Welcome!

2020 Grantseekers Meeting

Pictured: Rockford Area Arts Council 2019 Artsplace apprentices and mentors and their project at Sinnissippi band shell.
SARAH LAMBERT
Community Investment Director, CFNIL
slambert@cfnil.org
ZOOM

• All participants muted during presentation
• Wave using reactions to ask a question between presenters
• Use the chat box to ask questions during the presentation
AGENDA

Welcome
President’s Remarks
In Youth We Trust
Community Grants Application
Questions?
**FY2020 Community Grants by Focus Area**

<table>
<thead>
<tr>
<th>Focus Area</th>
<th>2019 # of New Grants</th>
<th>Prior Commitments # of Grants</th>
<th>2019 New Awards</th>
<th>Prior Commitments Awards</th>
<th>Total Awarded FY2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts &amp; Humanities</td>
<td>18</td>
<td>-</td>
<td>$148,874.76</td>
<td>-</td>
<td>$148,874.76</td>
</tr>
<tr>
<td>Education</td>
<td>13</td>
<td>6</td>
<td>$388,136.26</td>
<td>$341,562.00</td>
<td>$729,698.26</td>
</tr>
<tr>
<td>Health</td>
<td>7</td>
<td>-</td>
<td>$125,088.00</td>
<td>-</td>
<td>$125,088.00</td>
</tr>
<tr>
<td>Human Services</td>
<td>12</td>
<td>-</td>
<td>$141,682.38</td>
<td>-</td>
<td>$141,682.38</td>
</tr>
<tr>
<td>Sustainable Communities</td>
<td>10</td>
<td>-</td>
<td>$171,024.00</td>
<td>-</td>
<td>$171,024.00</td>
</tr>
<tr>
<td>Youth &amp; Families</td>
<td>8</td>
<td>-</td>
<td>$145,892.00</td>
<td>-</td>
<td>$145,892.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>68</strong></td>
<td><strong>6</strong></td>
<td><strong>$1,120,697.40</strong></td>
<td><strong>$341,562.00</strong></td>
<td><strong>$1,462,259.40</strong></td>
</tr>
</tbody>
</table>

**Average Grant Size**: $19,760
## FY2020 COMMUNITY GRANTS

### by the numbers*

<table>
<thead>
<tr>
<th>Category</th>
<th>Grants</th>
<th>Total Amount</th>
<th>Average Grant</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ARTS &amp; HUMANITIES</strong></td>
<td>18</td>
<td>$148,874.76</td>
<td>$8,270</td>
<td>$1,023 - $30,000</td>
</tr>
<tr>
<td><strong>EDUCATION</strong></td>
<td>19</td>
<td>$729,698.26</td>
<td>$38,405</td>
<td>$3,453 - $225,000</td>
</tr>
<tr>
<td><strong>HEALTH</strong></td>
<td>7</td>
<td>$125,088</td>
<td>$17,869</td>
<td>$3,200 - $50,000</td>
</tr>
<tr>
<td><strong>HUMAN SERVICES</strong></td>
<td>12</td>
<td>$141,682.38</td>
<td>$11,806</td>
<td>$2,100 - $17,000</td>
</tr>
<tr>
<td><strong>SUSTAINABLE COMMUNITIES</strong></td>
<td>10</td>
<td>$171,024</td>
<td>$17,102</td>
<td>$2,500 - $30,000</td>
</tr>
<tr>
<td><strong>YOUTH &amp; FAMILIES</strong></td>
<td>8</td>
<td>$145,892</td>
<td>$18,236</td>
<td>$9,000 - $39,665</td>
</tr>
</tbody>
</table>

**TOTALS**

74 grants for $1,462,259.40  
Average grant: $19,760.26  
Range: $1,023 - $225,000

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*These figures comprise all Community Grants distributed during FY20, 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
The Corbett Family
NAMED FUNDS

United Cerebral Palsy of Blackhawk Region | Human Services
- services to persons with disabilities, especially for activities that promote inclusion

Jon W. Lundin Historical Preservation Fund | Sustainable Communities
- celebrate the region’s history and preserve historical integrity

Margaret K. Aldeen Christian Ministry Fund | Human Services
- meeting the food, housing and medical needs of the poor, primarily through organizations with a Christian emphasis

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CIARA STAHLY
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GRANT PROGRAM

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Email: cstahly@cfnil.org
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COMMUNITY GRANTS
GUIDELINES & RESOURCES

Please read the guidelines on the Community Grants webpage:
cfnil.org/community
and take advantage of the resources on the Grant Resources webpage:
cfnil.org/grant-resources
ADDITIONAL RESOURCES

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

• 501(c)(3) nonprofit, religious organization, unit of government, or public university/college
• Boone, Ogle, Stephenson, or Winnebago County
• Not for religious purposes
BE CURRENT ON REPORTING

• Applicants must be current on reporting for all grant programs
• Interim Report: instructions may be found in the “Final, Progress, and Interim Reports” section at cfnil.org/grant-resources
• Please hold off completing final report until the portal is prepared

If you are not sure if you are current on your reporting, please ask us!
TIMELINE

• Application opens at 8 a.m. Monday, August 10th
• Register on portal
• Submission deadline: Sept. 21st before 5 p.m.
• Awarded in late December
COMPETITIVE PROCESS

- $147M in requests | $68M awarded
- Committee review
- Board approval
FAIR & OBJECTIVE REVIEW

• Community involvement
• Conflict of interest policy
• Committee anonymity
• Advice to applicants
PORTAL REGISTRATION

Stop Using Spectrum!!
PORTAL REGISTRATION

The sooner the better 😊

Case Sensitive!

Every organization!
PORTAL REGISTRATION

Important to get right 😊
PORTAL REGISTRATION

• Stop using Spectrum
• Access from CFNIL website
• Register ASAP – every organization
• Email is case sensitive – type exactly
• Begin with one user per organization
• Be careful to get organization info correct
NEW FEATURES
NEW FEATURES

Application AUTO SAVES! 😊
NEW FEATURES

• Applicant Dashboard
• Preview – Doesn’t Save
• Online video and written tutorials
• Auto Saves!
NEW FEATURES
NEW FEATURES

Photos?
Do you have any photos to attach that support your proposal?
- Yes
- No

Proposal Plan - Photos - Career Pathways

You may provide up to ten photos that support your proposal. Photos must be in JPG, PNG, or PDF format. Follow these instructions:
1. Label each file you intend to upload with the following format: "{Organization Name} – {Project Title} – {Photo Number}". Example: "ABC Tutoring – Read! Event – 1". All applicants in a focus area will be uploading into the same folder. Using this format will identify your photos from the photos of other applicants.
2. Click this link to access our dropbox.
3. Click "Choose from computer" and select the photos you would like to include. After you choose your first file, you have the option to upload multiple files at once by clicking "Add more files".
4. Once you’ve added all your files, click "Upload". You’ll know the upload is complete when you see a message saying "Finished uploading".

Please Note: CFNIL uses photos that you provide, credited to your organization, in reports, and other types of printed and digital communications. Uploading photos here and signing the Applicant Agreement at the end of this application indicate your permission to use pictures in this manner. If, for any reason, you would like to provide a photo to support your grant that you would NOT like us to publicize, please put “DO NOT USE” at the end of that photo’s file name.
NEW FEATURES
NEW FEATURES

• Copy previous answers
• Collaboration tool
• Contact info populates from user account
• Question list
• Photo uploads via Dropbox
APPLICATION STREAMLINING

Demographics

Your responses below should be specific to this request, not your organization’s overall demographics, unless the charitable activity impacts all of your clients.

Counties Served:
What percentage of the number served will be residents of the following counties? If you don’t expect to serve any clients in a county, enter 0%.

Example
Boone
75%

Boone* 
Ogle* 
Stephenson* 
Winnebago* 
Other* 

Population Description* 
Please describe the population you expect to serve through this charitable activity. Include items such as race/ethnicity, socio-economic status, ages, and genders. Exact numbers are not required; however, if you have exact numbers please provide. If you received a grant, you will be asked to track specific demographic information for your final report.

2,000 characters left of 2,000

Eliminated most demographic sections 😊
Please include your organization’s completed 990 forms for your two most recently completed fiscal years in the upload fields below. (If your organization does not complete a 990 or 990-EZ, or has not yet filed their 990 for the most recently completed fiscal year, upload unaudited year-end financial statements.)

990 Most Recent*
Upload the statement for your most recently completed fiscal year here. PDF format required.
Upload a file [3 MB allowed]

990 Next Recent*
Upload the statement for your most recently completed fiscal year here. PDF format required.
Upload a file [3 MB allowed]

No need to enter 990 numbers by line 😊
APPLICATION STREAMLINING

• Cleaner look, all of application on one page
• Demographics section
• No individual 990 numbers
WE INTERRUPT THIS PROGRAM FOR A COMMERCIAL BREAK
Volunteer Opportunities
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 8, 4 – 5 p.m.
APPLICATION TIPS

• Begin application in the user account of primary contact
• All applications must be submitted online
• Applying for currently funded programs
• Choose a Focus Area
• Attachment specifications
APPLICATION TIPS – Part Two

• 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

• Interim Report upload field
CAPITAL/COMMODITY SUPPORT 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 SUPPORT 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

Revenue should equal or exceed expenses. 😊
# BUDGET TIPS

Please save as a PDF for your upload. 😊

<table>
<thead>
<tr>
<th>EXPENSE</th>
<th>YEAR 1</th>
<th>YEAR 2</th>
<th>YEAR 3</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense #1</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0 DIV/0!</td>
</tr>
<tr>
<td>Expense #2</td>
<td>$0</td>
<td>$0</td>
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<td>$0 DIV/0!</td>
</tr>
<tr>
<td>Expense #3</td>
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<td>$0 DIV/0!</td>
</tr>
<tr>
<td>Expense #4</td>
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<td>Expense #7</td>
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<tr>
<td>Expense #8</td>
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</tr>
<tr>
<td>Expense #9</td>
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<tr>
<td>Expense #10</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0 DIV/0!</td>
</tr>
</tbody>
</table>

**TOTAL PROPOSAL EXPENSES**

<table>
<thead>
<tr>
<th></th>
<th>YEAR 1</th>
<th>YEAR 2</th>
<th>YEAR 3</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Income - Expenses</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0 DIV/0!</td>
</tr>
</tbody>
</table>

* For "Status," choose "Received" for all income currently under your organization's control. Choose "Pledged" for sources which have been promised to your organization, but not yet received. Choose "Requested" for all income sources for which your organization has applied or asked that have not been received or pledged. Choose "Estimated" for all income that you are projecting to earn from services provided or event admissions.

** CFNIL will fund indirect costs, but indirect costs may not exceed 15% of your organization's total request from CFNIL.

*** The purchase and/or installation of assets that have a useful life of greater than one year and which will be depreciated over time on your books.

Items grouped into one line-item must be explained in the budget narrative. 😊
BUDGET TIPS

• Data entry in blue cells only
• Revenue should equal or exceed expenses
• Items grouped into one line-item must be explained in the budget narrative
• Save budget template as PDF for upload
Two quotes are required for the following:

- Any of the following that exceed $5,000: Remodeling projects, facility rental, consultant fees, capital projects, equipment purchases, and contracted services.
- Line items that consist of a quantity of the same item that exceeds $5,000 (e.g., 50 Chromebooks, 200 backpacks).

Exceptions include:

- Internal staffing costs.
- Items for which obtaining two quotes would be impossible or impractical. Must be explained in the budget narrative.
- Items that are deeply discounted by a vendor making competing quotes irrelevant. Include a letter/email from the vendor in place of quotes.

Quotes

Upload any required quotes here. Consolidate all quotes into one document to upload. PDF format required.

[Upload a file] [2 MiB allowed]
CFNIL will fund indirect costs up to 15% of the amount requested from CFNIL that’s needed to implement 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

<table>
<thead>
<tr>
<th>EXAMPLE</th>
<th>DIRECT</th>
<th>INDIRECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent</td>
<td>The portion of the building and the timeframe that is used exclusively for the charitable activity; e.g. gym rental during the time of a basketball program</td>
<td>The portion of the building that houses the administration; e.g. office rent</td>
</tr>
<tr>
<td>Salary</td>
<td>The time that staff directly spends on the charitable activity; e.g. the time the Executive Director teaches a class during daycare</td>
<td>The time staff spends on general support of the organization; e.g. the time the Executive Director spends managing the organization</td>
</tr>
<tr>
<td>Marketing</td>
<td>Marketing expenses that specifically promote the program; e.g. afterschool program brochure and sign up form</td>
<td>Marketing expenses that benefit the organization broadly; e.g. organization's website</td>
</tr>
<tr>
<td>Supplies</td>
<td>Supplies that will be used primarily for the charitable activity; e.g. books for a reading program</td>
<td>Supplies that will benefit multiple areas of the organization; e.g. copy paper, cleaning supplies</td>
</tr>
<tr>
<td>Insurance</td>
<td>Insurance that is specifically needed for the charitable activity; e.g. liability insurance for an event</td>
<td>Insurance for administrative office space; e.g. overall liability insurance</td>
</tr>
</tbody>
</table>
RESULTS & BUDGETING WORKSHOPS

• Practical workshops
• On Zoom – please RSVP

(link to register will be emailed following this meeting)

• Wednesday, August 26th at 3 p.m.
• Thursday, August 27th at 9 a.m.
• Wednesday, September 2nd at 9 a.m.
• Thursday, September 3rd at 3 p.m.
GRANTEE ORIENTATION

• Required for all grantees that didn’t attend last year, but we encourage everyone to attend
• To be held during the week of January 11, 2021
• Multiple, identical sessions will be provided
• Review reporting and publicity requirements and answer all your burning questions!
QUESTIONS?
• What is CFNIL policy about including salaried staff time in proposal budget?
• Are there funds available for neighborhoods and/or residents in smaller communities?
• Are there restrictions regarding grants that would be earmarked for facility purchases?
• 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?
• If we have concerns that COVID will keep us from meeting our goal for a proposal for which we are currently funded, can we still apply for a new grant?
• We have not been selected for a grant multiple times.
  • Is there any advice you can offer, knowing it’s harder to secure a new grant than a renewed grant?
  • We have a very robust program so want to be sure we are applying for the right program/focus areas that best fits your grant interests and funding designations.
• Any final reporting tips?
QUESTIONS?
Thank you!

COMMUNITY FOUNDATION
OF NORTHERN ILLINOIS

Pictured: Rockford Area Arts Council 2019 Artsplace apprentices and mentors and their project at Sinnissippi band shell