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?
FY2020 Community Grants by Focus Area

### 2020 - 2021 Community Grants Program Grantmaking

<table>
<thead>
<tr>
<th>Focus Area</th>
<th>2020 # of New Grants</th>
<th>Prior Commitments # of Grants</th>
<th>2020 New Awards</th>
<th>Prior Commitments Awards</th>
<th>Total Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts &amp; Humanities</td>
<td>14</td>
<td>-</td>
<td>$156,780.83</td>
<td>-</td>
<td>$156,780.83</td>
</tr>
<tr>
<td>Education</td>
<td>16</td>
<td>4</td>
<td>$390,519.37</td>
<td>$195,566.00</td>
<td>$586,085.37</td>
</tr>
<tr>
<td>Health</td>
<td>6</td>
<td>1</td>
<td>$75,186.56</td>
<td>$50,000.00</td>
<td>$125,186.56</td>
</tr>
<tr>
<td>Human Services</td>
<td>14</td>
<td>-</td>
<td>$174,214.36</td>
<td>-</td>
<td>$174,214.36</td>
</tr>
<tr>
<td>Sustainable Communities</td>
<td>5</td>
<td>-</td>
<td>$126,014.00</td>
<td>-</td>
<td>$126,014.00</td>
</tr>
<tr>
<td>Youth &amp; Families</td>
<td>7</td>
<td>-</td>
<td>$141,330.84</td>
<td>-</td>
<td>$141,330.84</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>62</strong></td>
<td><strong>5</strong></td>
<td><strong>$1,064,045.96</strong></td>
<td><strong>$245,566.00</strong></td>
<td><strong>$1,309,611.96</strong></td>
</tr>
</tbody>
</table>

Average Grant Size: $19,546
## FY2020 Community Grants by the Numbers*

<table>
<thead>
<tr>
<th>Category</th>
<th>Grants</th>
<th>Total ($)</th>
<th>Average Grant ($)</th>
<th>Range ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Arts &amp; Humanities</strong></td>
<td>14</td>
<td>156,780</td>
<td>11,198</td>
<td>308 - 40,250</td>
</tr>
<tr>
<td><strong>Education</strong></td>
<td>20</td>
<td>586,085</td>
<td>29,304</td>
<td>7,470 - 94,906</td>
</tr>
<tr>
<td><strong>Health</strong></td>
<td>7</td>
<td>125,186</td>
<td>17,883</td>
<td>7,500 - 50,000</td>
</tr>
<tr>
<td><strong>Human Services</strong></td>
<td>14</td>
<td>174,214</td>
<td>12,443</td>
<td>4,050 - 25,000</td>
</tr>
<tr>
<td><strong>Sustainable Communities</strong></td>
<td>5</td>
<td>126,014</td>
<td>25,202</td>
<td>6,500 - 41,101</td>
</tr>
<tr>
<td><strong>Youth &amp; Families</strong></td>
<td>7</td>
<td>141,330</td>
<td>20,190</td>
<td>8,351 - 45,000</td>
</tr>
</tbody>
</table>

**Totals**

<table>
<thead>
<tr>
<th>Grants</th>
<th>Total ($)</th>
<th>Average Grant ($)</th>
<th>Range ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>67</td>
<td>1,309,612</td>
<td>19,546</td>
<td>308 - 94,906</td>
</tr>
</tbody>
</table>

*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
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 •
GRANT PROGRAM

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
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!
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

The sooner the better 😊

Case Sensitive!
Every organization!

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 you or a colleague in your organization has already registered in the system, do not create a new account. Please contact our GrantAdministrator at 779-210-8206 or npatterson@cfnil.org to receive your username.

Learn more about creating your account with this quick instructional video: Site Access and Account Creation
PORTAL REGISTRATION

Create New Account

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

Important to get right 😊
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

Applicant Dashboard

Learn more about managing your Applicant Dashboard with this quick instructional video: Your Applicant Dashboard

Public Profile

Applicant:
Mr. James Patterson
jbpatterson@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

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 5, 2021
APPLICATION FEATURES

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

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

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

Revenue should equal or exceed expenses. 😊
**BUDGET TIPS**

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

Please save as a PDF for your upload. 😊
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] ]
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>
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!

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