

2021

Grantseekers Meeting



COMMUNITY FOUNDATION
OF NORTHERN ILLINOIS



Photo provided by the Rockford Art Museum

AGENDA

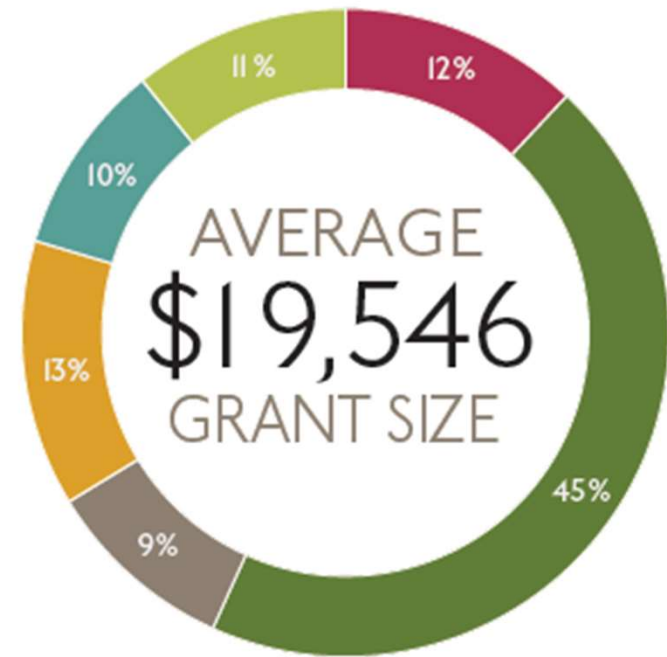
Welcome
CFNIL Grantmaking Overview
In Youth We Trust
Community Grants Application
Questions?



GRANTSEEKERS MEETING – August 5, 2021

FY2020 COMMUNITY GRANTS

by focus area



2020 - 2021 COMMUNITY GRANTS PROGRAM GRANTMAKING

FOCUS AREA	2020 # OF NEW GRANTS	PRIOR COMMITMENTS # OF GRANTS	2020 NEW AWARDS	PRIOR COMMITMENTS AWARDS	TOTAL AWARDED
Arts & Humanities	14	-	\$156,780.83	-	\$156,780.83
Education	16	4	\$390,519.37	\$195,566.00	\$586,085.37
Health	6	1	\$75,186.56	\$50,000.00	\$125,186.56
Human Services	14	-	\$174,214.36	-	\$174,214.36
Sustainable Communities	5	-	\$126,014.00	-	\$126,014.00
Youth & Families	7	-	\$141,330.84	-	\$141,330.84
TOTAL	62	5	\$1,064,045.96	\$245,566.00	\$1,309,611.96

FY2020 COMMUNITY GRANTS

*by the numbers**

ARTS & HUMANITIES

14 grants for \$156,780
Average grant: \$11,198
Range: \$308 - \$40,250

EDUCATION

20 grants for \$586,085
Average grant: \$29,304
Range: \$7,470 - \$94,906

HEALTH

7 grants for \$125,186
Average grant: \$17,883
Range: \$7,500 - \$50,000

HUMAN SERVICES

14 grants for \$174,214
Average grant: \$12,443
Range: \$4,050 - \$25,000

SUSTAINABLE COMMUNITIES

5 grants for \$126,014
Average grant: \$25,202
Range: \$6,500 - \$41,101

YOUTH & FAMILIES

7 grants for \$141,330
Average grant: \$20,190
Range: \$8,351 - \$45,000

TOTALS

67 grants for \$1,309,612
Average grant: \$19,546
Range: \$308 - \$94,906

**These figures comprise all Community Grants distributed during 2020, including distributions of second and third years of multi-year grants that were originally awarded in prior years. CFNIL's fiscal year changed from a July-June calendar to January-December starting in 2021.*

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

Hilmer T. and Edna Anderson

The Corbett Family



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NAMED FUNDS

United Cerebral Palsy of Blackhawk Region | Human Services

- *services to persons with developmental disabilities, especially 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

- *food, housing and medical needs of the poor, primarily through organizations with a Christian emphasis* •



IN YOUTH
iywt
WE TRUST



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



GRANTSEEKERS MEETING – August 5, 2021

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



GRANTSEEKERS MEETING – August 5, 2021

ADDITIONAL RESOURCES

- Sample Budget Spreadsheet & Narrative
- Working with PDFs
- Examples of Evaluation Plans & Result Statements
- Grant Report
- Word Version of the Application
- 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
- Funding period is through March of the following year (approx. 14 months)
 - Only health and education proposals can receive multi-year funding (up to 3 years)



BE CURRENT ON REPORTING

- Applicants must be current on reporting for all grant programs
- If project is complete, submit your final report
 - Fall 2019 – Use Google Form
 - Fall 2020 – Use CFNIL's Web Portal
- If not, submit interim report: instructions may be found in the “Final, Progress, and Interim Reports” section at cfnil.org/grant-resources

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



GRANTSEEKERS MEETING – August 5, 2021

TIMELINE

- Application opens at 8 a.m. Monday, August 2nd
- Register on portal
- Submission deadline: Sept. 13th before 5 p.m.
- Awarded in late December



COMPETITIVE PROCESS

- 130/\$2.9M in requests | 62/\$1M awarded
- Committee review
- Board approval




FAIR & OBJECTIVE REVIEW

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



PORTAL REGISTRATION



WELCOME!
CFNIL Grants Portal

CFNIL

Logon Page

Email Address* *Case Sensitive!*

Password* *Every organization!*

[Forgot your Password?](#)

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

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](#)

The sooner the better 😊



GRANTSEEKERS MEETING – August 5, 2021

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 >"/>	



GRANTSEEKERS MEETING – August 5, 2021

PORTAL REGISTRATION

- 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



APPLICATION FEATURES

COMMUNITY FOUNDATION OF NORTHERN ILLINOIS

[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@cfnil.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
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[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.

APPLICATION 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.

Preview

Application AUTO SAVES! 😊

Apply

APPLICATION FEATURES

- Applicant Dashboard
- Preview – Doesn't Save
- Online video and written tutorials
- Auto Saves!
- Save feature alerts you to incomplete fields



APPLICATION FEATURES

The screenshot shows the 'Application' page for the 'Community Grants Program Fall 2020 Application - Draft 3'. The interface includes a top navigation bar with links for 'Public Profile', 'Copy Previous Answers', 'Copy GuideStar Profile', and 'Collaborate'. A red circle highlights the 'Copy Previous Answers' and 'Collaborate' buttons. Below the navigation bar, a 'Return to Application Evaluation Assigned' button is visible. The main content area is divided into two columns: 'Applicant' and 'Organization'. The 'Applicant' column contains contact information for Mr. James Patterson, including his email, phone number, and address. The 'Organization' column contains contact information for the Community Foundation of Northern Illinois, including its tax ID, phone number, and address. A red circle highlights the entire contact information section. Below the contact information, a message states: 'If your organization information does not appear correct, please contact the funder. Thank you.' The bottom section of the page includes a 'Question List' button, a 'Due on 09/21/2020 05:00 PM CDT.' notice, and a 'Fields with an asterisk (*) are required.' notice. A 'Quick Tips' section is also present at the bottom.

Application

Process: Community Grants Program Fall 2020 Application - Draft 3

[Return to Application Evaluation Assigned](#)

[Public Profile](#) [Copy Previous Answers](#) [Copy GuideStar Profile](#) [Collaborate](#)

[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!



APPLICATION FEATURES

Photos?*

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

- ☒ Yes
☐ No

Proposal Plan - Photos - Career Pathways

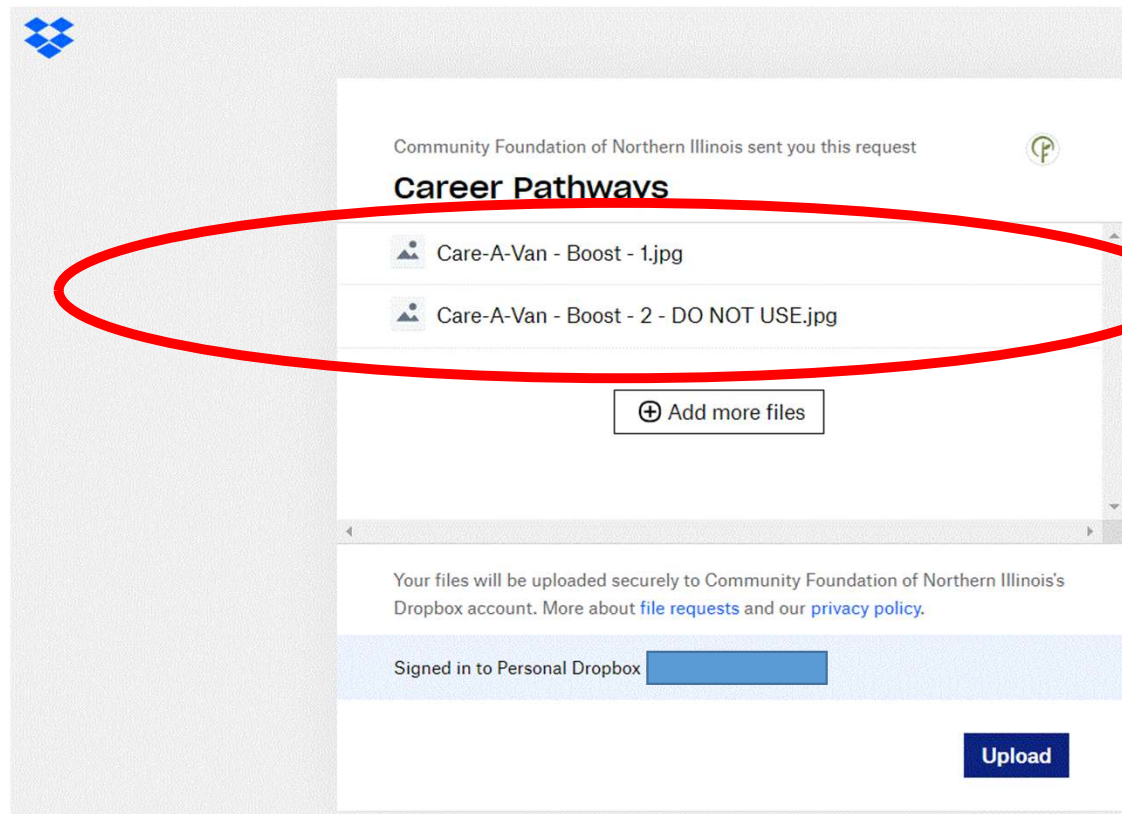
You may provide up to ten photos that support your proposal. Photos must be in JPG, PNG, or PDF format. Follow these instructions:

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.



APPLICATION FEATURES



APPLICATION FEATURES

- Copy previous answers – You can edit
- Collaboration tool
- Contact info populates from user account
- Question list
- Photo uploads via Dropbox



NEW FEATURES

- #FixTheForm
 - Share form ahead of time
 - Increased character limits
- Rich text editor



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	#DIV/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]



GRANTSEEKERS MEETING – August 5, 2021

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



BUDGET TIPS – INDIRECT EXPENSES

1. Determine all direct expenses
2. Total the amount of all direct expenses
3. Multiply this number by .15
4. Add a line to the budget labeled “Indirect Expenses”
5. Enter the result above in the amount column for “Indirect Expenses” row
6. Adjust your request amount to cover all expenses



RESULTS & BUDGETING WORKSHOPS

- Practical workshops
- Hopefully in-person – please RSVP
(link to register will be emailed following this meeting)
 - Tuesday, August 17th at 1 p.m.
 - Wednesday, August 18th at 3 p.m.
 - Wednesday, August 25th at 3 p.m.
 - Thursday, August 26th at 9 a.m.



GRANTEE ORIENTATION

- Required for all grantees that didn't attend over the past two years, but all welcome to attend
- To be held during the week of January 10, 2022
- Multiple, identical sessions will be provided
- Review reporting and publicity requirements and answer all your burning questions!



James Patterson

jpatterson@cfnil.org

Sarah Lambert

slambert@cfnil.org

Dan Ross

dross@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