

Welcome!



2020 Grantseekers Meeting



COMMUNITY FOUNDATION
OF NORTHERN ILLINOIS

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



GRANTSEEKERS MEETING – August 14, 2020

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



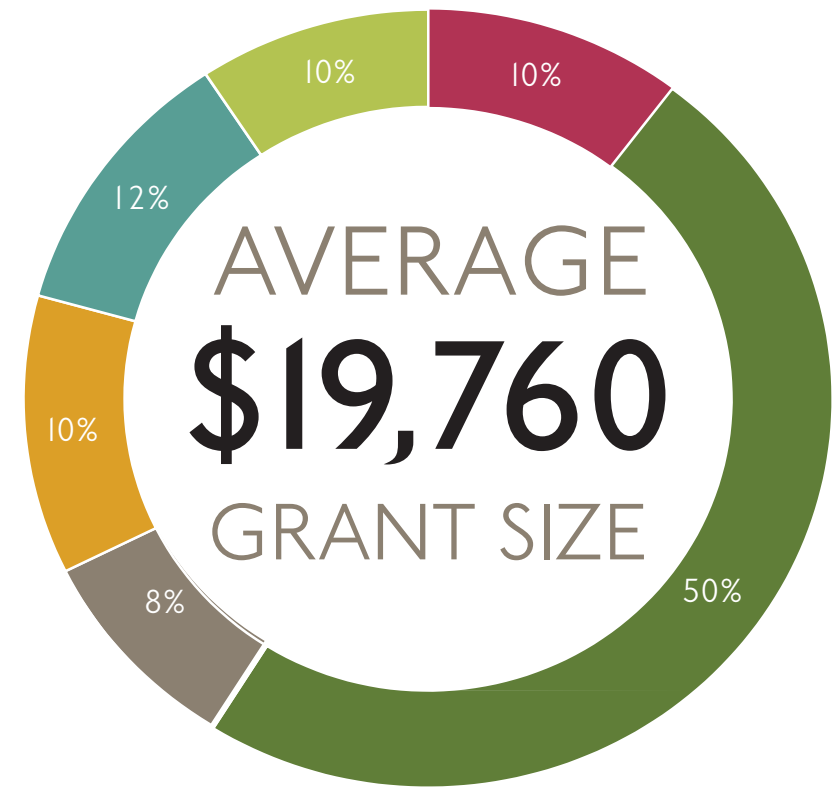
AGENDA

Welcome
President's Remarks
In Youth We Trust
Community Grants Application
Questions?



FY2020 COMMUNITY GRANTS

by focus area



FOCUS AREA	2019 # OF NEW GRANTS	PRIOR COMMITMENTS # OF GRANTS	2019 NEW AWARDS	PRIOR COMMITMENTS AWARDS	TOTAL AWARDED FY2020
Arts & Humanities	18	-	\$148,874.76	-	\$148,874.76
Education	13	6	\$388,136.26	\$341,562.00	\$729,698.26
Health	7	-	\$125,088.00	-	\$125,088.00
Human Services	12	-	\$141,682.38	-	\$141,682.38
Sustainable Communities	10	-	\$171,024.00	-	\$171,024.00
Youth & Families	8	-	\$145,892.00	-	\$145,892.00
TOTAL	68	6	\$1,120,697.40	\$341,562.00	\$1,462,259.40

FY2020 COMMUNITY GRANTS

*by the numbers**

ARTS & HUMANITIES

18 grants for \$148,874.76
Average grant: \$8,270
Range: \$1,023 - \$30,000

EDUCATION

19 grants for \$729,698.26
Average grant: \$38,405
Range: \$3,453 - \$225,000

HEALTH

7 grants for \$125,088
Average grant: \$17,869
Range: \$3,200 - \$50,000

HUMAN SERVICES

12 grants for \$141,682.38
Average grant: \$11,806
Range: \$2,100 - \$17,000

SUSTAINABLE COMMUNITIES

10 grants for \$171,024
Average grant: \$17,102
Range: \$2,500 - \$30,000

YOUTH & FAMILIES

8 grants for \$145,892
Average grant: \$18,236
Range: \$9,000 - \$39,665

TOTALS

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

**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* •



DAN ROSS

President, CFNIL

dross@cfnil.org



CIARA STAHL

Program Officer, CFNIL

cstahly@cfnil.org



GRANTSEEKERS MEETING – August 14, 2020



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



GRANTSEEKERS MEETING – August 14, 2020

JAMES PATTERSON

Program Director, CFNIL

jpatterson@cfnil.org



GRANTSEEKERS MEETING – August 14, 2020

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

- 147/\$3M in requests | 68/\$1M awarded
- Committee review
- Board approval



FAIR & OBJECTIVE REVIEW

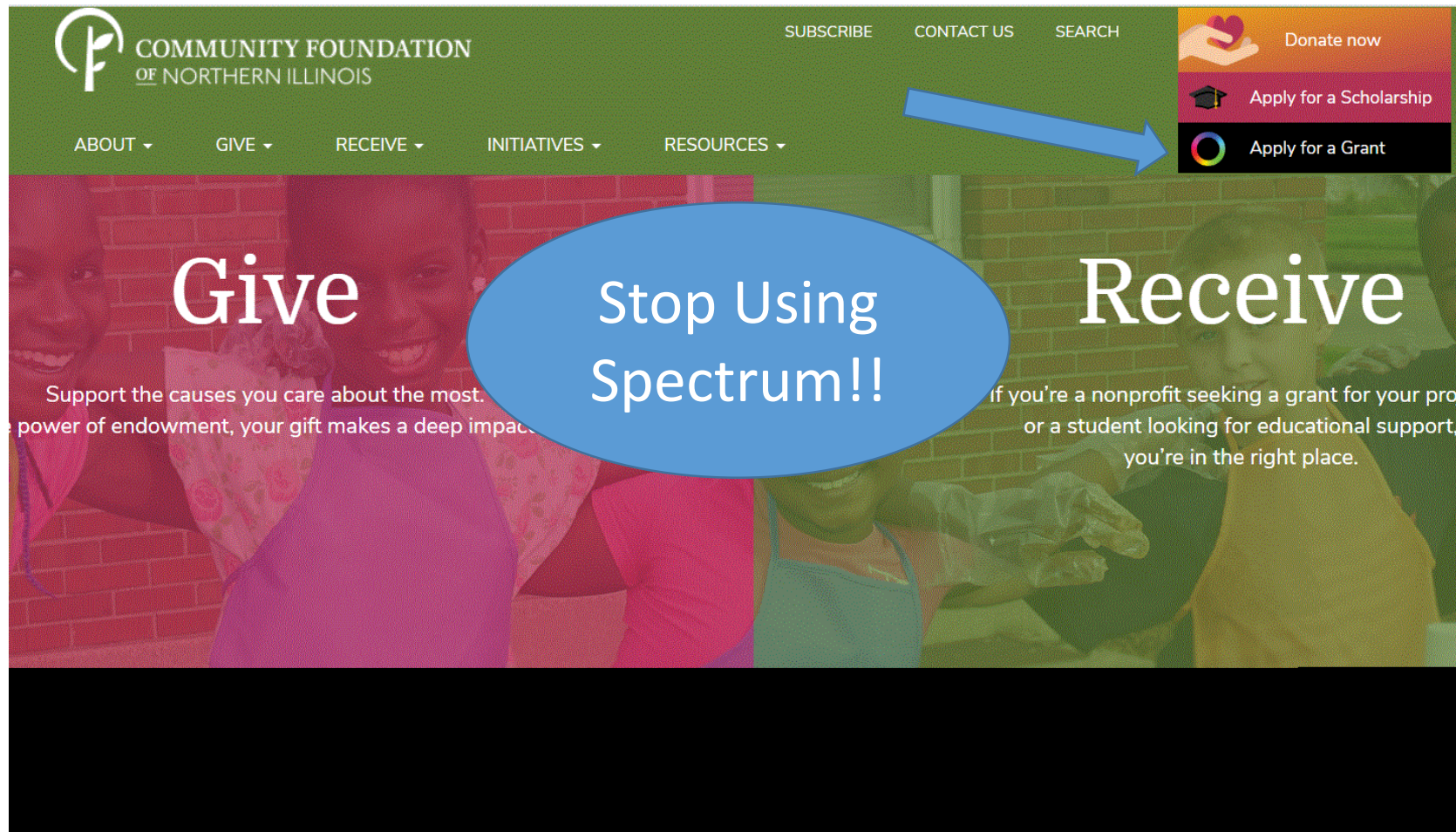
- Community involvement
- Conflict of interest policy
- Committee anonymity
- Advice to applicants



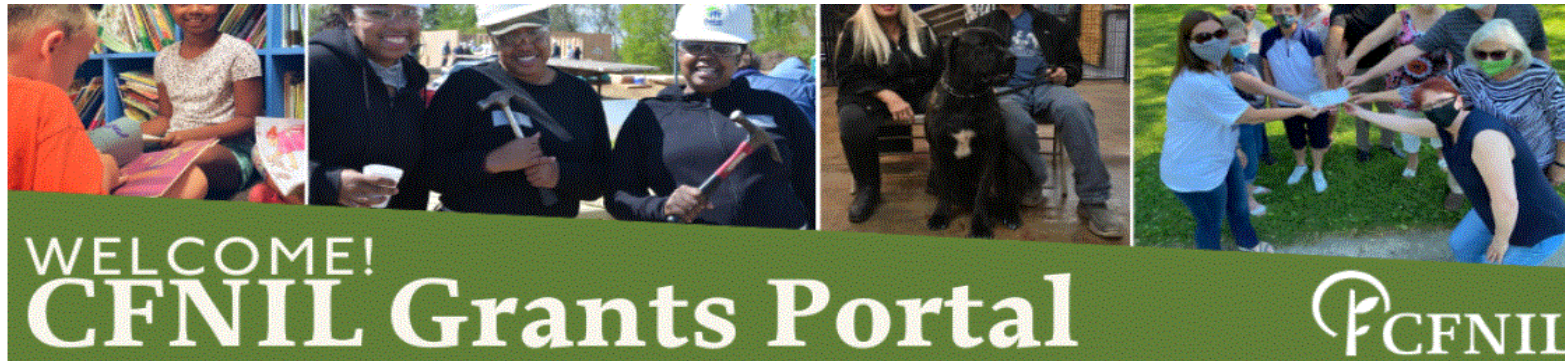
NEW APPLICATION PORTAL



PORTAL REGISTRATION



PORTAL REGISTRATION



Lagon Page

Email Address*

jpatterson@cfnil.org

Password*

.....

Log On

Create New Account

[Forgot your Password?](#)

Case Sensitive!

Every organization!

The sooner the better 😊

Welcome to the Community Foundation of Northern Illinois's Online Grants Application Portal!

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials. **Only one user per organization should create an initial account.** That initial user will be able to add additional users once they have started an application, using the Collaborator tool.

Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact our Grant Administrator at 779-210-8206 or jpatterson@cfnil.org to receive your username.

Learn more about creating your account with this quick instructional video: [Site Access and Account Creation](#)



GRANTSEEKERS MEETING – August 14, 2020

PORTAL REGISTRATION

Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

⚠ Using the browser's back button will delete your registration information.

ℹ This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (*) are required.

Important to get
right 😊

Organization Information	
Organization Name*	EIN / Tax ID (##-#####)*
<input type="text"/>	Neighborhood Organizations use 00-0000000 if you do not have an EIN. <input type="text"/>
Web Site	Telephone Number (###-###-#### x###)*
<input type="text"/>	<input type="text"/>
Organization Email	Address 1*
<input type="text"/>	<input type="text"/>
Address 2	City*
<input type="text"/>	<input type="text"/>
State*	Postal Code*
<input type="text"/>	<input type="text"/>
Country	
<input type="text"/>	
<input type="button" value="Next >"/>	



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



Apply



Organization History

Applicant Dashboard

Learn more about managing your Applicant Dashboard with this quick instructional video: [Your Applicant Dashboard](#)

Public Profile

Applicant:

Mr. James Patterson
jpatterson@cfnl.org
779-210-8206
946 N. 2nd St.
Rockford, IL 61107-3005 United States



Organization:

Community Foundation of Northern Illinois
36-4402089
815-962-2110
946 N. 2nd St.
Rockford, IL 61107-3005 United States

[Contact Email History](#)

If your organization information does not appear correct, please contact the funder. Thank you.

Active Requests **0**


Historical Requests **0**




You do not have any Active Requests. Click [Apply](#) to begin the application process.




GRANTSEEKERS MEETING – August 14, 2020



NEW FEATURES

 COMMUNITY FOUNDATION
OF NORTHERN ILLINOIS

  Apply  Organization History

Role (Applicant) ▾

 Apply

 Quick Search 

The list below displays the currently available grant programs of the Community Foundation of Northern Illinois. The opening and closing dates of the grant opportunity are listed on the right-hand side along with the Apply button. Click the Apply button to begin an application. You may preview the questions on the application by clicking the Preview button on the left-hand side. Please note, while you can enter information into the form to reveal prompts that are tailored to your specific request, **these entries will NOT be saved, and the preview cannot be submitted.**

Learn more about this listing by viewing a quick instructional video: [Applying for Funding](#)

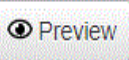
To invite others to join your work on a request, use the Collaborator Tool. You can also use this tool to create additional users for your organization. View the links below for more information.

- [How to Use Collaborator](#)
- [Collaborator for Adding Users to your Organization](#)


Community Grants Program Fall 2020 Application

Accepting Submissions from 08/10/2020 to 09/21/2020

This application is used to apply to CFNIL's Community Grants Program.



Application
AUTO SAVES! 😊



NEW FEATURES

- Applicant Dashboard
- Preview – Doesn't Save
- Online video and written tutorials
- Auto Saves!



NEW FEATURES

Application

Public Profile

Copy Previous Answers

Copy GuideStar Profile

Collaborate

Process: Community Grants Program Fall 2020 Application - Draft 3

[Return to Application Evaluation Assigned](#)

Contact Info

Request

Applicant:

Mr. James Patterson
jpatterson@cfnl.org
779-210-8206
946 N. 2nd St.
Rockford, IL 61107-3005 United States



Organization:

Community Foundation of Northern Illinois
36-4402089
815-721-4452
946 N. 2nd St.
Rockford, IL 61107-3005 United States

[Contact Email History](#)

If your organization information does not appear correct, please contact the funder. Thank you.

Application

Question List

Due on 09/21/2020 05:00 PM CDT.

Fields with an asterisk (*) are required.

Quick Tips

Application Quick Tips!



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NEW FEATURES

Photos?*

Do you have any photos to attach that support your proposal?

- ☒ Yes
☐ No

✓ Proposal Plan - Photos - Career Pathways

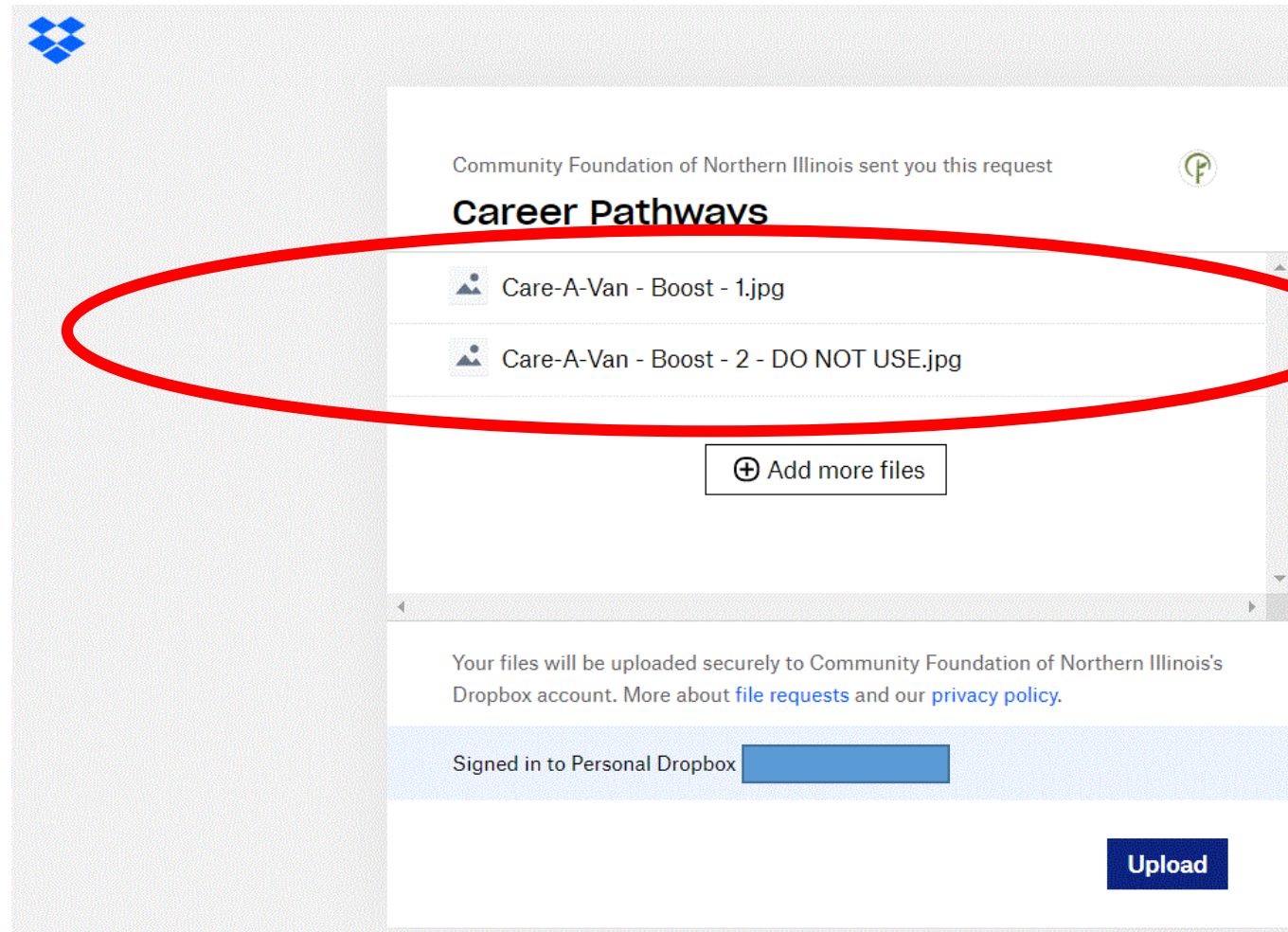
You may provide up to ten photos that support your proposal. Photos must be in JPG, PNG, or PDF format. Follow these instructions:

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 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 😊



APPLICATION STREAMLINING

✓ Organization Financial Information \$30,000 & Less

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 MiB allowed]

990 Next Recent*

Upload the statement for your most recently completed fiscal year here. PDF format required.

Upload a file [3 MiB 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

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 8, 4 – 5 p.m.



GRANTSEEKERS MEETING – August 14, 2020

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

Insert YOUR ORGANIZATION'S NAME							
Insert PROPOSAL TITLE							
Insert Date							
Community Grants - Fall 2019							
PLEASE NOTE: You may make entries in blue cells only.		YEAR 1	YEAR 2	YEAR 3	TOTAL		STATUS
REVENUE SOURCES	SOURCE						
Income #1	Requested from CFNIL - Community Grants				\$0 #DIV/0!	Requested	
Income #2					\$0 #DIV/0!		
Income #3					\$0 #DIV/0!		
Income #4					\$0 #DIV/0!		
Income #5					\$0 #DIV/0!		
Income #6					\$0 #DIV/0!		
Income #7					\$0 #DIV/0!		
Income #8					\$0 #DIV/0!		
Income #9					\$0 #DIV/0!		
Income #10					\$0 #DIV/0!		
	Total				\$0		
REVENUE SUMMARY							
Total Requested					\$0 #DIV/0!		
Total Pledged					\$0 #DIV/0!		
Total Received					\$0 #DIV/0!		
Total Estimated					\$0 #DIV/0!		
TOTAL PROPOSAL REVENUE					\$0 #DIV/0!		

Revenue should equal or exceed expenses. 😊



BUDGET TIPS

EXPENSE	YEAR 1	YEAR 2	YEAR 3	TOTAL		If the expense request is classified as capital***, what is its anticipated length of service in years?
Expense #1				\$0	#DIV/0!	
Expense #2				\$0	#DIV/0!	
Expense #3				\$0	#DIV/0!	
Expense #4				\$0		
Expense #5						
Expense #6						
Expense #7						
Expense #8						
Expense #9						
Expense #10						
TOTAL PROPOSAL EXPENSES	\$0	\$0	\$0			
Net Income - Expenses	-	-	-	-		

* 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.

Please save as a PDF for your upload. 😊

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 REQUIRED

Instructions regarding quotes:

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]



BUDGET TIPS – INDIRECT EXPENSES

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

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



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?



James Patterson

jpatterson@cfnil.org

Sarah Lambert

slambert@cfnil.org

Ciara Stahly

cstahly@cfnil.org



Thank you!



COMMUNITY FOUNDATION
OF NORTHERN ILLINOIS

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