

COMMUNITY FOUNDATION OF NORTHERN ILLINOIS GRANT GUIDELINES

IN YOUTH WE TRUST GRANT | 2019-2020

| OVERVIEW |

The In Youth We Trust (IYWT) Council is a youth philanthropy program of the Community Foundation of Northern Illinois (CFNIL). Established with a grant from the Ford Foundation in 1994 and endowed by a local donor, this program teaches grantmaking, volunteerism, and leadership skills to today's youth, preparing them to be the positive change of tomorrow. Since its inception, IYWT has granted over \$480,000 to youth projects in Boone, Ogle, Stephenson and Winnebago counties. Through this journey, both the IYWT Council and the grantees gain in-depth experiential knowledge of the nonprofit sector and the needs of their community. This knowledge will add to their growing skill set and benefit them long into their adult lives.

The IYWT Council is made up of 20-25 high schoolers from our four-county service area. Each year, the Council distributes up to \$25,000 to community projects that are both driven by and benefit local youth, in a grant process that mirrors CFNIL's Community Grants. We look for a diverse groups of students who are engaged in their community, critical thinkers, open to others, and dedicated to improving the world around them.

This document describes who can apply for the IYWT Grant, how they can apply, and what kind of charitable activities are eligible to receive funding. 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 and IYWT do not offer specific guidance on the design or implementation of your proposed activity during the open application period.



2019-2020	Dates
Application Available	December 6, 2019
Application Deadline	February 6, 2020
Interview	March 14, 2020
Notification	Late March 2020

| RECENTLY FUNDED PROJECTS |

- Aquin Interact Club: *Care packages for the homeless youth*
- Auburn National Honor Society: *Charity Dance-A-Thon*
- Harlem Veteran Project: *Creating documentaries about Vets*
- Stateline Robotics Team 4655: *Demonstration robot*
- Boy Scout Troop 181: *Engaging youth in fishing*
- GiGi's Playhouse: *Soccer camp*
- The HUB Project: *Refrigerators for after school program*



The Hub Project after school program students with the refrigerator they purchased with their IYWT grant.

|APPLICATION OVERVIEW|

The application for the IYWT Grant has eight sections:

1. **Organization Information:** Asks for basic information about your group and parent organization.
2. **Primary Youth Contact:** This would be the youth leader of the group.
3. **Primary Adult Contact:** This is the adult in charge of your group or representative from the parent organization. They will be the person CFNIL contacts in regard to your application.
4. **Project Information:** Asks for a detailed information about your charitable activity.
5. **Promotion:** Asks about how you plan to promote your charitable activity and your IYWT Grant.
6. **Community Need & Results:** Asks questions about how your community will benefit from the charitable activity, and how you will measure your results.
7. **Demographics:** Asks about the population you intend to serve.

TIP: We recommend you type your answers in a Word document then copy your answers into the fillable PDF

|HOW TO APPLY|

Applications and budgets must be emailed to IYWT Liaison, Ciara Stahly at ctahly@cfnil.org, by February 6th at 5 p.m. You will receive a confirmation email from the IYWT Liaison to verify we have received your application. You may be asked to come in for an interview with the Council on March 14th. Funds for awarded grants will be available in April; ensure funds are not needed until after April 1, 2020. If you are awarded the grant, there will be a grant reception held on April 23rd to honor and promote recipients. Contact Program Officer and IYWT Staff Liaison, Ciara Stahly at ctahly@cfnil.org or 779-210-8209 with questions.

|TYPES OF PROJECTS WE FUND|

All proposals should address an issue that faces youth in your community:

- **Event** – The duration of the charitable activity described in the proposal is less than a week. *Example: Dance-a-Thon or a resource fair.*
- **Project** – 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 distributing care packages to homeless youth.*
- **Program** – The duration of the charitable activity described in the proposal is ongoing. *Example: A year-round after school program.*
- **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 youth. If a capital/commodity purchase is not the primary expense of a charitable activity, choose Event/Project/Program as appropriate.

|MEASURING RESULTS|

It is important to solidify a plan on how you will measure your results and the tools you will use. *Examples: surveys, how many participants attended, or receipt for item purchased.* You are expected to submit a final report by the following October to tell us the outcome of the charitable activity using the methods of measurements you stated in your application. If you do not submit a final report you will not be eligible for funding in the future.



IYWT Council and 2018-2019 grantees



|ELIGIBILITY & WHAT WE FUND|

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

The proposal must describe a charitable activity that is both driven by and benefit local youth in Boone, Ogle, Stephenson or Winnebago counties. The maximum that an organization can request is \$3,500.

Applicants must:

- Have a proposed project that will be planned and implemented by individuals that are 19 years old or younger.
- Involve youth in every aspect of the grantmaking process.

IYWT looks for a proposal that:

- Promotes collaboration and teamwork.
- Provides solutions to community issues.
- Helps youth recognize the important role they play within their communities.
- Has a clear and practical plan for implementation.
- Has a realistic budget.
- Has measurable and meaningful results.

IYWT will not fund:

- Individuals
- For-profit organizations
- Adult-inspired and adult-implemented youth programs. Adult advisors are encouraged to provide guidance, but are not allowed to write the application or be the primary organizers of the project.
- Salaries for adult advisors or coordinators
- Projects and programs that promote a religion or require participation in religious activities as a condition for receiving services. Grants may be made to faith-based organizations for other purposes.
- Projects or organizations 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

|PROPOSAL REVIEW|

The IYWT Council is committed to a fair and objective proposal review process.

The IYWT Council reviews and recommends grant proposals for approval by the CFNIL Board of Trustees. CFNIL Trustees, Council members, and CFNIL staff adhere to carefully considered conflict of interest and confidentiality policies throughout the review and approval process. Before the Council makes their decision, your group may be asked to come in for an interview.

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



Past and present IYWT members



|APPLICANT AGREEMENT|

All applicants must agree to the following terms and conditions when completing their proposal.

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.



Harlem Veterans Project filming their documentary.

