2021 NEIGHBORHOOD GRANTS - APPLICATION QUESTIONS
Neighborhood Grants are a collaborative grantmaking effort of NW HomeStart and the Community Foundation of Northern Illinois.

This document contains all the questions from the 2021 Neighborhood Grants Application. All applications must be submitted online by 5:00 p.m. on Monday, April 5, 2021 via the [CFNIL Online Grants Portal](https://www.grantinterface.com/Home/Logon?urlkey=cfnilgrants). CFNIL makes this Word document available so applicants can work on their proposals when they do not have internet access, or if they wish to compose and edit answers in Word and copy and paste into the online portal. Questions with a \* after them indicate that a response is required. No paper copies of the application will be accepted.

**QUICK TIPS**

* For application guidelines, instructions, deadlines, and grant program information visit [Community Foundation of Northern Illinois' Neighborhood Grants Program webpage](https://www.cfnil.org/grants/neighborhood).
* This application auto saves.
* Homestart/CFNIL will not accept proposals submitted after the deadline.
* If you are having difficulty uploading a document, many times this is due to the file format or file size. For help with this, visit the Working with PDFs section on [CFNIL's Grant Resources](https://www.cfnil.org/grant-resources) webpage.
* 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](https://drive.google.com/file/d/1IHkAEvTD4c-t9BwclyQY_OCdghW5U56B/view)
	+ [Collaborator for Adding Users to your Organization](https://docs.google.com/document/d/1RRgt4LxKd5cdmY8XPfY5tLoHUqziqa98WLN4zFFBSbw/edit)

**SUMMARY**

* Project Title\*: Give your project a short, descriptive name.
* Focus Area\*: All Neighborhood Grants fall under the Sustainable Communities focus area. Please choose Sustainable Communities from the drop-down list.
* Brief Project Description\*: In no more than two sentences, explain how the funds will be used and what will improve in your neighborhood as a result of the project. Be as precise and economical as possible in your answer. It will be used for reports and other communications pieces.
* Total Requested\*: What is the total amount requested from CFNIL for this project?
* Total Cost\*: What is the total cost for this project, including those parts that will not be funded by CFNIL?
* Neighborhood Guidelines Fit\*: How does your project meet the guidelines of the Neighborhood Grants Program? **The Neighborhood Grants Program prioritizes activities that are driven by neighborhood residents.** Other guidelines can be found in the "What We Look For" section of the [Neighborhood Grants Program Webpage.](https://www.cfnil.org/grants/neighborhood)

**PROPOSAL PLAN**

* Start Date\*: What is the anticipated start date for the project? If the exact date is unknown, enter an approximate date.
* End Date\*: What is the projected end date for the project? If the exact date is unknown, enter an approximate date.
* Detailed Project Description\*: What specific steps will be taken to make this project happen? List each step and the anticipated date on which each step will be accomplished. We realize this may be subject to change.
* Responsible Parties\*: List the names and roles of the members of your organization who will be active in implementing this project.
* Resident Engagement\*: How will residents of the neighborhood, outside of the core leadership group, be involved in this project? The Neighborhood Grants Program prioritizes activities that are driven by residents of the neighborhood.
* Number of Volunteers\*: How many volunteers have already committed to assisting with your project?
* Existing Assets\*: How will your project make use of the existing assets or resources in your neighborhood?
* Collaborative Partners\*: If you are working with other neighborhood organizations, businesses, nonprofits, and/or institutions, please list the organization, contact name, phone number, and email address for each partner. If not, enter N/A.
* Leverage Additional Funding\*: If you receive this grant, will it help you obtain additional funding or resources? If so, explain how. If not, enter N/A.
* Sustainability Plan\*: If you have received funding through the Neighborhood Grants Program for this same or similar project, please describe your plan to sustain this project in the future. If not, enter N/A.
* COVID-19 Adjustments\*: Given the status of the COVID-19 Pandemic, what modifications can you make to comply with local health department mandates in order to provide a safe experience for any and all participants? If no modifications would be necessary, explain why.
* Additional Proposal Info\*: Is there anything else you want to tell us about this project?
* Is this project a beautification project? [YES/NO]
	+ If YES, complete the PROPOSAL PLAN – BEAUTIFICATION PROJECTS SECTION.
	+ If NO, skip the PROPOSAL PLAN – BEAUTIFICATION PROJECTS SECTION and continue to DEMOGRAPHIC INFORMATION SECTION.

**PROJECT PLAN – BEAUTIFICATION PROJECTS**

* Beautification Maintenance\*: How will you provide for ongoing watering and maintenance?

### Photo Upload

#### Upload at least one, but no more than 10 photos of the project location as it currently exists. Photos must be in JPG, PNG, or PDF format. Follow these instructions:

#### Before uploading, rename each file you intend to upload with the following format: “{Organization} – {Project Title} – {Photo Number}”. Example: “Johnson School Neighborhood – Entrance Sign – 1”. Do not include your personal name. Please use the full name of your organization and not an abbreviation. All applicants will be uploading into the same folder. Using this format will identify your photos from the photos of other applicants.

#### [Click this link to access our dropbox.](https://www.dropbox.com/request/16XBhm6gevHI6UqtnlgJ)

#### 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".

#### 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: Homestart and CFNIL use 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.

**DEMOGRAPHIC INFORMATION**

* Number Served\*: Approximately how many people will this project serve? This may be everyone in your neighborhood, a portion of your neighborhood, or people from multiple neighborhoods.
* Population Description\*: Please describe the population you expect to serve through this project. Include items such as race/ethnicity, socioeconomic status, age, and gender. Exact numbers are not required, however, if you have exact numbers please provide them. If you received a grant, you will be asked to track specific demographic information for your final report.
* 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%.
	+ Boone
	+ Ogle
	+ Stephenson
	+ Winnebago
	+ Other

**MEASURING RESULTS**

**List up to two ways you anticipate this project will cause positive change within your neighborhood and community.**

* Result #1\*: What will change/improve as a result of this project?
	+ Ex 1: The neighborhood will be more beautiful
	+ Ex 2: Residents will become more involved in our neighborhood
* Indicators of Success 1\*: How will you be able to tell if you achieved the change/improvement above? What data will indicate success? Include a numeric target if possible.
	+ Ex 1: At least 20 people will respond to a survey that it looks more beautiful
	+ Ex 2: Attendance at neighborhood meetings will increase by 20%.)
* Methods for Measurement 1\*: How will you collect the data/information listed above? Surveys, tracking participation, and observation are typical ways to collect data.
	+ Ex 1: We will survey our neighbors and tally the results.
	+ Ex 2: We will track the number of people who attend meetings before and after our project.
* Second Result?\*: Would you like to add another Result? [Yes/No]
	+ If YES, complete the MEASURING RESULTS – RESULT 2 SECTION
	+ If NO, skip the MEASURING RESULTS – RESULT 2 SECTION and continue to the PROJECT BUDGET SECTION.

**MEASURING RESULTS – RESULT 2**

* Result #2\*: What will change/improve as a result of this project?
* Indicators of Success 2\*: How will you be able to tell if you achieved the change/improvement above?
* Methods for Measurement 2\*: How will you collect the data/information listed above? Surveys, tracking participation, and observation are typical ways to collect data.

**PROJECT BUDGET**

Budget Instructions:

* All project budgets must use CFNIL’s Budget Template for Neighborhood Organizations. The Budget Template can be downloaded from the bottom of the CFNIL's [Neighborhood Grants Program](https://www.cfnil.org/grants/neighborhood) webpage. It captures the project budget, while automatically making calculations to inform our Grant Reviewers.
* Applicants are only able to write in blue cells. Everything else is locked.
* The budget should include only the revenue and expenses for this proposal, not your entire organization.
* Expense items may be combined into one line if there aren’t enough rows for all expenses. Take care to group like items as much as possible and use the budget narrative to indicate the amounts for the component expenses.
* Provide a quote for any item costing more than $500. Quotes must be uploaded below if required.
* Project budgets using the CFNIL's Budget Template for Neighborhood Grants must be uploaded to the CFNIL Web Portal as a PDF. To learn how to convert your Excel document to a PDF, please visit this [Microsoft Support page](https://support.office.com/en-nz/article/Save-as-PDF-d85416c5-7d77-4fd6-a216-6f4bf7c7c110#bm5).
* You can view a sample project budget and budget narrative on [CFNIL's Neighborhood Grants Program](https://www.cfnil.org/grants/neighborhood) webpage.
* Project Budget\*: Upload your project budget here. PDF format required. 2 MiB allowed.
* Quotes: Upload any required quotes here. Consolidate all quotes into one document to upload. PDF format required. 2 MiB allowed.
* Budget Narrative\*: Please use the Budget Narrative to explain how each revenue and expense item was calculated. If related items are combined in a line item, describe the component expenses. If you are unable to obtain a quote for an expense over $500, use the budget narrative to explain.
* Complete Program\*: If you do not receive funding from the Neighborhood Grants Program, will you still be able to accomplish your project? [YES/NO]

**ORGANIZATIONAL CAPACITY**

**Organizational Background**

* Organization Type\*:
	+ 501(c)(3) Nonprofit
	+ Public University/College
	+ Religious Organization
	+ Unit of Government
* Year Founded\*: In which year was your organization founded?
* Organization County\*: In which county is your organization located?
* Mission\*: What is the mission or purpose of your organization?
* Neighborhood Boundaries\*: What are the boundaries of your neighborhood organization? For example, Main Street to the north, Wall Street to the south, Broadway Blvd. to the east, and 42nd Avenue to the west.
* Number of Meetings\*: How many meetings and/or functions does your neighborhood organization hold per year?
* Organization’s Board of Directors\*: List the names and roles of three active leaders (i.e. President, Treasurer, etc.) in your organization. You may type in your response or upload a document such as a brochure. You do not have to do both.
* Current Programs\*: Describe recent activities in which your organization has engaged. You may type in your response or upload a document such as a brochure. You do not have to do both.

**Organizational Financial Information**

* Checking Account Name\*: What is the name on your organization's checking account?
* Checking Account Bank\*: Which bank does your organization use for its checking account?
* Financial Contact Name\*: Provide the name of the person who will be responsible for handling the grant funds.
* Financial Contact Title\*: Provide the title of the person who will be responsible for handling the grant funds.
* Financial Contact Address\*: Provide the address of the person who will be responsible for handling the grant funds.
* Financial Contact Phone\*: Provide the phone number of the person who will be responsible for handling the grant funds.
* Financial Contact Email\*: Provide the email of the person who will be responsible for handling the grant funds.
* Additional Organization Info\*: Is there anything else you would like to tell us about your neighborhood organization?

**APPLICANT AGREEMENT**

By clicking below, I agree to the following terms and conditions of NW HomeStart (hereafter “HOMESTART”) on behalf of my organization (hereafter “APPLICANT”). Additionally, I certify that I am authorized to agree to these terms and conditions.

* + 1. 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 HOMESTART’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 HOMESTART 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.
		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 HOMESTART 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.
		6. To return to HOMESTART any unexpended funds or any portion of the grant that is not used for the purposes specified herein.
		7. To allow HOMESTART to review and approve the content of any proposed publicity concerning this grant prior to its release and to recognize the HOMESTART in all publicity materials related to the funded project or program.
		8. To allow HOMESTART and the COMMUNITY FOUNDATION OF NORTHERN ILLINOIS (CFNIL) to include information about this grant in the HOMESTART’S AND CFNIL’s periodic public reports, newsletter, news releases, social media postings, and websites.  This includes the amount and purpose of the grant, any photographs you have provided that do not include “DO NOT USE” in their file name, 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 HOMESTART 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.

HOMESTART 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 HOMESTART’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 HOMESTART; or (c) to comply with the requirements of any law or regulation applicable to you, HOMESTART, or this grant.

[CHECKBOX] 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.