# Community Grants Program 2023

*Community Foundation of Northern Illinois*

## Quick Tips

Application Quick Tips!

Before You Apply

- For application guidelines, instructions, deadlines and grant program information visit CFNIL's Community Grants webpage.

- CFNIL will not accept proposals submitted after the deadline.

- If your organization is currently being funded with a CFNIL grant and a final report is not yet due, your organization must submit an interim report. For more information, visit the *Final, Progress, and Interim Reports* section on CFNIL's Grant Resources webpage.

Good to Know

- This application autosaves!

- If you are having difficulty uploading a document, many times this is due to the file format or file size. For help with this, visit the *Working with PDFs* section on CFNIL's Grant Resources webpage.

- For your convenience, we have increased the character limits for your responses to all long response questions. There is no obligation to use the maximum allowed character count and no penalty for answers that do not approach the limit. Please do not feel you must use the full character count when a more concise response is sufficient.

- Using the Copy Request Feature

    If you have applied for a CFNIL  grant before, you can copy data from similar fields to this application. See our Copy Request Application Tutorial.

Using Collaborator

- 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 link below for more information.
    - o   How to Use Collaborator

## Current Open Grant*

Are you currently being funded by the Community Foundation for a grant AND have <u>not</u> yet submitted the corresponding Final Report?
*This includes grants extended due to COVID 19 consideration.*

### Choices

Yes
No

# *Interim Report*

**Interim Report Instructions:**
Applicant organizations must submit an interim report for each in-progress grant from CFNIL's Community Grants Program even if your new application is for a different program. If you submitted multiple applications, each must include these interim reports. Use the field below to upload these reports or type the report of contents directly into the text field. If you need to upload reports for multiple open grants, combine the reports into one document. PDF format required. Interim reports should include:

1. Description of the charitable activity's progress
2. Description of any changes to the charitable activity since approval
3. Reason that a Final Report is not being submitted.

**Please Note:** If you are applying for the same charitable activity for which you are currently being funded, it's to your advantage to provide a more detailed report so that the reviewers can understand the current impact of your charitable activity.

For additional information, visit the *Final, Progress, and Interim Reports* section on CFNIL's Grant Resources webpage.

## Interim Report*
*Character Limit: 4000 | File Size Limit: 2 MB*

## *Summary*

Summary

### Proposal Title*

Give your proposal a short, descriptive name.

*Character Limit: 100*

### Support Type*

Select the Support Type. Refer to the Community Grants Guidelines for definitions of each Support Type. Your choice of Support Type will determine which questions appear in your application.

- **Event** - Choose "event" if the duration of the charitable activity described in the proposal is less than a week. *Example: a weekend-long concert or a one-day neighborhood block party.*

- **Project** - Choose "project" if the duration of the charitable activity described in the proposal has a beginning and an end date and lasts between one week and three years. *Example: a summer-long camp or a two-year archiving initiative.*

- **Program** - Choose "program" if the duration of the charitable activity described in the proposal is ongoing. *Example: a year-round health facility.* All proposals related to educational activities that occur annually, like after-school or summer-school programs, should be included here.

- **Capital/Commodity** - Choose "capital/commodity" if you are purchasing equipment, a commodity, or making a minor capital improvement that will allow you to serve or further your ability to serve clients. If a capital/commodity purchase is part of a larger charitable activity, such as purchasing books for a reading program, choose Event/Project/Program as appropriate. *Example: Van purchase to transport clients: food purchase for the pantry: school backpacks for at-risk youth, bathroom remodel to make ADA compliant.* Please note: Capital/Commodity requests are not eligible for multi-year grants.

#### Choices

Program
Project
Event
Capital/Commodity

### Focus Area*

Please indicate your proposal's area of focus. Refer to the Community Grants Guidelines for definitions of each focus area.

#### Choices

Arts & Humanities
Career Pathways

Complementary Education
Health
Human Services
Other
Sustainable Communities
Youth & Families

## Brief Proposal Description*

In no more than two sentences, explain how the funds will be used and what will improve as a result of the charitable activity. Be as concise as possible in your answer. It will be used for internal CFNIL reports. Think of it as an elevator speech for a one-floor elevator ride.

*Character Limit: 400*

## Request Amount*

What is the amount requested from CFNIL for the first year (or only year) of the proposal?

*Character Limit: 20*

## Indirect Cost

Enter up to 15% of the **Request Amount** above to cover indirect costs. For example, if the **Request Amount** is $40,000 and you want to add 15%, 40,000 x .15 = 6,000. $6,000 would be the amount of indirect expenses that would be entered into this field.

*Character Limit: 20*

## Request Amount Plus Indirect Cost*

Add th**e Request Amount** and **Indirect Cost** amount from the two questions above and enter the total here. If you have a single-year request, this will be the same amount entered in the next question, Total Requested. For example, if the Request Amount is $40,000 and the Indirect Cost amount is $6,000 (15%), the total entered here would be $46,000. To learn more about CFNIL's philosophy on covering indirect costs, visit our Grantmaking Philosophies page.

*Character Limit: 20*

## Total Requested*

What is the total amount requested from CFNIL in this proposal, **including indirect costs.** This will be the same as the Request Amount Plus Indirect Costs unless this is a multi-year request. For multi-year requests, add the amount of all years requested **including indirect costs**.

*Character Limit: 20*

## First Year Cost*

What is the total cost for the first year (or only year) of this charitable activity (including indirect costs), including those components that will not be funded by CFNIL?

*Character Limit: 20*

## *Summary - Multi-Year?*

### Multi-Year?*

Is this request for a multi-year grant? An organization can only apply for a multi-year grant within the Focus Areas of Career Pathways, Complementary Education, or Health.

#### Choices
Yes
No

## *Summary - Second Year*

### Number of Years Requested*

Are you requesting funding for two or three years?

#### Choices
Two Years
Three Years

### Second Year Request Amount*

What is the amount requested for the second year?

*Character Limit: 20*

### Second Year Request Amount Plus Indirect Costs*

*Character Limit: 20*

### Second Year Cost*

What is the total cost for the second year of this charitable activity (including indirect costs), including those components that will not be funded by CFNIL?

*Character Limit: 20*

## *Summary - Third Year*

### Third Year Request Amount*

What is the amount requested for the third year?

*Character Limit: 20*

### Third Year Request Amount Plus Indirect Costs

*Character Limit: 20*

### Third Year Cost*

What is the total cost for the third year of this charitable activity (including indirect costs), including those components that will not be funded by CFNIL?

*Character Limit: 20*

## Proposal Plan

Proposal Plan

### Funds Needed*
When are CFNIL funds needed? Please provide a target date. Funds will not be available until after December 1st. CFNIL does not fund programs retroactively.

*Character Limit: 10*

### Funds Expended*
When will CFNIL funds be expended? Please provide a target date. Note: Your report will be due on 2/1/2025.

*Character Limit: 10*

### Detailed Project Description*
In detail, describe the major activities that make up the charitable activity outlined in this proposal. Include information such as frequency, location, duration, and sequence of these activities that will successfully address the community need.

*Character Limit: 10000*

Provide any external reports that support your proposal in the upload fields below. (If you have more than two documents, consolidate them into two files. PDF file format required.)

### Report 1
*File Size Limit: 4 MB*

### Report 2
*File Size Limit: 4 MB*

Provide any external links to websites or media files that support your proposal. You may also upload video to our Dropbox later in this proposal.

### Web Address 1
*Character Limit: 2000*

### Web Address 2
*Character Limit: 2000*

## Additional Proposal Info

Use this space to clarify any part of the proposal that you feel needs further explanation. No response is required.

*Character Limit: 4000*

## Additional Uploads

Use this optional field to upload any additional documents that support your proposal.

*File Size Limit: 2 MB*

## Media Files?*

Do you have any Media Files to attach that support your proposal?

### Choices

Yes
No

## *Proposal Plan - Media Files - Arts & Humanities*

You may provide up to ten photos or videos that support your proposal. Photos must be in JPG, PNG, or PDF format. Videos must be in MP4, AVI, MOV, or WMV format. Follow these instructions:

1. Label each file you intend to upload with the following format: "{Organization} – {Project Title} – {file Number}". Example: "Sierra Club – It Ain't Easy Being Green! – 1". **Do not include your personal name.** Please use the full name of your **organization** and not an abbreviation. All applicants in a focus area will be uploading into the same folder. Using this format will identify your file from the files of other applicants.

2. Click this link to access our dropbox.

3. Click "Choose from computer" and select the files 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 media files that you provide, credited to your organization, in reports and other types of printed and digital communications. Uploading media files here and signing the Applicant Agreement at the end of this application indicate your permission to use your photos and videos in this manner. If you would like to provide a media file to support your grant that you would NOT like us to publicize, please put "DO NOT USE" at the end of that media file's name.

## *Proposal Plan - Media Files - Career Pathways*

You may provide up to ten photos or videos that support your proposal. Photos must be in JPG, PNG, or PDF format. Videos must be in MP4, AVI, MOV, or WMV format. Follow these instructions:

1. Label each file you intend to upload with the following format: "{Organization} – {Project Title} – {File Number}". Example: "Sierra Club – It Ain't Easy Being Green! – 1". **Do not include your personal name.** Please use the full name of your **organization** and not an abbreviation. All applicants in a focus area will be uploading into the same folder. Using this format will identify your file from the files of other applicants.

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## *Proposal Plan - Media Files - Complementary Education*

You may provide up to ten photos or videos that support your proposal. Photos must be in JPG, PNG, or PDF format. Videos must be in MP4, AVI, MOV, or WMV format. Follow these instructions:

1. Label each file you intend to upload with the following format: "{Organization} – {Project Title} – {File Number}". Example: "Sierra Club – It Ain't Easy Being Green! – 1". **Do not include your personal name.** Please use the full name of your **organization** and not an abbreviation. All applicants in a focus area will be uploading into the same folder. Using this format will identify your file from the files of other applicants.

2. Click this link to access our dropbox.

3. Click "Choose from computer" and select the files 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".

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## *Proposal Plan - Media Files - Health*

You may provide up to ten photos or videos that support your proposal. Photos must be in JPG, PNG, or PDF format. Videos must be in MP4, AVI, MOV, or WMV format. Follow these instructions:

1. Label each file you intend to upload with the following format: "{Organization} – {Project Title} – {file Number}". Example: "Sierra Club – It Ain't Easy Being Green! – 1". **Do not include your personal name.** Please use the full name of your **organization** and not an abbreviation. All applicants in a focus area will be uploading into the same folder. Using this format will identify your file from the files of other applicants.

2. Click this link to access our dropbox.

3. Click "Choose from computer" and select the files 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".

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## *Proposal Plan - Media Files - Human Services*

You may provide up to ten photos or videos that support your proposal. Photos must be in JPG, PNG, or PDF format. Videos must be in MP4, AVI, MOV, or WMV format. Follow these instructions:

1. Label each file you intend to upload with the following format: "{Organization} – {Project Title} – {File Number}". Example: "Sierra Club – It Ain't Easy Being Green! – 1". **Do not include your personal name.** Please use the full name of your **organization** and not an abbreviation. All applicants in a focus area will be uploading into the same folder. Using this format will identify your file from the files of other applicants.

2. Click this link to access our dropbox.

3. Click "Choose from computer" and select the files 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".

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## *Proposal Plan - Media Files - Other*

You may provide up to ten photos or videos that support your proposal. Photos must be in JPG, PNG, or PDF format. Videos must be in MP4, AVI, MOV, or WMV format.  Follow these instructions:

1. Label each file you intend to upload with the following format: "{Organization} – {Project Title} – {File Number}". Example: "Sierra Club – It Ain't Easy Being Green! – 1". **Do not include your personal name.** Please use the full name of your **organization** and not an abbreviation. All applicants in a focus area will be uploading into the same folder. Using this format will identify your file from the files of other applicants.

2. *https://www.dropbox.com/request/aTQVqzyfFyWl4P6y2xAL*Click this link to access our dropbox.

3. Click "Choose from computer" and select the files 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".

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## *Proposal Plan - Media Files - Sustainable Communities*

You may provide up to ten photos or videos that support your proposal. Photos must be in JPG, PNG, or PDF format. Videos must be in MP4, AVI, MOV, or WMV format. Follow these instructions:

1. Label each file you intend to upload with the following format: "{Organization} – {Project Title} – {File Number}". Example: "Sierra Club – It Ain't Easy Being Green! – 1". **Do not include your personal name.** Please use the full name of your **organization** and not an abbreviation. All applicants in a focus area will be uploading into the same folder. Using this format will identify your file from the files of other applicants.

2. Click this link to access our dropbox.

3. Click "Choose from computer" and select the files 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".

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## Proposal Plan - Media Files - Youth & Families

You may provide up to ten photos or videos that support your proposal. Photos must be in JPG, PNG, or PDF format. Videos must be in MP4, AVI, MOV, or WMV format. Follow these instructions:

1. Label each file you intend to upload with the following format: "{Organization} – {Project Title} – {File Number}". Example: "Sierra Club – It Ain't Easy Being Green! – 1". **Do not include your personal name.** Please use the full name of your **organization** and not an abbreviation. All applicants in a focus area will be uploading into the same folder. Using this format will identify your file from the files of other applicants.
2. Click this link to access our dropbox.
3. Click "Choose from computer" and select the files 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 media files that you provide, credited to your organization, in reports, and other types of printed and digital communications. Uploading media files here and signing the Applicant Agreement at the end of this application indicates your permission to use your photos and videos in this manner. If you would like to provide a media file to support your grant that you would NOT like us to publicize, please put "DO NOT USE" at the end of that file's name.

## Proposal Plan - Program/Project/Event

### Collaborative Proposal?*

Is this proposal a collaborative effort or part of a collaborative effort? (Not including a school district referenced below.)

### Choices
Yes
No

## Proposal Plan - Collaboration

### Collaboration*

Who are you collaborating with on this project? What is the nature of the collaboration?

*Character Limit: 4000*

## *Proposal Plan - Program/Project/Event - Over $5,000*

### Direct Service?*

Does this proposal provide direct services to clients? (E.g., tutoring, counseling, case management, etc.)

**Choices**

Yes

No

## *Proposal Plan - Collaboration Over $50,000*

### Support Letters*

Please upload a letter of support from each of your partner organizations in the project. (If more than one letter, combine and upload as one document. For partnerships involving more than four additional organizations, submit letters from your top four partners. PDF format required.)

*File Size Limit: 3 MB*

### Support Letter

Additional upload field

*File Size Limit: 3 MB*

### Support Letter

Additional upload field

*File Size Limit: 3 MB*

## *Proposal Plan - Direct Service*

### Hours per Client*

What is the projected average number of direct service hours provided to each client? Make sure to include the total number of hours per client, even if services are provided by more than one provider.

*Character Limit: 20*

### Total Hours Provided*

What is the projected total number of direct service hours provided to clients? (Hours Per Client multiplied by Number Served.)

*Character Limit: 20*

### Outreach Efforts*

Describe your organization's outreach, marketing, or recruitment efforts for this activity.

*Character Limit: 4000*

## Proposal Plan - Program - Over $50,000

### Sustainability Plan*

Describe your plan to sustain this program beyond the funding period of the proposal.

*Character Limit: 4000*

## Proposal Plan - Event

### Anticipated Audience Number

If this is a performance-based event, please enter the total number of anticipated audience members. If not, leave blank.

*Character Limit: 100*

## Proposal Plan - Over $5,000

### School District Partnership

Is your organization partnering directly with a school district? For example, is your organization part of a school district, working on-site at a school, or using school/district resources to deliver this charitable activity?

### Choices
Yes
No

## Proposal Plan - Partnering with School District

### School Pre-Authorization Forms*

Since you are part of or partnering with a school district, you are required to upload a School Pre-Authorization form. You can download the form here. BE SURE TO SUBMIT YOUR FORM TO YOUR PARTNER SCHOOL DISTRICT WELL IN ADVANCE OF THE GRANT DEADLINE. If you are partnering with multiple school districts, combined all forms into one PDF. If you are partnering with more than four school districts, include forms from the top four.

*File Size Limit: 2 MB*

## Proposal Plan - Over $50,000

### Leverage Additional Funding

Will this grant serve as a direct match for securing additional funding from another funder? If yes, how much and from whom? If no, leave blank.

*Character Limit: 4000*

### Mission Alignment

How does this proposal align with your organization's mission and current activities?

*Character Limit: 4000*

## Community Need

Community Need

### Community Need*

What community need or opportunity is your proposed activity addressing?

*Character Limit: 4000*

### Number Served*

Total number of unduplicated people this proposal will serve. This includes any client who will receive services for this charitable activity. If this is a multi-year request, enter the number of people served during the first year.

*Character Limit: 7*

### Population Description*

Please describe the population you expect to serve through this charitable activity. Include items such as race/ethnicity, socioeconomic status, age, and gender. Exact numbers are not required, but if you have exact numbers please provide them. If you receive a grant, you will be asked to track specific demographic information for your final report.

*Character Limit: 4000*

## Community Need - Over $50,000

### Number Served by Component*

How many people will be served by each component of this proposed activity? These numbers should add up to the total number of unduplicated people this proposal will serve above. Example 1: 75 fifth-grade students at ABC school will participate in one-hour reading discussion groups. 25 fifth-grade students at ABC School will receive one-on-one tutoring. Example 2: 25 youth cast members will perform. 200 audience members will enjoy the performance.

*Character Limit: 4000*

## *Community Need - Second Year*

### Number Served Year Two*

Total number of unduplicated people this proposal will serve in Year Two. This includes any client who will receive services for this charitable activity.

*Character Limit: 6*

## *Community Need - Third Year*

### Number Served Year Three*

Total number of unduplicated people this proposal will serve in Year Three. This includes any client who will receive services for this activity.

*Character Limit: 6*

## *Community Need - Demographics*

Demographics

Your responses below should be specific to this request, not your organization's overall demographics, unless the charitable activity impacts all of your clients.

### Demographics

Counties Served: What **percentage** of the number served will be residents of the following counties? If you don't expect to serve any clients in a particular county, enter 0 in the corresponding box.
Example:
**Boone  75**

| County | Percentage Served |
|--------|-------------------|
| Boone | |
| Ogle | |

| Stephenson | |
|---|---|
| Winnebago | |
| Other | |

## *Proposal Budget*

Proposal Budget

General Budget Instructions:

- The budget should include only the revenue and expenses for this proposal, not your entire organization.

- Revenue should equal or exceed expenses.

- Expense items may be combined into one line if there aren't enough rows for all expenses. Take care to group like items as much as possible and use the budget narrative to indicate the amounts for the component expense.

- You can view a sample proposal budget and budget narrative on CFNIL's Grant Resources webpage.

- For "Status" choose **"Received"** for all income currently under your organization's control. Choose **"Pledged"** for sources that 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 Indirect Costs**: Add up to 15% to the Request Amount for indirect costs. For example, if the Request amount is $10,000, multiply $10,000 by 15%. 10,000 x .15 = 1,500. $1,500 is the Indirect Costs amount that would be entered on the Budget Revenue and Budget Expense Tables. To learn more about CFNIL's philosophy regarding Indirect Costs, visit the CFNIL Grantmaking Philosophies page.

## Budget Revenue

| Item Number | Revenue Source | Amount | Status |
|---|---|---|---|
| CFNIL Request Amount | | | |
| CFNIL Indirect Costs Grant - See Instructions above | | | |
| Revenue #3 | | | |
| Revenue #4 | | | |
| Revenue #5 | | | |
| Revenue #6 | | | |
| Revenue #7 | | | |
| Revenue #8 | | | |
| Revenue #9 | | | |
| Revenue #10 | | | |
| Revenue #11 | | | |
| Revenue #12 | | | |

| Totals | | | |
|---|---|---|---|
| | | | |

## Budget Expenses

| Item Number | Expense Description | Amount |
|---|---|---|
| Indirect Costs - Add up to 15% of Request Amount, See Instructions Above | | |
| Expense #2 | | |
| Expense #3 | | |
| Expense #4 | | |
| Expense #5 | | |
| Expense #6 | | |
| Expense #7 | | |
| Expense #8 | | |
| Expense #9 | | |
| Expense #10 | | |
| Expense #11 | | |

| Expense #12 | | |
|---|---|---|
| Expense #13 | | |
| Totals | | |

## Budget Narrative*

Please use the Budget Narrative to explain how each revenue and expense item was calculated. If related items are combined in a line item, describe the component expenses. If you are unable to obtain a quote for an expense over $5,000, use the budget narrative to explain.

*Character Limit: 10000*

# Proposal Budget - Multi-Year Requests

General Budget Instructions:

- The budget should include only the revenue and expenses for this proposal, not your entire organization.

- Expense items may be combined into one line if there aren't enough rows for all expenses. Take care to group like items as much as possible and use the budget narrative to indicate the amounts for the component expenses.

- You can view a sample proposal budget and budget narrative on CFNIL's Grant Resources webpage.

- For "Status" choose **"Received"** for all income currently under your organization's control. Choose **"Pledged"** for sources that have been promised to your organization, but not yet received. Choose **"Requested"** for all income sources that 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 Indirect Costs**: Add up to 15% to the Request Amount for indirect costs. For example, if the Request Amount is $10,000, multiply $10,000 by 15%. 10,000 x .15 = 1,500. $1,500 is the Indirect Costs amount that would be entered on the Budget Revenue and Budget Expense Tables. To learn more about CFNIL's philosophy regarding Indirect Costs, visit the CFNIL Grantmaking Philosophies page.

## Budget Revenue

| Revenue Sources | Source Name | Year 1 | Year 2 | Year 3 | Status |
|---|---|---|---|---|---|
| CFNIL Request Amount | | | | | |
| CFNIL Indirect Costs Grant - See Instructions Above | | | | | |
| Revenue #3 | | | | | |
| Revenue #4 | | | | | |
| Revenue #5 | | | | | |
| Revenue #6 | | | | | |
| Revenue #7 | | | | | |
| Revenue #8 | | | | | |
| Revenue #9 | | | | | |
| Revenue #10 | | | | | |
| Revenue #11 | | | | | |
| Revenue #12 | | | | | |

| Totals | | | | | |
|---|---|---|---|---|---|
| | | | | | |

## Budget Expenses

| Expenses | Description | Year 1 | Year 2 | Year 3 |
|---|---|---|---|---|
| Indirect Costs - Add up to 15% of Request Amount, See Instructions Above | | | | |
| Expense #2 | | | | |
| Expense #3 | | | | |
| Expense #4 | | | | |
| Expense #5 | | | | |
| Expense #6 | | | | |
| Expense #7 | | | | |
| Expense #8 | | | | |
| Expense #9 | | | | |
| Expense #10 | | | | |
| Expense #11 | | | | |

| | | | | |
|---|---|---|---|---|
| Expense #12 | | | | |
| Expenses #13 | | | | |
| Totals | | | | |

## Budget Narrative*

Please use the Budget Narrative to explain how each revenue and expense item was calculated. If related items are combined in a line item, describe the component expenses. If you are unable to obtain a quote for an expense over $5,000, use the budget narrative to explain.

*Character Limit: 10000*

# Quotes - Total Requested > $5,000

Instructions regarding quotes:

Two quotes are required for the following:

- Any items that exceed $5,000 such as 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. PDF format required.

*File Size Limit: 9 MB*

## Quotes

Upload any required quotes here. PDF format required.

*File Size Limit: 3 MB*

## Quotes

Upload any required quotes here. PDF format required.

*File Size Limit: 3 MB*

## *Evaluation Plan: Measuring Results Tips*

Measuring Results

- To learn more about Measuring Results, including completed examples of the Measuring Results section, visit CFNIL's Grant Resources webpage.

- For a single year request, all results should reflect what can be accomplished within the funding period, which is typically one year.

- For multi-year requests, each result statement component should include each proposed year of the charitable activity. Some charitable activities may repeat the same statements each year; others may change each year. Examples of multi-year result statements can be found on CFNIL's Grant Resources webpage.

- For in-person instruction on developing an Evaluation Plan for CFNIL, attend one of our Applicant Workshops at one of the following times. Look for the RSVP link here soon!
    - Thursday, July 20th at 3 pm
    - Tuesday, July 25th at 9 am
    - Tuesday, August 1st at 9 am
- **Applicants applying for grants of $5,000 or less need only complete one Result Statement.**

### Measuring Results Affirmation*
#### Choices
I have reviewed the Measuring Results section of CFNIL's website referred to above.

## *Evaluation Plan: Measuring Results - Program/Project/Event*

### Program Rationale*
Briefly explain how the activities described in this proposal will lead to the outcomes listed below. (Do not include your rationale within your Result Statements.)
Examples:

1. Seeing sculpture up close with a knowledgeable tour guide will develop connections that seeing sculpture in books would not.

2. Young adults will begin applying life skills taught by trusted mentors.

3.  As interns perform typical museum-related duties, they will internalize best practices.

4.  Staging this performance will create a large-scale opportunity for many community members to experience world music.

*Character Limit: 4000*

## New or Existing Charitable Activity?*

Is this charitable activity an existing or new activity for your organization?

### Choices

New
Existing

## Result 1*

Step One: Identify how the participants will benefit from your charitable activity. This should be very short. Doesn't even have to be a complete sentence.
Examples:

1.  Patrons will develop a greater appreciation of sculpture art.

2.  Young adults will learn basic life skills.

3.  Interns will gain firsthand experience in museum work.

4.  The community will be exposed to first-class world music.

*Character Limit: 500*

## Indicators of Success 1*

Step Two: Identify what data you will collect to show evidence that the proposed activity benefit your target audience. This may include outputs and outcomes. Outputs may be used in an instance when measuring outcomes during the funding period (12 months) would be impractical.
Examples:

1.  The number of patrons who indicate on a survey that they have a better appreciation for sculpture art.

2.  The number of young adults who demonstrate proficiency in five key basic life skills.

3.  The percentage of correct responses on periodic content area test questions.

4.  The number of attendees at the performance.

*Character Limit: 2000*

## Targets 1*

Step Three: This section is going to look very much like the indicators above. The difference will be that you will add a number or percentage to the indicator to set a target or threshold that will indicate success. **This does not refer to your target population.**
Examples:

1.  50 patrons will indicate that they have better appreciation for sculpture art.
2.  75% of young adults will demonstrate proficiency in five basic life skills.
3.  The intern will get at least 80% of the questions correct on content area test at the end of the internship.
4.  500 community members will attend the performance.

*Character Limit: 2000*

## Methods for Measurement 1*

Step Four: Tell us HOW you're going to collect the data. Is it through a test, a survey, skilled observation, a visual survey, or some other method?
Examples:

1.  We will conduct a brief survey asking patrons if they have a better appreciation of sculpture art and track the responses. Better appreciation will be defined as a 4 or 5 response on three of five survey questions.
2.  Young adults will be tested by staff on their proficiency in five identified life skills. To be considered proficient, they will score a 4 out of 5 in each area.
3.  We will administer a content area test at the beginning, middle, and end of the internship and track the scores.
4.  We will track attendance at the box office.

*Character Limit: 2000*

## Benchmarks 1

Step Five: This is a point of reference against which your results can be compared. It's context for why you chose the targets that you chose. This question is optional.
Examples:

1.  In past years we have averaged 50 patrons who indicated that they have a better appreciation for sculpture art.
2.  Our national association suggests that successful implementation should target a 75% success rate.
3.  We have not used this test before. This is our educational guess for the number of questions that should be answered correctly.
4.  Peoria had 475 attendees when they presented the same performance.

*Character Limit: 2000*

## Second Result?*

Do you anticipate a second significant result? If this proposal is requesting more than $30,000 or is a multi-year grant, you must have at least two Results.

### Choices

Yes
No

## *Measuring Results - Program/Project/Event - Result 2*

### Result 2*

*Character Limit: 1000*

### Indicators of Success 2*

*Character Limit: 2000*

### Targets 2*

This is NOT your target population.

*Character Limit: 2000*

### Methods for Measurement 2*

*Character Limit: 2000*

### Benchmarks 2

*Character Limit: 2000*

### Third Result?*

Do you anticipate a third significant result?

**Choices**
Yes
No

## *Measuring Results - Program/Project/Event - Result 3*

### Result 3*

*Character Limit: 1000*

### Indicators of Success 3*

*Character Limit: 2000*

### Targets 3*

This is NOT your target population.

*Character Limit: 2000*

### Methods for Measurement 3*

*Character Limit: 2000*

### Benchmarks 3

*Character Limit: 2000*

## *Measuring Results - Program/Project/Event - Over $50,000*

### Long Term Results

What are your anticipated long-term results for this charitable activity? Long-term results likely would be achieved beyond the funding period. (If your long-term results do not differ from Results #1-3 above or if long-term results are not appropriate, you may leave this field blank.)

*Character Limit: 4000*

## *Measuring Results - Program/Project/Event - Existing Charitable Activity*

### Years in Operation*

How long has this charitable activity been in operation? (Expressed numerically in years.)

*Character Limit: 100*

### Number Served Over Lifetime*

How many people have you served over the lifetime of this charitable activity?

*Character Limit: 100*

### Results To Date*

What have been the results of this charitable activity to date?

*Character Limit: 4000*

### Testimonials

If you have any testimonials from past participants of this charitable activity that support this request, upload here.

*File Size Limit: 2 MB*

## *Evaluation Plan: Measuring Results - Capital Commodity*

### Positive Impact*

How will this purchase/improvement positively impact the way you serve your clients?

*Character Limit: 5000*

### Criteria for Success*

What are your criteria for success? How will you demonstrate successful completion of this project?

*Character Limit: 5000*

## *Organizational Background*

Organizational Capacity

Organizational Background

### Organization Type*
**Choices**
501(c)(3) Nonprofit
Public University/College
Religious Organization
Unit of Government

### Organization County*
In which county is your organization located?

**Choices**
Boone
Ogle
Stephenson
Winnebago
Other

### Organization Logo

Upload a high-quality logo for your organization. Logos must be in JPG, PNG, or PDF format. Follow these instructions:
1. Label the logo file that you intend to upload with the name of your organization. All applicants will be uploading into the same folder. Example: "Sierra Club.jpg".
2. Click this link to access our dropbox.
3. Click "Choose from computer" and select your logo file.
4. Once you've added your logo file, click "Upload". You'll know the upload is complete when you see a green check box on the screen and a message saying "Thanks! You're all done."

### Organization Facebook
*Character Limit: 2000*

### Organization Twitter
*Character Limit: 2000*

## AKA

AKA = Also Known As. This information can be automatically populated from your Nonprofit Profile on Guidestar.org. Applicants are encouraged to keep their profile up to date. If this information is not on your Profile, you may enter it.

*Character Limit: 250*

## Formerly Known As(list)

This information can be automatically populated from your Nonprofit Profile on Guidestar.org. Applicants are encouraged to keep their profile up to date. If this information is not on your Profile, you may enter it.

*Character Limit: 10000*

## Mission Statement*

This information can be automatically populated from your Nonprofit Profile on Guidestar.org. Applicants are encouraged to keep their profile up to date. If this information is not on your Profile, you may enter it.

*Character Limit: 10000*

## Total number of staff*

This information can be automatically populated from your Nonprofit Profile on Guidestar.org. Applicants are encouraged to keep their profile up to date. If this information is not on your Profile, you may enter it. List the total number of staff, given in full-time equivalent (FTE) units. (For more information, visit FTE Calculation)

*Character Limit: 100*

## Total expenses, in USD*

This information can be automatically populated from your Nonprofit Profile on Guidestar.org. Applicants are encouraged to keep their profile up to date. If this information is not on your Profile, you may enter it. Enter the total of all operating expenses from your most recently completed fiscal year.

*Character Limit: 20*

## Year Founded*

This information can be automatically populated from your Nonprofit Profile on Guidestar.org. Applicants are encouraged to keep their profile up to date. If this information is not on your Profile, you may enter it.

*Character Limit: 250*

## Additional Organizational Info

Use this space to clarify anything about your organization that you feel needs further explanation.

*Character Limit: 4000*

## Organizational Background - $5,001 through $50,000

### Current Programs*

You may either upload a description of your current programs, such as a brochure (PDF format required), or type in a description.

*Character Limit: 4000 | File Size Limit: 2 MB*

## Organizational Background Over $50,000

Organizational Background Over $50,000

### Organization History*

Briefly summarize your organization's history.

*Character Limit: 4000*

### Recent Accomplishments*

Describe your organization's recent accomplishments.

*Character Limit: 4000*

## Organization Financials for Requests $5,001 through $50,000

Please include your organization's most recently completed 990 form in the upload field below. If your organization does not complete a 990 or 990-EZ, upload unaudited year-end financial statements. Governmental entities should contact CFNIL to determine the most appropriate documentation to submit. CFNIL reserves the right to ask for additional financial information during the grant cycle if needed.

### 990 Most Recent*

Upload your most recently completed 990 here. PDF format required.

*File Size Limit: 5 MB*

### Additional Org Financial $5,001 through $50,000

Use this optional space to clarify anything about your organization's financials or financial documents.

*Character Limit: 5000*

## *Organization Financial Information for Requests Over $50,000*

Please include your organization's audited financial statements for your two most recently completed fiscal years in the upload fields below. If your organization does not complete an audit of your financials, or has not yet completed your audit for the most recently completed fiscal year, upload your organization's most recently completed 990 forms. Governmental entities should contact CFNIL to determine the most appropriate documentation to submit. CFNIL reserves the right to ask for additional financial information at it's sole discretion.

### Audit Most Recent*

Upload the statement for your most recently completed fiscal year here. PDF format required.

*File Size Limit: 5 MB*

### Audit Next Recent*

Upload the statement for your most recently completed fiscal year here. PDF format required.

*File Size Limit: 5 MB*

### Additional Org Financial Info Over $50,000

Use this optional space to clarify anything about your organization's financials or financial documents.

*Character Limit: 5000*

### Year-to-Date Income Statement*

Attach your organization's year-to-date income statement compared to budget. PDF format required.

*File Size Limit: 3 MB*

### Year-to-Date Balance Sheet*

Attach your organization's year-to-date balance sheet as of the same dates as your year-to-date income statement above. PDF format required.

*File Size Limit: 3 MB*

## *Applicant Agreement*

By clicking below, I agree to the following terms and conditions of the Community Foundation of Northern Illinois (hereafter "FOUNDATION") on behalf of my organization (hereafter "APPLICANT"). Additionally, I certify that I am authorized to agree to these terms and conditions.

1. To use the funds only for the tax-exempt purpose(1) as described in the grant application and subsequent grant notification letter and not for any other purpose without the FOUNDATION's prior written approval. (1) As defined by the Internal Revenue Service

2. To not expend any grant funds for any political or lobbying activity or for any purpose other than one specified in section 170(c)(2)(b) of the Code.

3. To notify the FOUNDATION immediately of any change in (a) APPLICANT'S legal or tax status, (b) APPLICANT'S executive or key staff responsible for achieving the grant purposes, (c) APPLICANT'S ability to expend the grant for the intended purpose, and (d) any expenditure from this grant for any purpose other than those for which the grant was intended.

4. To maintain books and records adequate to demonstrate that it maintained the grant funds in a separate fund dedicated to the purpose for which the grant is made, and to maintain records of expenditures adequate to identify the purposes for which, and manner in which, grant funds have been expended.

5. To give the FOUNDATION reasonable access to the APPLICANT's files and records for the purpose of making such financial audits, verifications, and investigations as it deems necessary concerning the grant, and to maintain such files and records for a period of at least four years after completion or termination of the project.

6. To return to the FOUNDATION any unexpended funds or any portion of the grant that is not used for the purposes specified herein.

7. To recognize the FOUNDATION in all publicity materials related to the funded project or program, as specified in the Grant Communication Guidelines, which will be included in the grant notification letter.

8. To allow the FOUNDATION to include information about this grant in the FOUNDATION's periodic public reports, newsletter, news releases, social media postings, and on the FOUNDATION's website. This includes the amount and purpose of the grant, any photographs you have provided that do not include "DO NOT USE" in their file name, your logo or trademark, and other information and materials about your organization and its activities.

9. To submit a written report summarizing the project promptly following the end of the period during which you are to use all grant funds and to submit any interim reports the FOUNDATION may require. Your reports should describe your progress in achieving the purposes of the grant and include a detailed accounting of the use and expenditure of grant funds.

10. To not discriminate on the basis of race, color, sex, sexual orientation, religion, age, national/ethnic origin, political beliefs, veteran's status, disability, or any other factor prohibited by applicable law.

The FOUNDATION reserves the right to discontinue, modify or withhold any payments under this grant award or to require a total or partial refund of any grant funds if, in the FOUNDATION's sole discretion, such action is necessary: (a) because you have not fully complied with the terms and conditions of this grant; (b) to protect the purpose and objectives of the grant or any other charitable activities of the FOUNDATION; or (c) to comply with the requirements of any law or regulation applicable to you, the FOUNDATION, or this grant.

## Agreement*
### Choices
I agree to the above terms.