you will be able to access your saved application through The Community Foundation of Will County's website at www.cfwc.org.

When returning to the system, under the Application Tab, your Will County application status will be listed as **DRAFT**. You will be able to go back into the application and make **EDITS** until you submit the application.

Once you have submitted your application you will not be able to make changes.

Applicants must complete/ update their Organizational Profile, answer all application questions, upload all attachments requested, and certify that all information is accurate and up to date by the established application deadline in order to submit a complete application.

HELPFUL TIP: Complete your Organizational Profile early, and review it regularly.

Keeping your profile up-to-date leaves less work to complete before a deadline.

ORGANIZATIONAL PROFILE

Organization Information

- 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

- NTEE Code

Organization Leadership

- Signatory (*Most Senior Executive able to sign contracts for the organization*).
Title, Name, E-mail, Phone, and Fax
- Development Contact
- Marketing/PR Contact
- Finance/Accounting Contact

Board Members

- Names, Titles, and Affiliations

Staffing

- Number of Full-Time Staff
- Number of Part-Time Staff
- Total
- Number of Volunteers
- Number of Contractors

Special Communities

Staff and Board Demographics

- Male/Female, Ethnic Origins, Persons with Disabilities

Organization Background Information

- Mission
- Organization History Summary
- Current Programs

Geographic Areas Served

- Geographic area that your organization serves
- Geographic area that your project serves
- Does your organization serve specific municipalities within the County?
(Select all that apply)

Financials

- Current Operating Budget
- Endowment Yes/ No
If yes, \$_____
- Percentage of budget comprised of public funds (city, county, state, and federal dollars)
- Fiscal Year End (Month and Date)

Organizational Budget

- Year prior to most recently completed fiscal year
- Most recently completed fiscal year
- Current fiscal year budget
- Percentage of administrative costs for the organization's budget
- If there is a deficit to your budget or other major changes please explain
- If your budget has experienced significant fluctuation over the past three years explain
- Names and dollar amounts of your organization's top five funding sources
- Percentage of earned income versus unearned income (most recent fiscal year)

Organizational Financial Uploads

- Upload a copy of the most recent audited financial statement, or your most recent 990, if no audit is completed
- Upload the final financial statement for the year just completed if not audited
- Upload the Board approved operating budget for the current fiscal year

Marketing

- Website
- Facebook
- Twitter Account
- YouTube
- Logo (Upload)
- Special events/ important milestones coming up for your organization
- Revenue

Additional Information

- Population Served
- Challenges/ Obstacles
- Reserve Funds
- Professional Development
- Leadership Involvement
- Fundraising Efforts