




FY2020  
COMMUNITY PARTNER GRANT CYCLE

**A GUIDE FOR GRANT SEEKERS**

**THE  
COMMUNITY  
FOUNDATION  
OF WILL COUNTY**  
AN AFFILIATE OF  
THE CHICAGO COMMUNITY TRUST

1000 Essington Road  
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[www.willcountycf.org](http://www.willcountycf.org)





The Community Foundation of Will County (CFWC) is accepting applications for their FY2020 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?

## 1

A qualified 501(c)(3) organization, as defined by the Internal Revenue Code, that is 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.

## 2

Nonprofits which are not 501(c)(3) organizations, must have a fiscal agent agreement with a 501(c)(3).

## 3

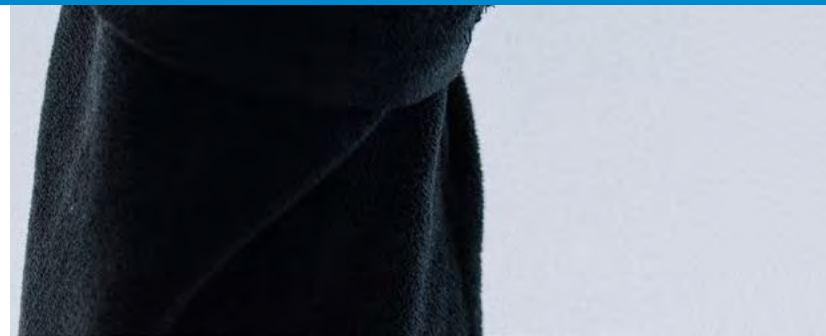
While we do not fund the promotion of religion, we will consider secular activities of faith-based organization serving the residents of Will County.



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.



# FIELDS OF INTEREST THAT ARE FUNDABLE DURING THE FY20 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 or 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.

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**The maximum award for the projects in education, health, and human services areas will be \$15,000.**





## 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.

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

# TYPES OF PROPOSALS THAT WILL BE CONSIDERED

- ✔ Projects which demonstrate efforts to reduce risk factors, 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.
- ✔ Projects that will be fully implemented within the coming year.
- ✔ Due to challenges of COVID-19, operational and salary gap needs are considered this time.



# TYPES OF PROPOSALS THAT WILL NOT BE CONSIDERED

- ✘ 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.
- ✘ Proposals for cultural arts which request more than \$5,000 and proposals for education, health, and human services which request more than \$15,000.



## 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 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.

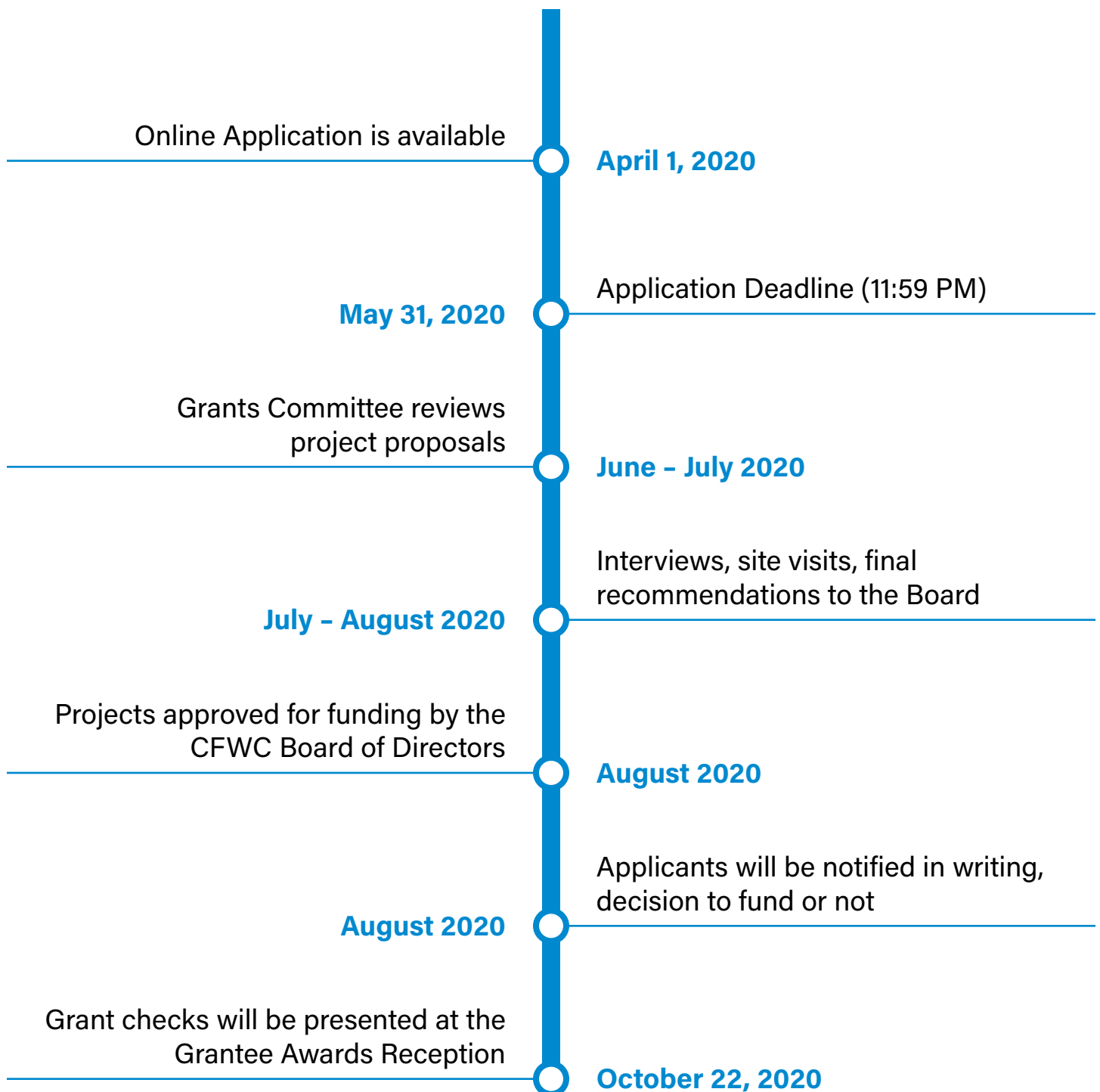
# REPORTING

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:





# TIMELINE

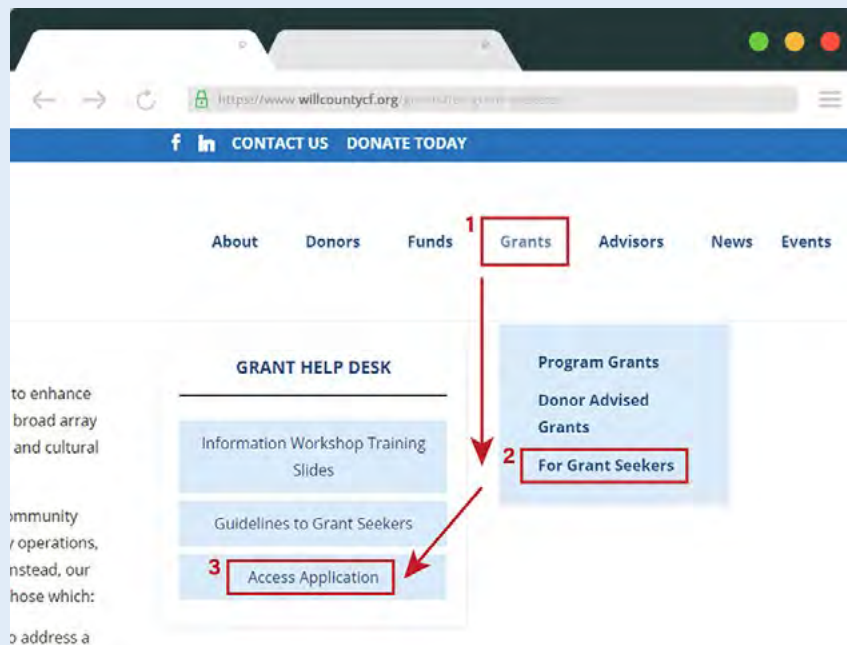


# ONLINE GRANT APPLICATION PROCESS

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: **willcountycf.org**,

- 1 On the top menu, find the "Grants" tab,
- 2 Select "For Grant Seekers,"
- 3 On the "Grant Help Desk" menu, 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.



# START DATE OF GRANT APPLICATION

FY2020 Applications will be available April 1, 2020; 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. Please 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 2019 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.



### New to GrantCentral?

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Welcome to your new online grants management station. If you have not yet created a GrantCentral account, please register here. As soon as you receive your password by email, you can log in to begin finding and applying for grant opportunities.

Register Here

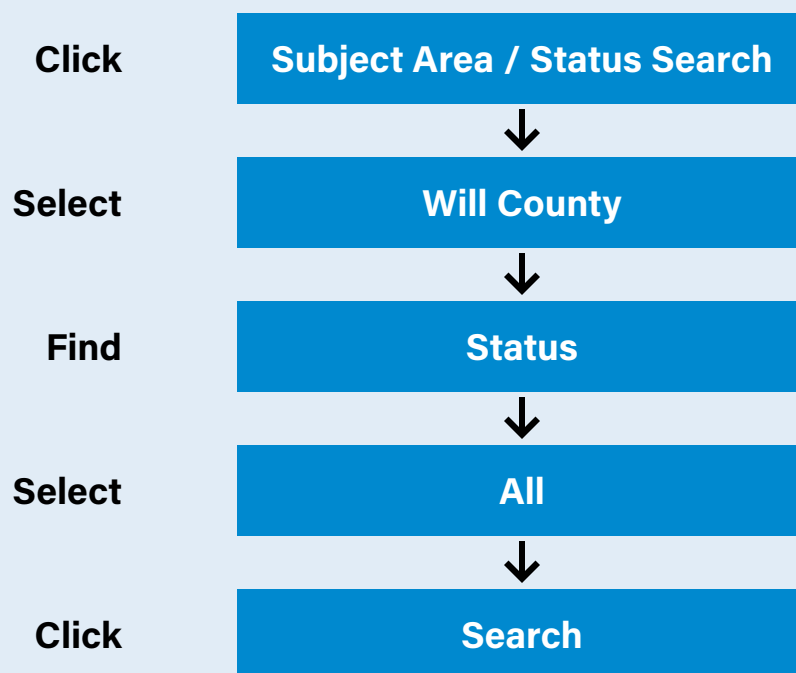
Select "Register Here" and complete the registration process.



# FUNDING OPPORTUNITIES

The Funding Opportunities tab will provide a listing of Request for Proposals (RFPs) that are available through The Chicago Community Trust.

To narrow down your search and help you find the Will County 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 [willcountycf.org](http://willcountycf.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 or 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.**







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