# Welcome!

# 2019 GRANTSEEKERS MEETING

**COMMUNITY FOUNDATION**
**OF NORTHERN ILLINOIS**
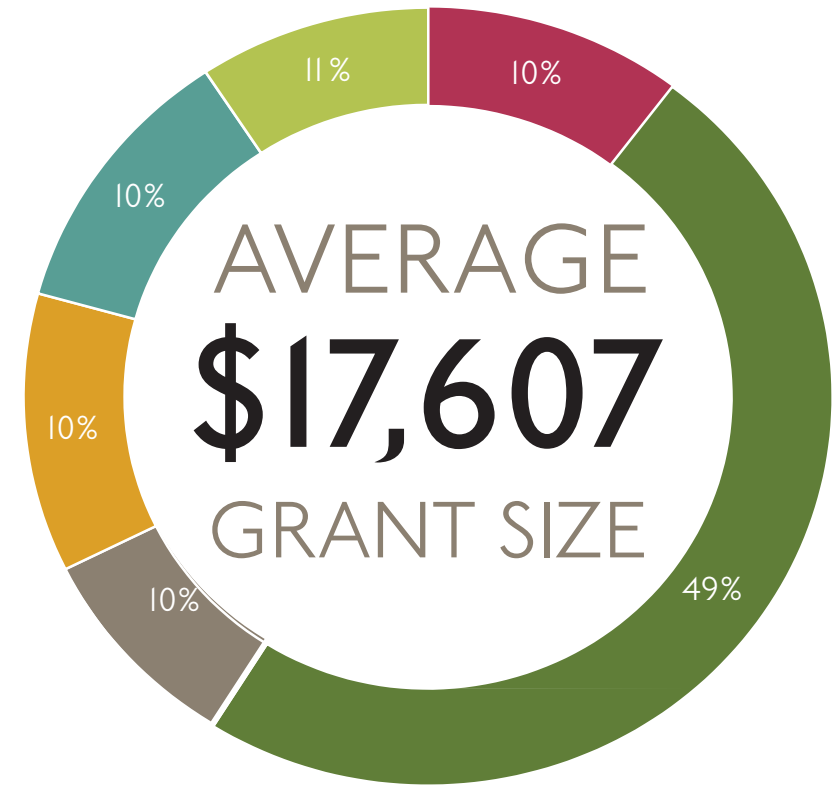
# AGENDA

In Youth We Trust

Community Grants Application

President's Remarks

Questions?

# FY2019 COMMUNITY GRANTS

*by focus area*

AVERAGE **$17,607** GRANT SIZE

| FOCUS AREA | 2018 # OF NEW GRANTS | PRIOR COMMITMENTS # OF GRANTS | 2018 NEW AWARDS | PRIOR COMMITMENTS AWARDS | TOTAL AWARDED FY2019 |
|---|---|---|---|---|---|
| Arts & Humanities | 16 | – | $142,844.49 | – | $142,844.49 |
| Education | 16 | 11 | $255,038.00 | $438,860.00 | $693,898.00 |
| Health | 4 | 1 | $135,844.49 | $7,000.00 | $142,844.49 |
| Human Services | 15 | – | $150,967.49 | – | $150,967.49 |
| Sustainable Communities | 9 | – | $142,844.49 | – | $142,844.49 |
| Youth & Families | 9 | – | $152,844.00 | – | $152,844.00 |
| **TOTAL** | **69** | **12** | **$980,382.96** | **$445,860.00** | **$1,426,242.96** |

# FY2019 COMMUNITY GRANTS

## *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 $142,844.40
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: $17,607
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.

# THANK YOU

Howard D. Colman Family

Bengt and Mary Kuller

Jon W. Lundin Family

Rod MacDonald Family

Dr. Louis and Violet Rubin

Guy B. Reno Family

Donald V. and Britta A. Peterson

Dr. Courtney J. and Margaret Hutchins Hamlin Family

Carl Abraham

William D. and Dixie L. O'Donnell

Elaine J. Green

Glenn E. Thiel

Norris A. and Margaret K. Aldeen

William and Catherine McCoy

Eunice Wishop Stromberg

Barber-Colman Management

Armer F. Ahlstrand

Meryle A. Stockhus

Ralph E. and Mildred Johnson

Jack Bergstrom

Hilmer T. and Edna Anderson

# CIARA STAHLY
## Program Officer, CFNIL
cstahly@cfnil.org

GRANT PROGRAM

IN YOUTH
iywt
WE TRUST
Celebrating 25 Years of Youth Philanthropy

Website: cfnil.org/iywt/
Email: cstahly@cfnil.org

# Volunteer Opportunities
*with the* Community Foundation of Northern Illinois

**Advisors** (CFNIL's term for volunteers) are an essential part of CFNIL's work.

## SCHOLARSHIP ADVISORS

Recommend recipients for scholarship funds by reviewing and scoring applications based on a set of criteria established by the fund's donor. Advisors typically commit 15-20 hours to the scholarship process in the spring.

### PROCESS:

- Attend an introductory "Advisor Recruitment" meeting to learn more about CFNIL and the scholarship program.
- Review and score batch of applications online.
- Attend one in-person meeting to discuss scores with small committee and recommend recipients.

## NEXT ADVISOR RECRUITMENT MEETING:
### Tuesday, September 10, 4 – 5 p.m.

GRANTSEEKERS MEETING – August 14, 2019

# JAMES PATTERSON

## Program Director, CFNIL

jpatterson@cfnil.org

# COMMUNITY GRANTS GUIDELINES & RESOURCES

Please read the guidelines and take advantage of the resources on the Community Grants webpages, accessed via cfnil.org/community

# ADDITIONAL RESOURCES

- Sample Budget Spreadsheet & Narrative
- Working with PDFs
- Examples of Evaluation Plans & Result Statements
- Grant Report
- Application Questions
- Proposal Review Guidelines
- This PowerPoint!

# TIMELINE

- Application opens at 8:00 a.m. Thursday, August 15th
- Register on portal
- Submission deadline: Sept. 23rd before 5 p.m.
- Awarded in late December

# MULTILAYERED VETTING PROCESS

- Competitive process

  - 156/$3.8m in requests|69/$980,000 awarded

- Staff Screening for eligibility and completeness

- Committee review

- Board approval

# FAIR & OBJECTIVE REVIEW

- Community involvement

- Conflict of interest policy

- Committee anonymity

- Advice to applicants

# APPLICATION TIPS

- All applications must be submitted online
- Applying for currently funded programs
- Choose a Focus Area
- Attachment specifications
- Projected demographic information

# MAJOR REVISIONS TO APPLICATION & GUIDELINES

- Three application limit
  - Three unique applications per organization
  - Applications submitted by a Foundation supporting an organization OR by the organization itself both count toward the three application limit
- Eliminated multi-year pages for demographics data
- Interim Report upload field
- Still ask for multi-year evaluation plan

# MUTI-YEAR EVALUATION PLAN EXAMPLE

## EXAMPLE: HIGH SCHOOL INTERNSHIP PROGRAM

**Result #1:**

YEAR ONE: Johnson High School will develop the infrastructure for an internship program.
YEAR TWO: Johnson HS will offer and operate an internship program.
YEAR THREE: Johnson HS will expand the internship program.

# MUTI-YEAR EVALUATION PLAN EXAMPLE

## EXAMPLE: HIGH SCHOOL INTERNSHIP PROGRAM

**Indicators of Success #1:**

YEAR ONE: The # of MOU's signed with local companies.

YEAR TWO & THREE: The # of operational sites and the # of students enrolled in the internship program.

# MUTI-YEAR EVALUATION PLAN EXAMPLE

## EXAMPLE: HIGH SCHOOL INTERNSHIP PROGRAM

**Targets #1:**

YEAR ONE: Johnson HS will complete five MOU's with local companies.

YEAR TWO: Johnson HS will have 10 operational internship sites and 20 students will participate.

YEAR THREE: Johnson HS will have 15 operational internship sites and 30 students will participate.

# MUTI-YEAR EVALUATION PLAN EXAMPLE

## EXAMPLE: HIGH SCHOOL INTERNSHIP PROGRAM

**Methods of Measurement #1:**

YEAR ONE: Johnson HS will document the number of MOU's signed by local companies.

YEAR TWO & THREE: Johnson HS will document the number of sites that have interns assigned and document the number of students enrolled in the program.

# MUTI-YEAR EVALUATION PLAN EXAMPLE

## EXAMPLE: HIGH SCHOOL INTERNSHIP PROGRAM

**Benchmarks #1:**

We have never implemented an internship program before so we do not have any benchmarks.

# CAPITAL/COMMODITY PROPOSAL TYPE

- Selecting this type of proposal results in an application with more relevant questions

- NOT eligible for multi-year grants

- **CAPITAL**

  - NOT for general support for capital campaigns
  - Primary Purpose: Equipment purchase, remodeling project, portion of larger brick and mortar projects. EXAMPLES: Van purchase to transport clients; bathroom remodel for ADA compliance; Furnishing an area of a facility.

# CAPITAL/COMMODITY PROPOSAL TYPE

- Selecting this type of proposal results in an application with more relevant questions

- NOT eligible for multi-year grants

- **COMMODITY**
  - Primary Purpose: Purchase of consumable items. EXAMPLES: Purchase of bulk food; backpacks; clothing items.
  - NOT supplies for programs, such as art supplies for a painting class.

# BUDGET TIPS

- Data entry in blue cells only

- Remodeling projects over $5,000 require two quotes

- Items grouped into one line-item must be explained in the budget narrative

- Letter of support from partner vendors

# BUDGET TIPS – INDIRECT EXPENSES

*CFNIL **will** fund 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.*

# DIRECT VS. INDIRECT EXPENSES

| EXAMPLE | DIRECT | INDIRECT |
|---|---|---|
| Rent | The portion of the building and the timeframe that is used exclusively for the charitable activity; Ex) Gym rental during the time of a basketball program | The portion of the building that houses the administration; Ex) Office rent |
| Salary | The time that staff directly spends on the charitable activity; Ex) The time the Executive Director teaches a class during daycare | The time staff spends on general support of the organization; Ex) The time the Executive Director spends managing the organization |
| Marketing | Marketing expenses that specifically promote the program; Ex) Afterschool program brochure and sign up form | Marketing expenses that benefit the organization broadly; Ex) Organization's website |
| Supplies | Supplies that will be used primarily for the charitable activity; Ex) Books for a reading program | Supplies that will benefit multiple areas of the organization; Ex) Copy paper, cleaning supplies |
| Insurance | Insurance that is specifically needed for the charitable activity; Ex) Liability insurance for an event | Insurance for administrative office space; Ex) Overall liability insurance |

# REPORTING

- Applicants must be current on reporting
- Interim Report: instructions may be found at
cfnil.org/grants/interim-and-final-reports

*If you are not sure if you are current on your reporting,*

*please ask us!*

# MEASURING RESULTS

- Focus on "measurable"

- Outputs & Outcomes

# RESULTS & BUDGETING WORKSHOPS

- Hands-on workshops

- All at CFNIL – **Must RSVP & space is limited!**
**(link to register will be emailed following this meeting)**
  - Wednesday, August 28th at 3 p.m.
  - Thursday, August 29th at 9 a.m.
  - Thursday, September 5th at 3 p.m.
  - Wednesday, September 11th at 3 p.m.

# GRANTEE ORIENTATION & NETWORKING

- Required for all grantees this cycle

- To be held during the week of January 13, 2020

- Multiple, identical sessions will be provided

- Review reporting and publicity requirements and answer all your burning questions!

# JON BATES
## President, CFNIL
jbates@cfnil.org

# QUESTIONS?

- Do Community Grants assist with capital funds/capital improvements?

- What is the Community Foundation policy about including salaried staff time in proposal budget?

- Are there funds available for neighborhoods and/or residents in smaller communities?

- Are nonprofits eligible to continue receiving grants for the same program year after year?  If not, how much of a break is required before consideration again?

# QUESTIONS?

# Thank you!

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