CFNIL Virtual Grantseekers Meeting

Updates & Insights for CFNIL Community Grants 2022

cfnil.org/community
DAN ROSS
President
dross@cfnil.org
779-210-8201
SARAH LAMBERT
VP of Programs & Community Investment
slambert@cfnil.org
779-210-8207
• All participants muted during presentation
• Wave using reactions to ask a question between presenters
• Use the chat box to ask questions during the presentation
AGENDA

Welcome
CFNIL Grantmaking Overview
In Youth We Trust
Community Grants Application
Questions?
FY2021 Community Grants by focus area

2021 - 2022 Community Grants Program Grantmaking

<table>
<thead>
<tr>
<th>FOCUS AREA</th>
<th>2021 # OF NEW GRANTS</th>
<th>PRIOR COMMITMENTS # OF GRANTS</th>
<th>2021 NEW AWARDS</th>
<th>PRIOR COMMITMENTS AWARDS</th>
<th>TOTAL AWARDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts &amp; Humanities</td>
<td>20</td>
<td>-</td>
<td>$168,504.84</td>
<td>-</td>
<td>$168,504.84</td>
</tr>
<tr>
<td>Education</td>
<td>14</td>
<td>3</td>
<td>$380,509.00</td>
<td>$170,000.00</td>
<td>$550,509.00</td>
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<tr>
<td>Health</td>
<td>6</td>
<td></td>
<td>$97,807.52</td>
<td>-</td>
<td>$97,807.52</td>
</tr>
<tr>
<td>Human Services</td>
<td>14</td>
<td>-</td>
<td>$188,534.57</td>
<td>-</td>
<td>$188,534.57</td>
</tr>
<tr>
<td>Sustainable Communities</td>
<td>8</td>
<td>-</td>
<td>$144,383.95</td>
<td>-</td>
<td>$144,383.95</td>
</tr>
<tr>
<td>Youth &amp; Families</td>
<td>14</td>
<td>-</td>
<td>$321,349.16</td>
<td>-</td>
<td>$321,349.16</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>76</strong></td>
<td><strong>3</strong></td>
<td><strong>$1,301,089.04</strong></td>
<td><strong>$170,000.00</strong></td>
<td><strong>$1,471,089.04</strong></td>
</tr>
</tbody>
</table>

Average Grant Size: $18,621
# FY2021 Community Grants

*by the numbers*

<table>
<thead>
<tr>
<th>Category</th>
<th>Number of Grants</th>
<th>Total Amount</th>
<th>Average Grant</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Arts &amp; Humanities</strong></td>
<td>20</td>
<td>$168,504.84</td>
<td>$8,425.24</td>
<td>$2,000 - $50,000</td>
</tr>
<tr>
<td><strong>Education</strong></td>
<td>17</td>
<td>$550,509</td>
<td>$32,382.88</td>
<td>$2,500 - $109,000</td>
</tr>
<tr>
<td><strong>Health</strong></td>
<td>6</td>
<td>$97,807.52</td>
<td>$16,301.25</td>
<td>$9,750 - $29,992</td>
</tr>
<tr>
<td><strong>Human Services</strong></td>
<td>14</td>
<td>$188,534.57</td>
<td>$13,466.76</td>
<td>$5,000 - $29,070</td>
</tr>
<tr>
<td><strong>Sustainable Communities</strong></td>
<td>8</td>
<td>$144,383.95</td>
<td>$18,047.99</td>
<td>$875 - $32,000</td>
</tr>
<tr>
<td><strong>Youth &amp; Families</strong></td>
<td>14</td>
<td>$321,349.16</td>
<td>$22,953.51</td>
<td>$5,000 - $53,665</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>76</td>
<td>$1,471,089.04</td>
<td>$18,621.38</td>
<td>$875 - $109,000</td>
</tr>
</tbody>
</table>

*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
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 •
ARIEL THOMPSON

In Youth We Trust Liaison

iywt@cfnil.org
IN YOUTH WE TRUST COUNCIL

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
IN YOUTH WE TRUST GRANTEES
IN YOUTH WE TRUST GRANTS

2022 – 2023 Grant Cycle Focus:
Youth Mental Health
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
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)
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

The sooner the better 😊
PORTAL REGISTRATION

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
## Application Features

**Applicant Dashboard**

Learn more about managing your Applicant Dashboard with this quick instructional video: [Your Applicant Dashboard](#)

### Applicant:

<table>
<thead>
<tr>
<th>Applicant:</th>
<th>Organization:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. James Patterson</td>
<td>Community Foundation of Northern Illinois</td>
</tr>
<tr>
<td><a href="mailto:jpatterson@cfnil.org">jpatterson@cfnil.org</a></td>
<td>384-4402089</td>
</tr>
<tr>
<td>773-210-8206</td>
<td>815-962-2110</td>
</tr>
<tr>
<td>946 N. 2nd St.</td>
<td>946 N. 2nd St.</td>
</tr>
<tr>
<td>Rockford, IL 61107-3005 United States</td>
<td>Rockford, IL 61107-3005 United States</td>
</tr>
</tbody>
</table>

- **Active Requests**: 0
- **Historical Requests**: 0

If your organization information does not appear correct, please contact the funder. Thank you.

You do not have any Active Requests. Click Apply to begin the application process.
APPLICATION FEATURES

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 review 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

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

Application AUTO SAVES! 😊
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

Care-A-Van - Boost - 1.jpg
Care-A-Van - Boost - 2 - DO NOT USE.jpg
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
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.
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.
Revenue should equal or exceed expenses.😊
## BUDGET TIPS

Please save as a PDF for your upload. 😊

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

<table>
<thead>
<tr>
<th>EXPENSE</th>
<th>YEAR 1</th>
<th>YEAR 2</th>
<th>YEAR 3</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense #1</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>#DIV/0!</td>
</tr>
<tr>
<td>Expense #2</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>#DIV/0!</td>
</tr>
<tr>
<td>Expense #3</td>
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<tr>
<td>Expense #4</td>
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<tr>
<td>Expense #8</td>
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</tr>
<tr>
<td>Expense #9</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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</tr>
<tr>
<td>Expense #10</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>#DIV/0!</td>
</tr>
</tbody>
</table>

**TOTAL PROPOSAL EXPENSES**

<table>
<thead>
<tr>
<th></th>
<th>YEAR 1</th>
<th>YEAR 2</th>
<th>YEAR 3</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Income - Expenses</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

* 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
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
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. 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
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?
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:

One Body Collaboratives

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
jpatterson@cfnil.org, 779-210-8206

Sarah Lambert
slambert@cfnil.org, 779-210-8207

Ariel Thompson
iywt@cfnil.org

Dan Ross
dross@cfnil.org, 779-210-8201

cfnil.org/community