



A YOUTH PHILANTHROPY PROGRAM OF  
THE COMMUNITY FOUNDATION OF NORTHERN ILLINOIS

## In Youth We Trust Grant Application

### Instructions

Once you have completed this form, please email it to the IYWT Liaison, Ciara Stahly, at (cstahly@cfnil.org) with your budget (you must use the budget template provided on [www.cfnil.org/grants/youth](http://www.cfnil.org/grants/youth) ). You will get a confirmation that your application has been received, if you do not receive one then contact Ciara Stahly. Deadline is February 6, 2020 at 5pm. No applications will be accepted after this time.

**TIP: We recommend that you type your responses in a word document as well as this PDF, that way your work is saved in two places.**

**For more detailed application guidelines, instructions, deadlines, and program information visit [www.cfnil.org/grants/youth](http://www.cfnil.org/grants/youth)**

### Questions?

Contact Ciara Stahly  
Email: [cstahly@cfnil.org](mailto:cstahly@cfnil.org)  
Phone: 779-210-8209  
Office Hours: M-F, 8:30 am - 5:00 pm

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### ORGANIZATION INFORMATION

Name of youth club or organization:

Youth group street address:

City:

State:

Zip Code:

County *(example Winnebago)*:

What is your group's purpose  
and primary activities?

What is the name of your  
sponsoring or parent  
organization?

Sponsoring or parent  
organization street address:

City:

State:

Zip Code:

Type of organization:

EIN number of organization:  
(Your adult contact should have  
this)

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### PRIMARY YOUTH CONTACT

First and Last name:

Date of birth:

Street address:

City:

State:

Zip Code:

County:

Phone number:

Email:

Best time to reach you:

Do you have anyone over the age of 19 working on this project? If so, how many?

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### PRIMARY ADULT CONTACT

*This is the adult in charge of your group. This will be the person IYWT contacts about your application.*

First and Last name:

Street address (if different from parent organization):

City:

State:

Zip Code:

County:

Work Phone:

Cell Phone:

Email:

Best time to reach you:

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### PROJECT INFORMATION

Title of your project:

How much money are you requesting (max \$3,500)?

Please give a short summary of your project. *This is used for marketing to describe your project.*

Estimated project start date:

Estimated project end date:

Please give a detailed description of the project. Make sure to include any major tasks and how the group plans to accomplish them.

Where will the project take place?

How is this project inspired and driven by youth?

Are you working in collaboration with or receiving advice or assistance from any other organizations? If your answer is no, please leave this blank.

If you are collaborating - what part(s) are your partner(s) playing in your project? If you are not collaborating, please leave this blank.

Do you need any special documents or permissions to complete or participate in your project? If your answer is no, please leave this blank. *ex. permission from a school or a building permit.*

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## PROMOTION

How will you promote your project? *ex. using social media or flyers*

When you promote any grant you receive, you spread the word about your organization. How would you promote a grant from the Community Foundation's IYWT Grant?

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## COMMUNITY NEED & RESULTS

How will your project improve your community? What do you hope to achieve?

How do you plan to measure your results? What method or tool do you plan to use to measure your results? *ex. survey or count how many people attend*

If your project doesn't go as planned, what will be done to improve in the future?

How many people do you think will benefit from this project? How did you determine this number

What county will your project primarily serve? *ex. Boone County*

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### DEMOGRAPHICS

*The following information is for demographic data collection purposes only. Use responses such as: "multiple", "all", or "other" only if there isn't a clear distinct group primarily benefiting from this project.*

What is the age group that will benefit from your project?

What genders will benefit from your project? *ex. male, female or all*

What ethnic groups will benefit from your project?

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### FINANCES

**Please upload your proposal budget as a PDF for help making something a PDF please visit <https://www.cfnil.org/grants/working-with-pdfs/> and attach it in an email to [cstahly@cfnil.org](mailto:cstahly@cfnil.org). Your proposal budget **MUST** use CFNIL's Budget Template for In Youth We Trust found on [cfnil.org/grants/youth](https://www.cfnil.org/grants/youth)**

Budget Narrative: Explain how each expense relates to the proposal's goals:

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## ADDITIONAL INFO

Is there anything else you would like us to know about your project?

How did you hear about IYWT?

By signing below, I agree to the following terms and conditions of the Community Foundation of Northern Illinois (hereafter "FOUNDATION") on behalf of my organization (hereafter "GRANTEE"). Additionally, I certify that I am authorized to agree to these terms and conditions.

1. To use the funds only for the designated 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.
2. 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.
3. To notify the FOUNDATION immediately of any change in (a) GRANTEE'S legal or tax status, (b) GRANTEE'S executive or key staff responsible for achieving the grant purposes, (c) GRANTEE'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.
4. 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.
5. To give the FOUNDATION reasonable access to the grantee'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.
6. To return to the FOUNDATION any unexpended funds or any portion of the grant that is not used for the purposes specified herein.
7. 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 Grantee Communication Guidelines, which will be included in the grant notification letter.
8. 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.



9. 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.

Please check the box to indicate that you have read and understand these terms and conditions.  I understand and accept these terms and conditions

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