



GRANTS POLICY

SCOPE

This policy applies to all strategic and responsive grantmaking activities.

PURPOSE

The purpose of the Standing Grants Committee is to serve as a resource to the nonprofit sector and identify and recommend to the Board of Trustees programs and projects to receive funding that enhance the quality of life in Northern Illinois while reflecting the intentions of our donors.

POLICY

FUNDS

1. Spendable funds are allocated each year using the following procedure by the CFNIL Grants Department:
 - a. Monies from funds with donor restrictions are allocated to the appropriate Community Grants Focus Area first.
 - b. Unrestricted dollars to be distributed through CFNIL's grant programs are allocated first to discretionary programs (such as Neighborhood Grants, Community Opportunities, and Carroll Starr). Remaining funds are allocated to the Community Grants Focus Areas by a standard percentage established by the Standing Grants Committee (example: Education gets 50% of the remaining unrestricted funds, and all other focus areas get 10% each).
 - c. Any unspent or returned funds from a discretionary grant program are returned to the same program or focus area to be included in the following year's allocation.
2. The Standing Grants Committee may recommend to the Board of Trustees allocations from unrestricted funds to other Foundation grantmaking programs and projects.
3. Monies available for grants from CFNIL's discretionary and unrestricted funds must abide by the Foundation's spending policy.

COMMITTEE STRUCTURE

4. The chairs of the Focus Committees and the In Youth We Trust Advisor(s) will serve on the Standing Grants Committee.
5. A minimum of two trustees will serve on each Focus Committee with appointed community members.
6. Any committee that approves grants in lieu of board approval (such as the former Family Crisis Committee) must have a majority of trustees serving on the committee and voting on the application. Any such committees will provide annual reports to the Board of Trustees.



GRANTS POLICY

7. Focus Committee members serve a maximum of two 3-year terms. Members with expired terms may be appointed to another Focus Committee at the sole discretion of the CFNIL.

CONFIDENTIALITY

8. CFNIL does not release the names of committee members to grant applicants or grantees.
9. Standing Grants and Focus Committee meetings are strictly confidential. CFNIL's Board of Trustees and Focus Committee members will not discuss any grant application, committee discussion, or award outside of the committee meeting.

GRANTS STAFF

10. The Grants Staff will provide leadership and act as a resource to each Focus Committee and the Standing Grants Committee.
11. The Grants Staff will act as a liaison between the nonprofit sector and the Community Foundation, and at least one staff member will serve as a non-voting member of each Focus Committee.
12. The Grants Staff is empowered by the CFNIL Board of Trustees to screen grant applications as they are received, determining whether they meet the guideline criteria. Any decision by the Grants Staff to deny a grant application and the rationale for that decision will be reviewed by the appropriate Focus Committee if requested.

CONFLICTS OF INTEREST

13. Each Focus Committee member will follow the current Conflicts of Interest Policy, and excuse himself or herself from the room during discussion and voting should a conflict of interest exist.
14. In order to ensure the integrity of the Community Foundation, and fair and equitable access to grant resources, CFNIL Board members and Focus Committee members must not prepare, sign, be listed as the primary contact on grant documents (i.e. applications, agreement, final reports, etc.), or provide letters of support for specific proposals.

COMMITTEE RESPONSIBILITIES

15. Focus Committees are responsible for ensuring approved grant applications are consistent with the Community Foundation's guidelines and priorities.

GRANTS CRITERIA

16. Organizations with agency funds held by the Foundation will not be treated differently than any other applicant or grantee.




GRANTS POLICY

17. Communication regarding all grant requests must be made only through the Grants Department Staff of the Community Foundation.
18. Grants will not be made for projects and programs promoting a religion or requiring participation in a religious activity as a condition for receiving services. However, grants may be made to faith-based organizations for other purposes.
19. Applicant organizations may submit no more than three proposals to the Community Grants Program during any application cycle.
20. A final report is required from all grant recipients. Failure to submit a final report will jeopardize future funding.
21. Failure to submit an application and all required attachments by the deadline disqualifies the proposal.
22. The Board of Trustees approves current year grant commitments and approves multi-year commitments contingent upon grantee performance. The President approves contingent funding (e.g., the second or third year of funding) for multi-year grant commitments that have previously been approved by the Board of Directors. Renewal request approval will be based on the recipient's progress toward the outcomes stated in the application. The Board of Trustees will be routinely advised of all contingent funding decisions.
23. Multi-year grant requests will only be accepted for proposals within the education and health focus areas.

OTHER

24. The Foundation President has the authority to approve immediate-need grants up to \$5,000. The Board of Trustees must be advised of the grants approved at its next regularly scheduled meeting.
25. CFNIL requires that criminal background checks be conducted on all adult advisors and staff members involved in the In Youth We Trust program and activities.
26. CFNIL recognizes that changes in program implementation will occur and that these changes may improve effectiveness or allow grantees to respond to unforeseen circumstances. In order to request an amendment, grantees are required to submit a written grant amendment request to CFNIL's Grants Department. Amendments to grant agreements must stay true to the original intent of the program as described in the grant application.
 - a. Grants staff will determine if the request increases the effectiveness of the charitable activity or responds to unforeseen circumstances to enact the charitable activity.
 - b. Provided the amount does not increase, grants staff may approve or decline the request, except in the case of a change in the grantee or payee, in which case, the President may approve or decline the request.

 COMMUNITY FOUNDATION <small>OF NORTHERN ILLINOIS</small>	POLICY
	GRANTS POLICY

- c. If the grantee requests additional funds, that request must go before the respective committee and the Board of Trustees.
- d. The Board of Trustees will be routinely advised of the outcome of all grant amendment requests.

Adopted by the Board XXXX.

Reviewed by Board Secretary:

Signature

Dan Ross

REVISION RECORD:

REVISION	DESCRIPTION	REVISION DATE
01	Statements regarding grants review on a case-by-case basis added.	2003
02	Changes made to deadlines, site visits, funding restrictions, funding priorities, duration of funding.	06/2010
03	Updated funding priorities and procedure-related items for Community Arts & Humanities as well as Aldeen Christian Ministry/UCP.	04/12/2011
04	Deadlines changed and funding restrictions updated.	10/2013
05	Full document review and rewrite to remove procedural and operational information and improve organization of information.	10/14/2015
06	Added Grants Criteria related to multi-year grants and approval authority for grant agreement amendments.	08/17/2016
07	Full document review and rewrite to reflect policy changes since last review.	07/08/2021

REVIEW RECORD:

REVIEW DATE



COMMUNITY FOUNDATION
OF NORTHERN ILLINOIS

POLICY

GRANTS POLICY

