

COMMUNITY FOUNDATION OF NORTHERN ILLINOIS

# GRANT GUIDELINES

IYWT GRANT—ADULT CYCLE | 2020-2021



## 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 \$500,000 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 36 high schoolers from our four-county service area. Typically, 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. The COVID-19 health crisis has prompted the Council to offer an additional grant cycle specifically for nonprofits that have encountered unforeseen programmatic expense related to the pandemic AND which directly serve youth in before- or after-school programming.

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.



2020-2021	Dates
Application Available	November 10, 2020
Application Deadline	January 5, 2021
Notification	Late January 2021
Grant Reception	Late May 2021

## ADULT CYCLE | BY THE NUMBERS



\$19,500 AVAILABLE TO AWARD

\$5,000 MAXIMUM REQUEST



*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 seven sections:

1. **Project Information:** Asks for basic information about your proposal.
2. **Results:** Asks about your anticipated results, and how you intend to measure and track your results.
3. **Impact:** Ask about the population you intend to serve and your organizational impact.
4. **Promotion:** Asks about how you plan to promote your charitable activity and your IYWT Grant.
5. **Budget:** Asks for a detailed proposal budget and narrative.
6. **Other Information:** Asks if there isn't anything else you would like the Council to know about your proposal.
7. **Certification:** States the terms and conditions for applying for and administering a grant from CFNIL's In Youth We Trust Program (see page 4).

## HOW TO APPLY

Applications must be submitted through CFNIL's Web Portal (same portal as Community Grants) by 5 p.m. on January 10, 2021. To learn how to register and apply using the Web Portal, visit [cfnil.org/grant-resources](http://cfnil.org/grant-resources). Funds for awarded grants will be available by the beginning of February. If you are awarded the grant, there will be a grant reception held in May to honor and promote recipients. Contact Program Officer and IYWT Staff Liaison, Ciara Stahly at [cstahly@cfnil.org](mailto:cstahly@cfnil.org) or 779-210-8209 with questions.

## TYPES OF PROJECTS WE FUND

All proposals should be charitable activities that serve youth directly:

- **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: Care packages to homeless youth.*
- **Program** – The duration of the charitable activity described in the proposal is ongoing. *Example: Safe centers for study during and after school hours*
- **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 Project/Program as appropriate. *Examples: Providing sanitary supplies such as clean masks, sanitary wipes, hand sanitizers, etc.*

## 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



## WHO AND WHAT WE FUND

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

The maximum that an organization can request is \$5,000.

### Who we fund:

- Nonprofit organizations providing COVID-19 related items/services/programming to youth within Winnebago, Boone, Ogle, or Stephenson counties.
- Applicant must currently be providing before- or after-school programming.

### What we fund:

- Unforeseen COVID-19 related expenses.
- 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.

Some examples of potential proposals—

- Provide educational necessities such as access to internet, educational materials, and safe centers for study during and after school hours
- Provide sanitary supplies such as clean masks, sanitary wipes, hand sanitizers, etc.

### IWT will not fund:

- Individuals
- For-profit organizations
- 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 law.

## |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.

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.*

