AUG 5

CFNIL VIRTUAL GRANTSEEKERS MEETING

UPDATES & INSIGHTS FOR CFNIL COMMUNITY GRANTS 2022

cfnil.org/community

DAN ROSS

President

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SARAH LAMBERT

VP of Programs &
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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

FY2021 COMMUNITY GRANTS
by focus area

AVERAGE
$18,621
GRANT SIZE

2021 - 2022 COMMUNITY GRANTS PROGRAM GRANTMAKING

FOCUS AREA	2021 # OF NEW GRANTS	PRIOR COMMITMENTS # OF GRANTS	2021 NEW AWARDS	PRIOR COMMITMENTS AWARDS	TOTAL AWARDED
Arts & Humanities	20	-	$168,504.84	-	$168,504.84
Education	14	3	$380,509.00	$170,000.00	$550,509.00
Health	6		$97,807.52	-	$97,807.52
Human Services	14	-	$188,534.57	-	$188,534.57
Sustainable Communities	8	-	$144,383.95	-	$144,383.95
Youth & Families	14	-	$321,349.16	-	$321,349.16
TOTAL	**76**	**3**	**$1,301,089.04**	**$170,000.00**	**$1,471,089.04**

FY2021 COMMUNITY GRANTS

*by the numbers**

ARTS & HUMANITIES
20 grants for $168,504.84
Average grant: $8,425.24
Range: $2,000 - $50,000

EDUCATION
17 grants for $550,509
Average grant: $32,382.88
Range: $2,500 - $109,000

HEALTH
6 grants for $97,807.52
Average grant: $16,301.25
Range: $9,750 - $29,992

HUMAN SERVICES
14 grants for $188,534.57
Average grant: $13,466.76
Range: $5,000 - $29,070

SUSTAINABLE COMMUNITIES
8 grants for $144,383.95
Average grant: $18,047.99
Range: $875 - $32,000

YOUTH & FAMILIES
14 grants for $321,349.16
Average grant: $22,953.51
Range: $5,000 - $53,665

TOTALS
76 grants for $1,471,089.04
Average grant: $18,621.38
Range: $875 - $109,000

These figures comprise all Community Grants distributed during 2021, including distributions of second and third years of multi-year grants that were originally awarded in prior years.

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. & Margaret Hutchins Hamlin Family

Carl Abraham

William D. and Dixie L. O'Donnell

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

Elaine J. Green

IN YOUTH WE TRUST COUNCIL

IN YOUTH
iywt
WE TRUST

Council Kick-off:
Saturday, Sept. 17

cfnil.org/iywt

IN YOUTH WE TRUST COUNCIL

- First IYWT Meeting: Saturday, September 17th, 10:00am at CFNIL

- Student recommendations? Email Ariel at iywt@cfnil.org

FALL '22 CFNIL
GRANTSEEKERS MEETING

IN YOUTH WE TRUST GRANTEES

IN YOUTH
iywt
WE TRUST

IN YOUTH WE TRUST GRANTS

- Youth Cycle (www.cfnil.org/grants/youth)
  - Opens Monday, October 3rd
  - Closes Monday, November 7th at 5:00pm

- Adult Cycle (www.cfnil.org/grants/iywtadult)
  - Opens Monday, February 20th
  - Closes Monday, March 20th at 5:00pm

- Student groups or organization recommendations? Email Ariel at iywt@cfnil.org

FALL '22 CFNIL
GRANTSEEKERS MEETING

JAMES PATTERSON

Program Director

jpatterson@cfnil.org

779-210-8206

COMMUNITY GRANTS GUIDELINES & RESOURCES

Read the guidelines on the Community Grants webpage:
cfnil.org/community

Take advantage of additional resources for:
Grantseekers - cfnil.org/grant-resources
Current Grantees - cfnil.org/current-grantees

ADDITIONAL RESOURCES

- Portal Tutorials
- Grants FAQ
- 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

- Serve the people of Boone, Ogle, Stephenson, or Winnebago County

- Not for religious purposes

BE CURRENT ON REPORTING

- Applicants must be current on reporting for all grant programs

- If project is complete, submit your final report via online grant portal

- If not, submit interim report: instructions may be found in the

  "Final, Progress, and Interim Reports" section at cfnil.org/current-grantees

If you are not sure if you are current on your reporting,

Contact Lisa DeLang: edelang@cfnil.org!

TIMELINE

- Application opened at 8 a.m. Monday, August 1st

- Register on portal

- Submission deadline: 5:00 pm, Monday, Sept. 12th

- Awarded in late December

- Funding period is through March of the following year (approx. 14 months)

  - Health and Education proposals may receive multi-year funding (up to 3 years)

FALL '22 CFNIL
GRANTSEEKERS MEETING

COMPETITIVE PROCESS

- 111/$2.4M in requests | 75/$1.1M awarded

- Committee review

- Board approval

FAIR & OBJECTIVE REVIEW

- Community involvement

- Conflict of interest policy

- Committee anonymity

- Advice to applicants

PORTAL REGISTRATION

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.

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

Fields with an asterisk (*) are required.

Organization Information

Organization Name*

EIN / Tax ID (##-#######)*

Neighborhood Organizations use 00-0000000 if you do not have an EIN.

Web Site

Telephone Number (###-###-#### x###)*

Organization Email

Address 1*

Address 2

City*

State*

Postal Code*

Country

Next >

Important to get right ☺

Questions: Contact Lisa DeLang at edelang@cfnil.org or 779-210-8210☺

PORTAL REGISTRATION

- Access from CFNIL website

- Email is case sensitive – type exactly

- No account? Register ASAP

- Begin with one user per organization

- Be careful to get organization info correct

FALL '22 CFNIL
GRANTSEEKERS MEETING

APPLICATION FEATURES

APPLICATION FEATURES

APPLICATION FEATURES

- Applicant Dashboard

- Access to your active and historical requests

- Access to organization's request history

- Preview – Doesn't Save

- Online video and written tutorials

- Auto Saves!

- Save feature alerts you to incomplete fields

APPLICATION FEATURES

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

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.
- 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:
Thursday, September 8, 4 – 5 p.m.

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GRANTSEEKERS MEETING

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

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GRANTSEEKERS MEETING

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.

FALL '22 CFNIL
GRANTSEEKERS MEETING

CAPITAL/COMMODITY SUPPORT TYPE

- Selecting this type of proposal results in an application with more relevant questions
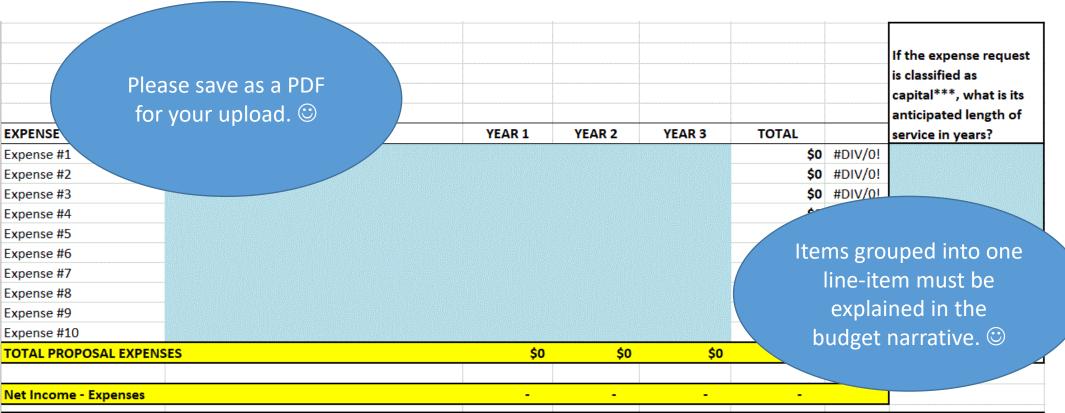
- NOT eligible for multi-year grants

- **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									
Expense #5									
Expense #6									
Expense #7									
Expense #8									
Expense #9									
Expense #10									
TOTAL PROPOSAL EXPENSES				$0	$0	$0			
Net Income - Expenses				-	-	-	-		

Please save as a PDF for your upload. ☺

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

* 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.
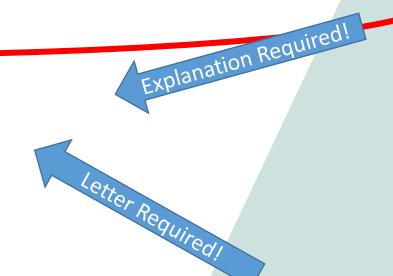
** CFNIL will fund indirect costs, but indirect costs may not exceed 15% of your organization's total request from CFNIL.

*** 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.

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

Explanation Required!

Letter Required!

Two Quotes Required

- Single line-item over $5,000

- Including: remodeling projects, etc.

- Explanation needed when only one source for a line item exists

- Letter of support from partner vendors

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. Begin with the Expense Side of the budget template.

2. List your direct expenses and amounts.

3. Move to the Revenue Side of the budget template.

4. Determine the amounts that you are expecting from each funding source, including CFNIL. (This should equal or exceed the total of direct expenses).

5. Multiply the amount that you are requesting from CFNIL by .15. This is your Allowable Indirect Expense Amount (AIEA).

6. Add the AIEA to the amount you are requesting from CFNIL on the Revenue Side.

7. Return to the Expense Side.

8. Add a line item to the budget labeled "Indirect Expenses".

9. Enter the AIEA calculated above in the amount column for "Indirect Expenses" line item

2022 CFNIL RESULTS & BUDGETING WORKSHOPS

PRACTICAL.
HANDS-ON.
SNACKS!

RESULTS & BUDGETING WORKSHOPS

- Practical workshops
- In-person at CFNIL – please RSVP

(link to register will be emailed following this meeting)

- Thursday, August 11th at 9:00 am
- Monday, August 15th at 3:00 pm
- Wednesday, August 24th at 3:00 pm

FALL '22 CFNIL
GRANTSEEKERS MEETING

SCAN ME

UPCOMING OPPORTUNITIES

- The Early Development Instrument (EDI): Using Data for More Effective Grant Applications:
  - August 18, 4:00 – 5:00pm, Discovery Center Museum Auditorium
  - More info including RSVP form to come, contact Sarah for more details at slambert@cfnil.org or 779-210-8207

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 9, 2023

- Multiple, identical sessions will be provided

- Review reporting and publicity requirements and answer all your burning questions!

QUESTIONS?

- Do you require audited financials? If we are a small nonprofit that conducts in-house audits, can you recommend a local auditor who could help us?

- Can you provide more details about what you fund related to Capital grants and how to categorize capital projects?

- What if your program overlaps with two or more focus areas?

QUESTIONS?

FALL '22 CFNIL
GRANTSEEKERS MEETING

UPCOMING OPPORTUNITIES

Community Resource Inventory Event
Tuesday, August 23rd; 9-11am
Help us gather information about the programs and services currently offered in our community and to help identify gaps in community care.
Hosted in partnership with:

CITY OF ROCKFORD
HEALTH & HUMAN SERVICES
COMMUNITY ACTION AGENCY · HEAD START

One Body
Collaboratives

COMMUNITY FOUNDATION
OF NORTHERN ILLINOIS

Sponsorship provided by
WIPFLI

nonprofit happy hour

no work, all play

thursdays, june 30
july 28
august 25
3-6PM

COMMUNITY FOUNDATION
OF NORTHERN ILLINOIS

Thank You!

James Patterson
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Ariel Thompson
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