

GRANT GUIDELINES

COMMUNITY GRANTS | FALL 2019



Left: Students and supervisors of the YouthBuild program. (Photo courtesy of the Comprehensive Community Solutions). **Right:** Visitors to the Coronado Theater sit in chair that will undergo period-appropriate restoration (Photo courtesy of Friends of the Coronado Foundation). YouthBuild 2019 and the Friends of the Coronado Foundation received CFNIL Community Grants funding from the Education: Career Pathways and Arts & Humanities focus areas, respectively.

COMMUNITY GRANTS PROGRAM OVERVIEW

Since 1953, the Community Foundation of Northern Illinois has made more than \$72,500,000 in grants and scholarships to nonprofits and students. This is possible through the generosity of CFNIL’s donors—individuals, families, and organizations committed to improving the region’s quality of life.

Some donors choose to make one-time or legacy gifts to address the challenges and opportunities of future generations. These endowed gifts support Community Grants, CFNIL’s largest and broadest grantmaking program.

CFNIL is pleased to continue its tradition of grantmaking with the fall 2019 Community Grants cycle. This document describes who can apply for Community Grants, how to apply, and what kind of charitable activities are eligible to receive funding. Community Grants are made in six Focus Areas: Arts & Humanities, Education, Health, Human Services, Sustainable Communities, and Youth & Families. Within Education, CFNIL’s strategy is to invest in complementary education and career pathways, and to support a regional education system that continually produces healthy and productive citizens. This strategy, called **Education Works**, is detailed on page 6 of this document.

We rely on your feedback to guide our grantmaking process. Please do not hesitate to approach us with questions or comments. While we would be happy to clarify any aspect of our application, CFNIL staff do not offer specific guidance on the design or implementation of your proposal during the open application period.

Full details about the Community Grants Program may be found online at cfnil.org/community.

FALL 2019	Dates
Application Opens	August 15
Application Deadline	September 23
Notification	By end of December

FY 19 BY THE NUMBERS

Arts & Humanities

16 grants for \$142,844.49
Average grant: \$8,927
Range: \$2,000 - \$20,600

Education

27 grants for \$693,898
Average grant: \$25,700
Range: \$3,000 - \$225,000

Health

5 grants for \$142,844.49
Average grant: \$28,569
Range: \$6,000 - \$70,800

Human Services

15 grants for \$150,967.49
Average grant: \$10,064
Range: \$2,000 - \$25,681.49

Sustainable Communities

9 grants for \$142,844.49
Average grant: \$15,872
Range: \$2,407.49 - \$30,000

Youth & Families

9 grants for \$152,844
Average grant: \$16,983
Range: \$5,000 - \$28,101

Totals

81 grants for \$1,426,242.96
Average grant: \$17,608
Range: \$2,000 - \$225,000

These figures comprise all Community Grants distributed during FY19, including distributions of second and third years of multi-year grants that were originally awarded in prior years. CFNIL’s fiscal year runs from July 1 to June 30.

|APPLICATION OVERVIEW|

The application for Community Grants has seven sections:

1. **Summary:** Asks for basic information about your organization and proposal, including your proposal's Focus Area (see below).
2. **Community Need:** Asks why your activity is needed and who it will serve in terms of location, age, ethnicity, and gender.
3. **Proposal Plan:** Asks for a detailed description of your activity, including any collaboration between your organization and other entities using the Collective Impact model.
4. **Proposal Budget:** Asks for a detailed proposal budget and narrative.
5. **Measuring Results:** Asks about your charitable activity's anticipated results and your plan to track and measure those results (see page 3).
6. **Organizational Capacity:** Asks for information about your organization's staff, history, mission, and finances, including information from your 990 or other relevant financial document.
7. **Applicant Agreement:** States the terms and conditions for applying for and administering a grant from CFNIL's Community Grants Program (see page 5).

The Summary and Grant Agreement sections are not scored by grant reviewers. The Measuring Results, Community Need, Proposal Plan, Proposal Budget, and Organizational Capacity section are scored on a 1 - 5 scale by grant reviewers. The Measuring Results and Proposal Plan sections receive weighted scores. (More information about CFNIL's review process is available on page 4.)

While all applications must be submitted through the Web Portal by September 23, CFNIL provides a Word version of the application at cfnil.org/grants/community. Many applicants find it easier to initially work on the application in Word then copy and paste responses into the Web Portal.

|FOCUS AREAS|

CFNIL accepts proposals in the following Focus Areas. Generally, 50% of CFNIL's grants will be allocated for Education, while 10% will be for each of the following Focus Areas: Arts & Humanities, Health, Human Services, Sustainable Communities, and Youth & Families.

Many donors have created named funds which support the Community Grants Program. You may view the full list of these named funds at cfnil.org/donor-named-funds.

ARTS & HUMANITIES

- Increase the availability of and access to artistic and cultural experiences, especially those that represent our community's diverse culture
- Celebrate the region's history and preserve historical integrity

EDUCATION

- Align with **Education Works'** guidelines (see page 6)
- Provide creative and systemic approaches to educational improvement
- Support the education of current and future medical professionals

HEALTH

- Improve the quality of and access to health services
- Support community wellness
- Conduct research to promote the health and well-being of our community

HUMAN SERVICES

- Serve the basic needs of individuals and families
- Provide services to persons with disabilities, especially activities that promote inclusion
- Promote the equitable treatment of others

SUSTAINABLE COMMUNITIES

- Promote neighborhood and economic development
- Support efforts to ensure public safety and access to quality, affordable, and permanent housing
- Preserve our natural environment, especially activities that increase the region's understanding and appreciation of the environment

YOUTH & FAMILIES

- Provide pathways to self-sufficiency
- Strengthen families
- Support intellectual, emotional, physical and social development

|HOW TO APPLY|

Applications must be submitted through CFNIL's Web Portal by 5 p.m. on September 23, 2019. To learn how to register and apply using the Web Portal, visit cfnil.org/grants/community. We recommend saving frequently while using the portal! Funds for awarded grants will be available by the end of December; ensure funds are not needed until after January 1, 2020. Contact Program Director James Patterson at jpatterson@cfnil.org or 779-210-8206 with questions.

|TYPES OF PROPOSALS|

Application questions will vary depending on the type of proposal submitted:

- **Event** – Choose “event” if the duration of the charitable activity described in the proposal is less than a week. *Example: A weekend-long concert or a one-day neighborhood block party.*
- **Project** – Choose “project” if the duration of the charitable activity described in the proposal has a beginning and ending date, and lasts between one week and three years. *Example: A summer-long camp or a two-year archiving initiative.*
- **Program** – Choose “program” if the duration of the charitable activity described in the proposal is ongoing. *Example: A year-round health facility.* All proposals related to educational activities that occur annually, like after-school or summer-school programs, should be included here.
- **Capital/Commodity** – Choose “capital/commodity” if you are purchasing equipment, a commodity, or making a minor capital improvement that will allow you to serve or further your ability to serve your clients. If a capital/commodity purchase is part of a larger charitable activity, such as purchasing books for a reading program, choose Event/Project/Program as appropriate. *Examples: Van purchase to transport clients; food purchase for pantry; school backpacks for at-risk youth, bathroom remodel to make ADA compliant.* Please note: Capital/Commodity requests are not eligible for multi-year grants.

|MULTI-YEAR GRANTS|

An organization can only apply for a multi-year grant if seeking funding for charitable activities that align with the following criteria:

- Education Works (see page 6),
- Medical education (see Education Focus Area, page 2), or
- Medical research (see Health Focus Area, page 2).

|MEASURING RESULTS|

CFNIL reviewers need the clearest possible description of anticipated results and indicators of success to meaningfully evaluate your application. To see examples of Measuring Results, please view the document found at cfnil.org/grants/measuring-results/.

The key elements of the Measuring Results section of the application include the Program Rationale and up to three Result Statements. CFNIL uses the term **Result Statement** to include the Result, Indicators of Success, Targets, Methods of Measurement, and Benchmarks for each specified Result:

- **Program Rationale:** Explanation of how the activities described in the proposal will lead to the Results listed in the proposal.
- **Result:** The change or improvement that a charitable activity is intended to produce.
- **Indicators of Success:** The data collected to show evidence of a change as a result of the proposed activity. This may include outputs and outcomes. Outputs may be used in an instance when measuring outcomes during the funding period (12 months) would be impractical.
- **Targets:** *This does not refer to your target population.* A number or percentage of the Indicators of Success that defines your desired achievement.
- **Methods for Measurement:** How you will collect the data that shows evidence of change.
- **Benchmarks:** A point of reference against which your results will be compared.

| ELIGIBILITY & WHAT WE FUND |

To be eligible to apply for funding from the Community Foundation of Northern Illinois, an applicant must be a 501(c)(3) nonprofit organization **OR** a religious organization, unit of government, or public university/college.

The proposals must describe charitable activities that primarily, but not exclusively, benefit the residents of Boone, Ogle, Stephenson, or Winnebago Counties. The more you request, the greater scrutiny your proposal will receive. Proposals requesting \$75,000 or more will be evaluated for their alignment with **Education Works**. Proposals requesting less than \$30,000 will benefit from a streamlined application.

CFNIL does not fund charitable activities that promote a religion or require participation in a religious activity as a condition for receiving services. However, grants may be made to faith-based organizations for non-religious purposes.

CFNIL **will** fund:

- Expenses that are directly related to the design and implementation of a proposal. Income and expenses related to the proposal must be itemized using CFNIL's Budget Template: cfnil.org/grants/budget.
- The purchase and installation of capital assets (i.e., assets that have a useful life greater than one year and which will be depreciated on the applicant's books).
- Wages for staff or contractors to the extent that the request is appropriate to the proposal's scope and implementation.
- Indirect costs that do not exceed 15% of the amount being requested in the proposal. Indirect costs are defined as expenses that cannot be easily attributed to the funded charitable activity but are essential to the operation of the grantee. Examples include utilities, insurance, general administrative support, and the portion of a building that is used to support the general operations of the organization.

The CFNIL Community Grants program will **not** fund proposals for general operations; endowment building; large-scale capital campaigns; budget deficits; individuals; for-profit organizations; partisan political activities; or proposals that discriminate on the basis of race, color, sex, sexual orientation, religion, age, national/ethnic origin, political beliefs, veteran's status, disability, or any other factor prohibited by applicable law.

| GRANT REQUIREMENTS |

Applicants:

- Must be in active service to the public for at least one year prior to applying. 501(c)(3) organizations must have received the I.R.S. designation at least one year prior to applying.
- Must be current on all interim and final reports for grants from CFNIL's Community Grants Program. If the organization is currently being funded with a CFNIL grant and a final report is not yet due, the organization must submit an interim report. Visit cfnil.org/grants/interim-and-final-reports/
- Must submit a "Pre-Authorization Form" found on cfnil.org/grants/pre-authorization-form/ if working with or within a school district. The form asks for detailed information about the partnership between the applicant and the district, specifically the district's role in designing the charitable activity and allocating resources toward its completion.
- May submit up to three unique proposals.

| PROPOSAL REVIEW |

CFNIL is committed to a fair and objective proposal review process.

Volunteer community advisors review and recommend grant proposals for approval by the CFNIL Board of Trustees. CFNIL Trustees, volunteer advisors, and staff adhere to carefully considered conflict of interest and confidentiality policies throughout the review and approval process. Due to the volume of proposals considered, CFNIL cannot routinely meet with grant applicants as a part of the review process. CFNIL may meet with any applicant when a review committee has determined that a meeting or a site visit will facilitate the review process.

Grant award decisions are final. CFNIL Trustees, volunteer advisors, and staff are prohibited from discussing the details of committee deliberations with any grant applicant.

To learn more visit: cfnil.org/grants/proposal-review-guidelines/.



Above: Rockford Symphony Youth Orchestra (RSYO) celebrated their 50th anniversary in 2019 with a performance featuring current and alumni RSYO musicians. (Photo courtesy of RSYO) Right: Volunteers at Ruthie's Kitchen (coordinated by The Jericho Project) serve nourishing meals to low-income and homeless individuals. (Photo courtesy of The Jericho Project)



Rockford Symphony Youth Orchestra and The Jericho Project received Community Grants funding through Arts & Humanities and Human Services focus areas, respectively.

|APPLICANT AGREEMENT|

All applicants must agree to the following terms and conditions while submitting their proposal through the online portal.

By clicking below, your organization (hereafter "APPLICANT") agrees to the following terms and conditions of the Community Foundation of Northern Illinois (hereafter "FOUNDATION").

- To use the funds only for the tax-exempt purpose as described in the grant application and subsequent grant notification letter and not for any other purpose without the FOUNDATION's prior written approval.
- To not expend any grant funds for any political or lobbying activity or for any purpose other than one specified in section 170(c)(2) (b) of the Code.
- To notify the FOUNDATION immediately of any change in (a) APPLICANT'S legal or tax status, (b) APPLICANT'S executive or key staff responsible for achieving the grant purposes, (c) APPLICANT'S ability to expend the grant for the intended purpose, and (d) any expenditure from this grant for any purpose other than those for which the grant was intended.
- To maintain books and records adequate to demonstrate that it maintained the grant funds in a separate fund dedicated to the purpose for which the grant is made, and to maintain records of expenditures adequate to identify the purposes for which, and manner in which, grant funds have been expended.
- To give the FOUNDATION reasonable access to the APPLICANT's files and records for the purpose of making such financial audits, verifications, and investigations as it deems necessary concerning the grant, and to maintain such files and records for a period of at least four years after completion or termination of the project.
- To return to the FOUNDATION any unexpended funds or any portion of the grant that is not used for the purposes specified herein.
- To allow the FOUNDATION to review and approve the content of any proposed publicity concerning this grant prior to its release and to recognize the FOUNDATION in all publicity materials related to the funded project or program, as specified in the Grant Communication Guidelines, which will be included in the grant notification letter.
- To allow the FOUNDATION to include information about this grant in the FOUNDATION's periodic public reports, newsletter, news releases, social media postings, and on the FOUNDATION's website. This includes the amount and purpose of the grant, any photographs you have provided, your logo or trademark, and other information and materials about your organization and its activities.
- To submit a written report summarizing the project promptly following the end of the period during which you are to use all grant funds and to submit any interim reports the FOUNDATION may require. Your reports should describe your progress in achieving the purposes of the grant and include a detailed accounting of the use and expenditure of grant funds.
- The FOUNDATION reserves the right to discontinue, modify or withhold any payments under this grant award or to require a total or partial refund of any grant funds if, in the FOUNDATION's sole discretion, such action is necessary: (a) because you have not fully complied with the terms and conditions of this grant; (b) to protect the purpose and objectives of the grant or any other charitable activities of the FOUNDATION; or (c) to comply with the requirements of any law or regulation applicable to you, the FOUNDATION, or this grant.

I agree to the above-stated terms and conditions, and I certify that I have authority to do so on behalf of the applying organization.



Left: Volunteers with the Winnebago County CASA program. **Center:** Participants and coaches with the Girls on the Run (GOTR) program celebrate at a race.

Right: Students from the Black and Hispanic Achievers initiative, a program of the YMCA of Rock River Valley, at a stop on their College Exploration Tour.

Photos courtesy of each organization.

The above organizations received funds from CFNIL Community Grants in the focus areas of Youth & Families, Youth & Families, and Education: Complementary Education, respectively.

EDUCATIONWORKS

Common Agendas Common Sense

WHAT WE INVEST IN

WHY

A Regional Education System

Collective effort in Boone, Ogle, Stephenson, and Winnebago Counties (the region) supporting a regional education system that continually develops healthy and productive citizens. E.g., investments in research, curricula and pedagogy design, educational materials, information systems, and communications.

Shared grant outputs increase the regional return on investment. Focusing on student health and productivity along with system efficiency and connectivity creates more opportunities for students. Better talent development leads to economic success. Economic success supports our schools.

Who can apply?

Collaborative cross-jurisdictional projects and programs working within a Collective Impact framework.

Complementary Education

School-approved programs that provide more learning hours, reinforce classroom instruction and advance student development through grants for capacity, coordination, outreach and transportation. This category includes before- and after-school, summer school, and enrichment programs.

Research indicates that students who participate in after-school programs have better academic outcomes, better classroom behavior and fewer school absences. Safe and supervised after-school programs keep students away from destructive behaviors. After-school programs support families and reduce missed work.

Who can apply?

Educational institutions or nonprofit partners. (Nonprofits must submit the Pre-Authorization Form if working with or within a school district.)

Career Pathways

Research that defines the needs of the region's workforce in terms of skills and competencies.

Provides educators, employers, and partners with targets for alignment.

Increased student access to and engagement with information about careers and the academic pathways that lead to those careers. Charitable activities that expand and share information about careers and pathways.

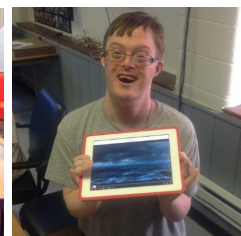
Provides students with more and better ways to explore and learn about careers. Makes more tools and materials available to teachers and guidance counselors for attracting and informing students' interest.

Activities that unite the region and inspire collaboration among employers, educators, nonprofits and workforce/economic development partners.

Collaborative efforts maximize resources and increase return on investment. Sustained, coordinated efforts produce quality outcomes.

Who can apply?

Workforce development organizations, educational institutions, or nonprofit partners. (Nonprofits must submit the Pre-Authorization Form if working with or within a school district.)



From Left to Right: Staff from Children's Home & Aid's Doula Program. Participants in the YMCA Intern Challenge. iPads are used for adaptive education and therapeutic recreation at Barbara Olson Center of Hope. Workers on a Rockford Area Habitat for Humanity build. Photos provided by each organization.

These organizations were awarded Community Grants in the focus areas of Youth & Families, Education: Career Pathways, Human Services, and Sustainable Communities, respectively.