COMMUNITY FOUNDATION OF NORTHERN ILLINOIS

GRANTSEEKERS MEETING

Updates & Insights for Community Grants 2023

COMMUNITY FOUNDATION
OF NORTHERN ILLINOIS

Mt. Morris Jamboree 2022

SARAH LAMBERT

VP of Programs &
Community Investment

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AGENDA

Welcome
Grantmaking Philosophies
CFNIL Grantmaking Overview
Community Grants Application
In Youth We Trust
Questions?

Introducing…

COMMUNITY FOUNDATION *of* NORTHERN ILLINOIS
GRANTMAKING PHILOSOPHIES

Co-created by CFNIL staff, Trustees, and Grants Committee, for the purpose of articulating guiding principles for grantmaking.
First drafted Summer 2019 with updates approved by the Grants Committee in May 2023.

OUR GRANTEES ARE OUR PARTNERS.

The grantor-grantee relationship is pivotal for converting community resources into impact. The funder provides resources and the grantee provides services; one cannot function without the other. This document describes CFNIL's philosophies for the most effective grantmaking.

These should be seen as guidelines, not rules.

1. WE RESPECT APPLICANTS AS THE EXPERTS IN THEIR FIELDS.

We allow the grantee to address the current and future needs of the people of Northern Illinois as their expertise suggests and hold them accountable for self-determined results.

2. WE RESPECT OUR ADVISORS.

We consciously cultivate a robust group of volunteers with diverse backgrounds and a wide range of expertise to evaluate grant applications, and we respect their time, wisdom, and experience.

3. PARTIAL FUNDING SHOULD ONLY BE AWARDED WITH CAUTION.

Providing a grant for the full or requested share of the cost of a charitable activity gives it the best chance of success.

4. FUNDING INDIRECT COSTS IS THE RIGHT THING TO DO.

Indirect costs are expenses that are necessary to the operation of an organization but cannot be readily attributed to a specific program or activity. Indirect costs are real costs that should be funded just like any other component of a program.

5. COMPETENT, TRAINED, & ADEQUATELY COMPENSATED STAFF ARE ESSENTIAL FOR SUCCESSFUL PROGRAMS & HEALTHY ORGANIZATIONS.

Staffing costs should not be considered differently than any other budget item.

6. NONPROFITS RELY ON GRANT FUNDING FOR PROGRAM SUSTAINABILITY.

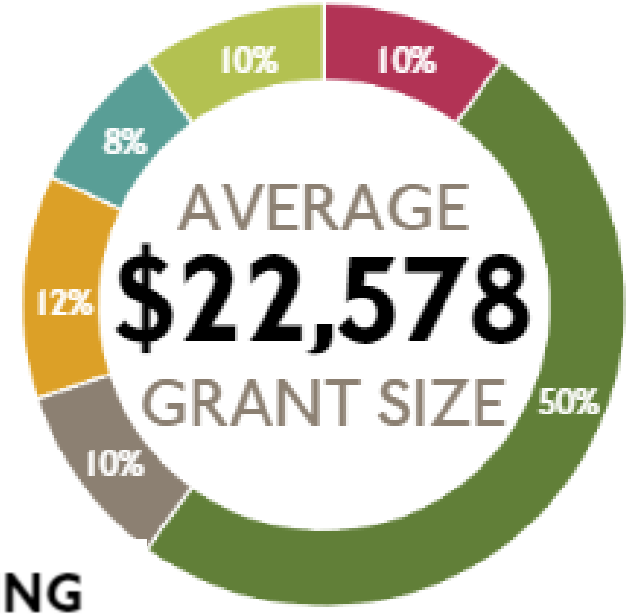
Plans for funding a program beyond the grant timeline should not be the ultimate deciding factor.

7. TRANSPARENCY IS FUNDAMENTAL.

The basis for trust is transparency. Trust is required for a partnership to flourish. As a community partner CFNIL goes to great lengths to ensure that transparency permeates all aspects of our work, especially our grants processes.

FY2022 COMMUNITY GRANTS

by focus area



2022 - 2023 COMMUNITY GRANTS PROGRAM GRANTMAKING

FOCUS AREA	2022 # of NEW GRANTS	PRIOR COMMITMENTS # of GRANTS	NEW AWARDS	AWARDS MADE FOR PRIOR COMMITMENTS	TOTAL AWARDED
Arts & Humanities	10	-	$178,823.24	-	$178,823.24
Education	23	3	$693,766.28	$170,000.00	$863,766.28
Health	7	1	$122,749.00	$50,000	$172,749.00
Human Services	17	-	$205,984.30	-	$205,984.30
Sustainable Communities	7	-	$145,860.73	-	$145,860.73
Youth & Families	9	-	$171,345.88	-	$171,345.88
TOTAL	**73**	**77**	**$1,518,529.43**	**$220,000.00**	**$1,738,529.43**

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* •

JAMES PATTERSON

Senior Program Director

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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 and Budget Narrative
- Working with PDFs
- Examples of Evaluation Plans & Result Statements
- Grant Report
- Word and Preview Versions of the Application
- Proposal Review Guidelines
- This PowerPoint!

ELIGIBILITY

- 501(c)(3) nonprofit, religious organization, unit of government, or public university/college
- Active service to the public for one year as of December 1
- 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 are included within the application question for easy reference and on our website.

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

Contact Lisa DeLang: edelang@cfnil.org!

TIMELINE

- **Alert!! The grant cycle has been moved up this year!**
- Application opened at 8 am Tuesday, June 20th
- Register on portal
- **Submission deadline**: 5 pm, Tuesday, August 15th
- Awarded in late November
- Funding period is through February of the following year (approx. 14 months)
  - Health and Education proposals may receive multi-year funding (up to 3 years)

COMPETITIVE PROCESS

- 98/$2.1M in requests | 77/$1.7M awarded
- Three-layered review
  - Staff review
  - Committee review – Proposal Review Guidelines
  - Board approval

FAIR & OBJECTIVE REVIEW

- Community involvement
- Conflict of interest policy
- Committee anonymity
- Advice to applicants
  - Same advice to all
  - No meetings while application is open
  - Please call with technical questions

APPLICATION REVAMP

- Major announcement!
- Multi-month, research-based application revamp process
- Goals:
  - Right size the application based on request size
  - Remove unnecessary or duplicate questions
  - Clarify questions

NEW FEATURES

- New tiered application format based on total requested
  - Over $50,000 – Full app and two most recent audits
  - $5,001 to $50,000 – Simplified app and most recent 990
  - $5,000 or less – Further simplified app and no organizational financials or quotes
  - CFNIL reserves the right to ask for organizational financials

NEW FEATURES

- Fewer questions
  - Smallest application reduced by 25%
  - Medium application reduced by 23%
  - Large application reduced by 12%

NEW FEATURES

- Simplified, integrated budget form
- Dedicated indirect cost field
- More examples built directly into the questions for easy reference
- Additional upload fields

APPLICANT SURVEY

- We made significant changes to the application this year
- How did we do?
- Please complete the applicant survey

APPLICATION TIPS

- 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

SUPPORT TYPES

Selecting support type dials in more relevant questions

- Event – Less than a week
- Project – Start and end date – Doesn't recur
- Program – Ongoing and recurring periodically
- Capital/Commodity – Next slide please!

CAPITAL/COMMODITY SUPPORT TYPE

- 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.
- **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.

DEMOGRAPHIC TIPS

- Need to know who is being served for equity
- Estimates in application
- Actual numbers in report
- Develop a tracking system before activities start
- Visual survey

Revenue & expenses for this proposal only.

BUDGET TIPS

Budget Revenue

Item Number	Revenue Source	Amount	Status
CFNIL Request Amount	CFNIL Grant Request	31,700.00	Requested
CFNIL Indirect Costs Grant - See Instructions above	Indirect Costs Grant	4,755.00	Requested
Revenue #3	Tutoring Fees	7,500.00	Estimated
Revenue #4	XYZ Foundation	10,000.00	Requested
Revenue #5	State of Illinois Grant	10,500.00	Pledged
Revenue #6	Allocated from Organizational Budge	8,421.00	Received
Revenue #7	ABC School District (In Kind)	4,000.00	Pledged
Revenue #8			
Revenue #9			
Revenue #10			
Revenue #11			
Revenue #12			
Totals	0	76876	

Revenue should equal or exceed expenses. ☺

BUDGET TIPS

Budget Expenses

Item Number	Expense Description	Amount
Indirect Expenses - Add up to 15% of Request Amount, See Instructions Above	Indirect Expense	4,755.00
Expense #2	Step Ladder Tutors	36,000.00
Expense #3	Snacks for Tutoring Program	10,000.00
Expense #4	Tablets for Tutoring	7,500.00
Expense #5	Classroom Rental (In-Kind)	4,000.00
Expense #6	Classroom Supplies	2,000.00
Expense #7	Flyers & Social Media	305.00
Expense #8	Literacy Consultant	12,200.00
Expense #9	Mileage to Offsite Classes	116.00
Expense #10		
Expense #11		
Expense #12		
Expense #13		
Totals	0	76876

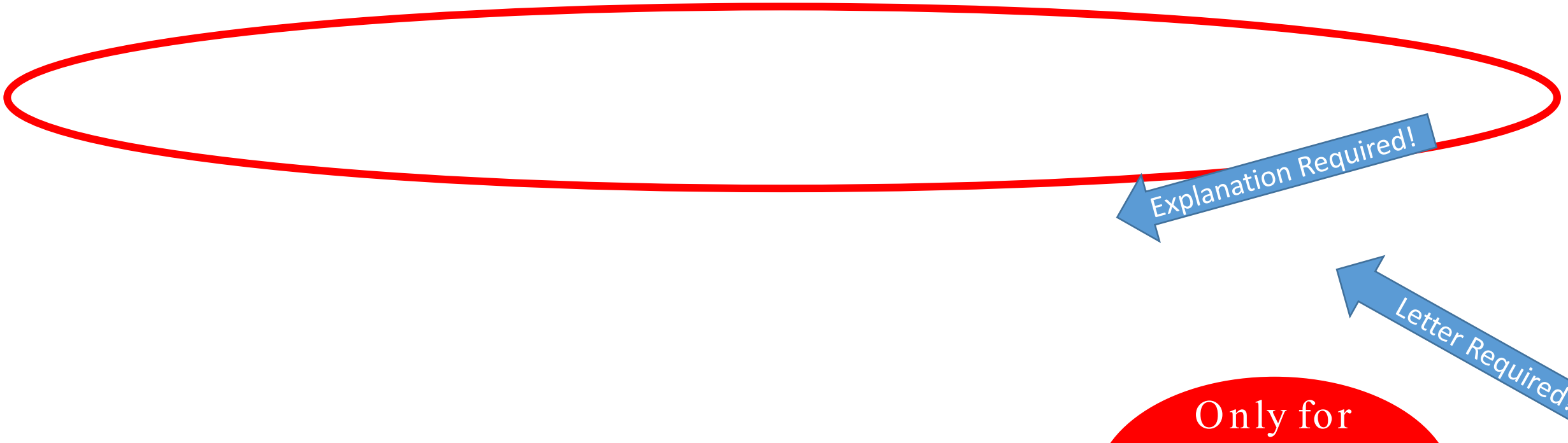
BUDGET TIPS

- Include only the revenue and expenses for this proposal.
- Revenue should equal or exceed expenses.
- Items grouped into one line item must be explained in the budget narrative.

BUDGET TIPS

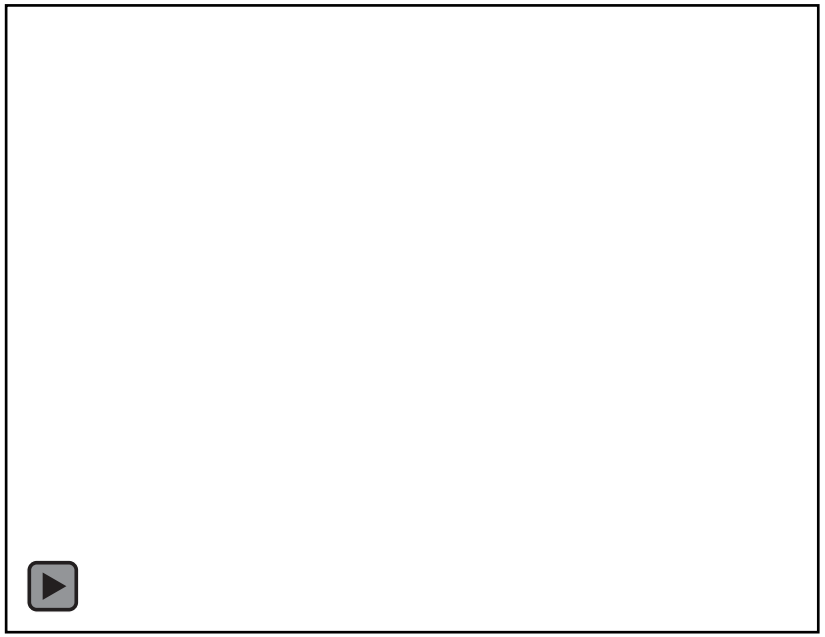
- Include in-kind revenue & expenses.
- Status: Received, Pledged, Requested, and Estimated.
- Dedicated indirect cost field.
- Sample budget and budget narrative.

TWO QUOTES REQUIRED



TWO QUOTES REQUIRED

- Only for requests over $5,000
- 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

CFNIL

Results & Budgeting Workshops

Practical. Hands-on.

Snacks!

RESULTS & BUDGETING WORKSHOPS

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

  (Link to register in upcoming Grantee Updates newsletter)

  - Thursday, July 20th at 3 pm
  - Tuesday, July 25th at 9 am
  - Tuesday, August 1st at 9 am

APPLICANT WORK SESSIONS

- Join Lisa and me for help with your application
- In-person at CFNIL – please RSVP

  (Link to register in upcoming Grantee Updates newsletter)
  - Thursday, August 3rd from 3 pm to 5 pm
  - Tuesday, August 8th from 9 am to 11 am

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 8, 2024
- Multiple, identical sessions will be provided
- Review reporting and publicity requirements and answer all your burning questions!

LISA DELANG

Program and Administrative Associate

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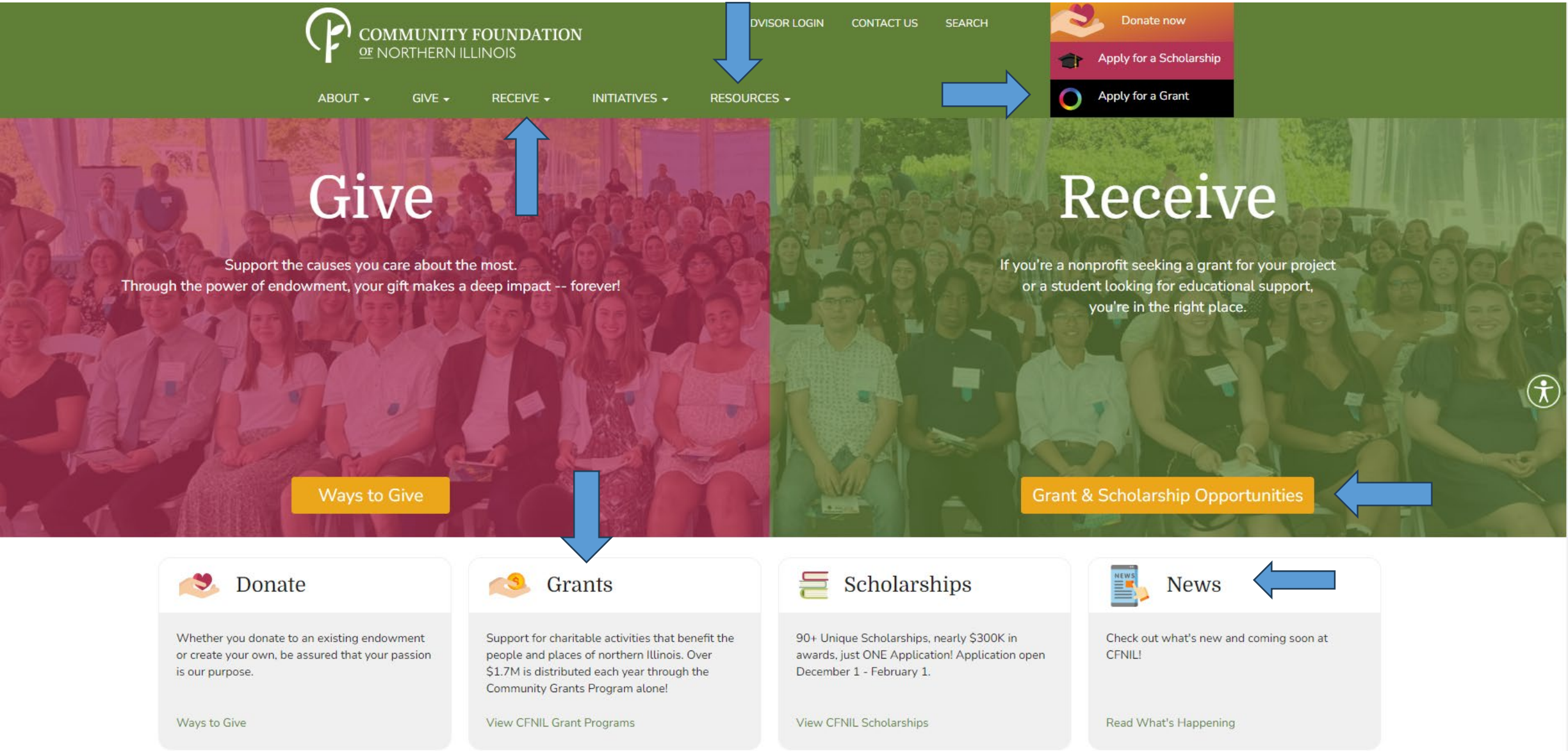


Donate

Whether you donate to an existing endowment or create your own, be assured that your passion is our purpose.

Ways to Give

Grants

Support for charitable activities that benefit the people and places of northern Illinois. Over $1.7M is distributed each year through the Community Grants Program alone!

View CFNIL Grant Programs

Scholarships

90+ Unique Scholarships, nearly $300K in awards, just ONE Application! Application open December 1 - February 1.

View CFNIL Scholarships

News

Check out what's new and coming soon at CFNIL!

Read What's Happening

PORTAL REGISTRATION

Logon Page

Case Sensitive!

Email Address*

jpatterson@cfnil.org

Password*

••••••••••

If you don't have an account

Log On | Create New Account

Forgot your Password?

The sooner the better ☺

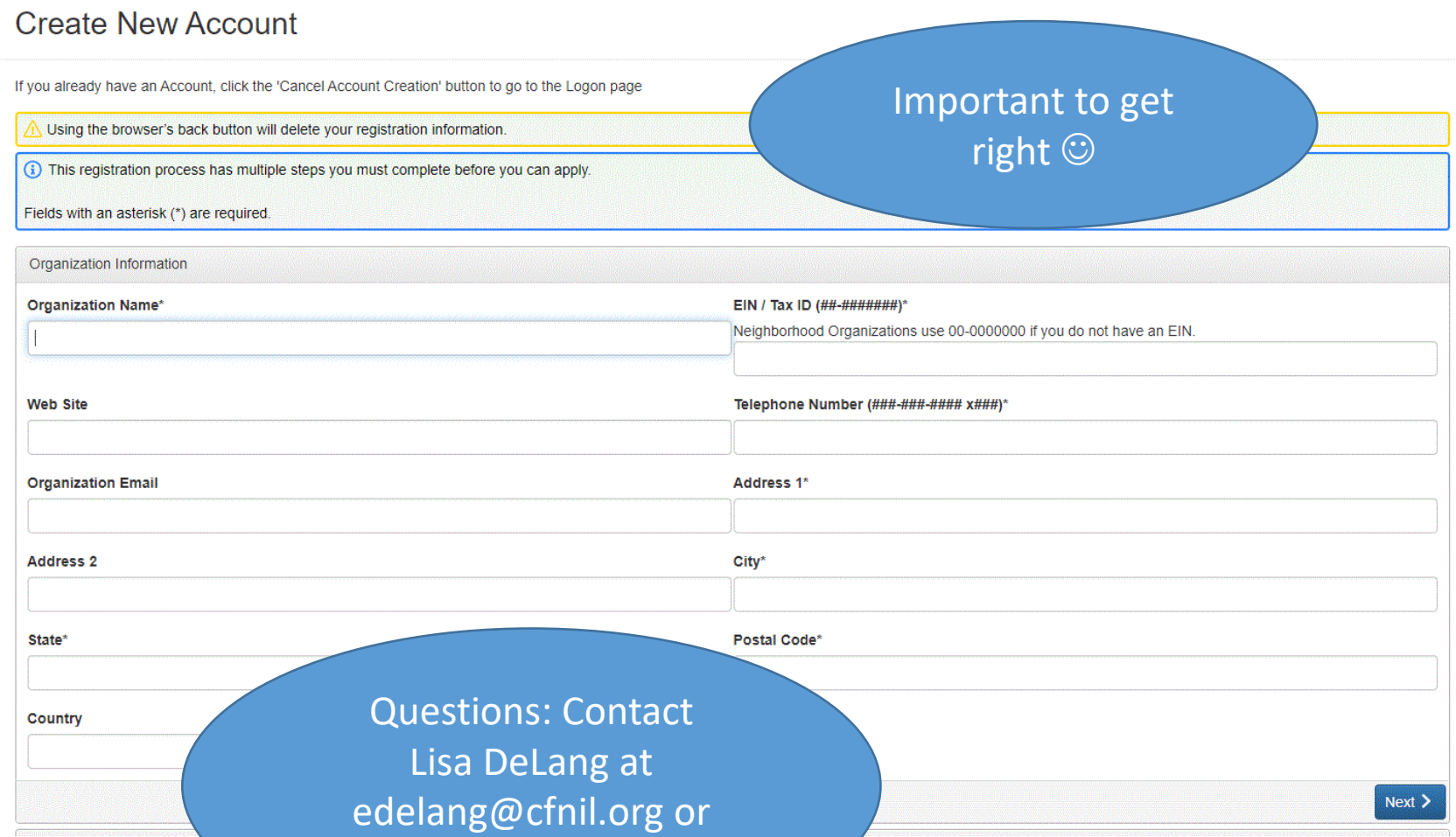
Welcome to the Community Foundation of Northern Illinois's Online Grants Application Portal!

Grant Reviewers: Do not create a new account. Use the email from which you receive CFNIL notices and the password provided by the Grant Administrator. If you have questions, please contact our Grant Administrator at edelang@cfnil.org.

New Applicants: Please click on "Create New Account" to complete the registration process and create your login credentials. **Only one user per organization should create an initial account.** That initial user will be able to add additional users once they have started an application, using the Collaborator tool. No accounts were transferred from the old application system, so everyone will need to create a new account.

Not Sure? If you think that your organization has already registered in the system, do not create a new account. Please contact our Grant Administrator at edelang@cfnil.org to receive your username.

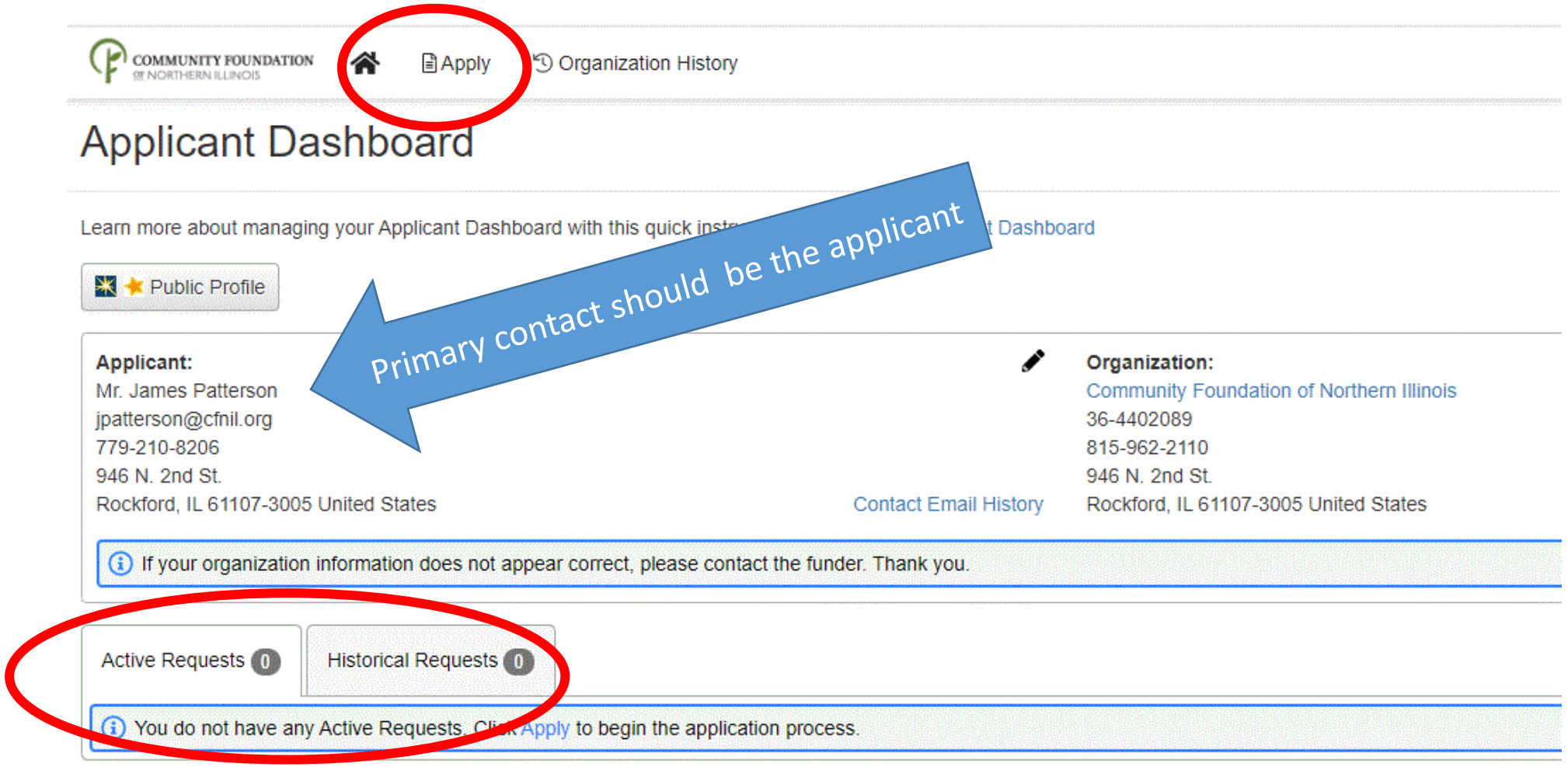
PORTAL REGISTRATION



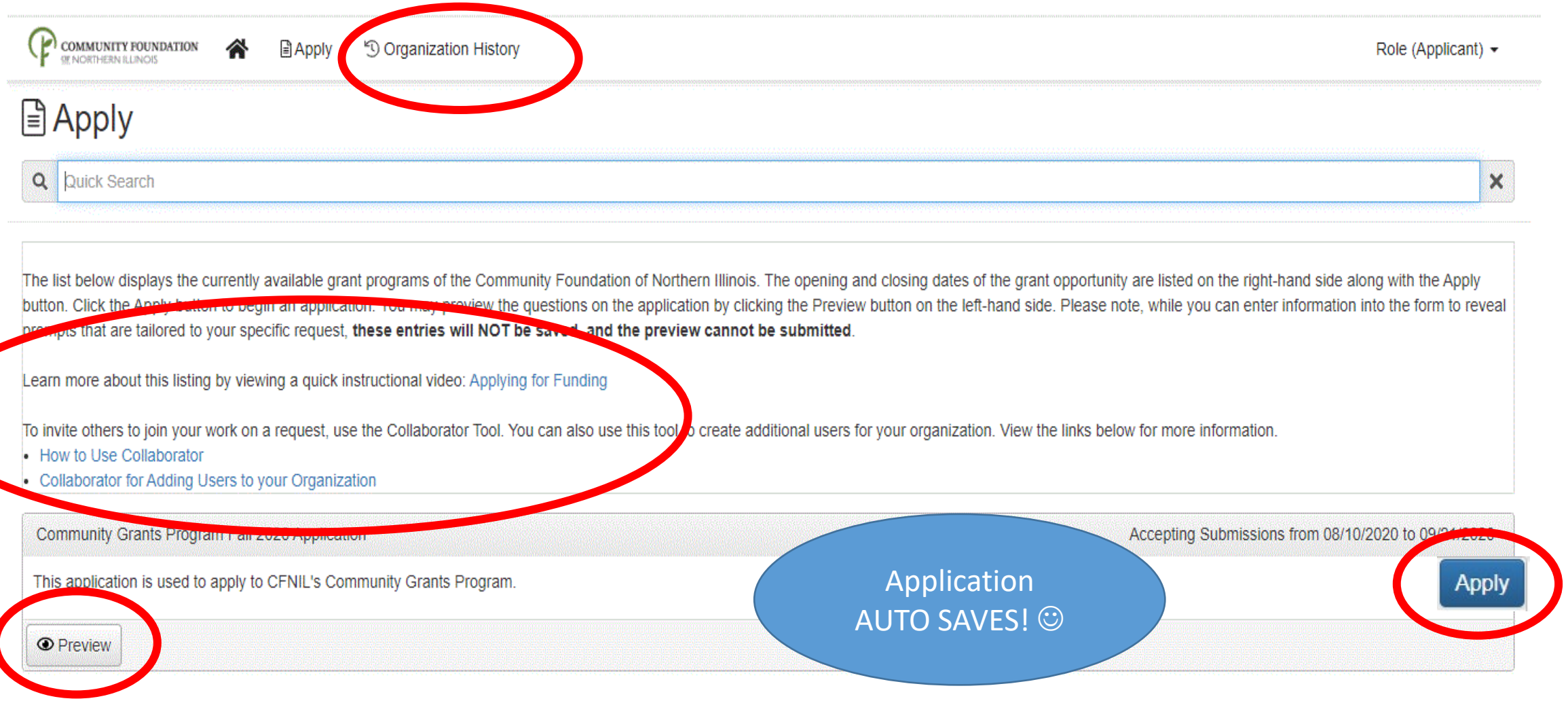
PORTAL REGISTRATION

- 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



APPLICATION FEATURES



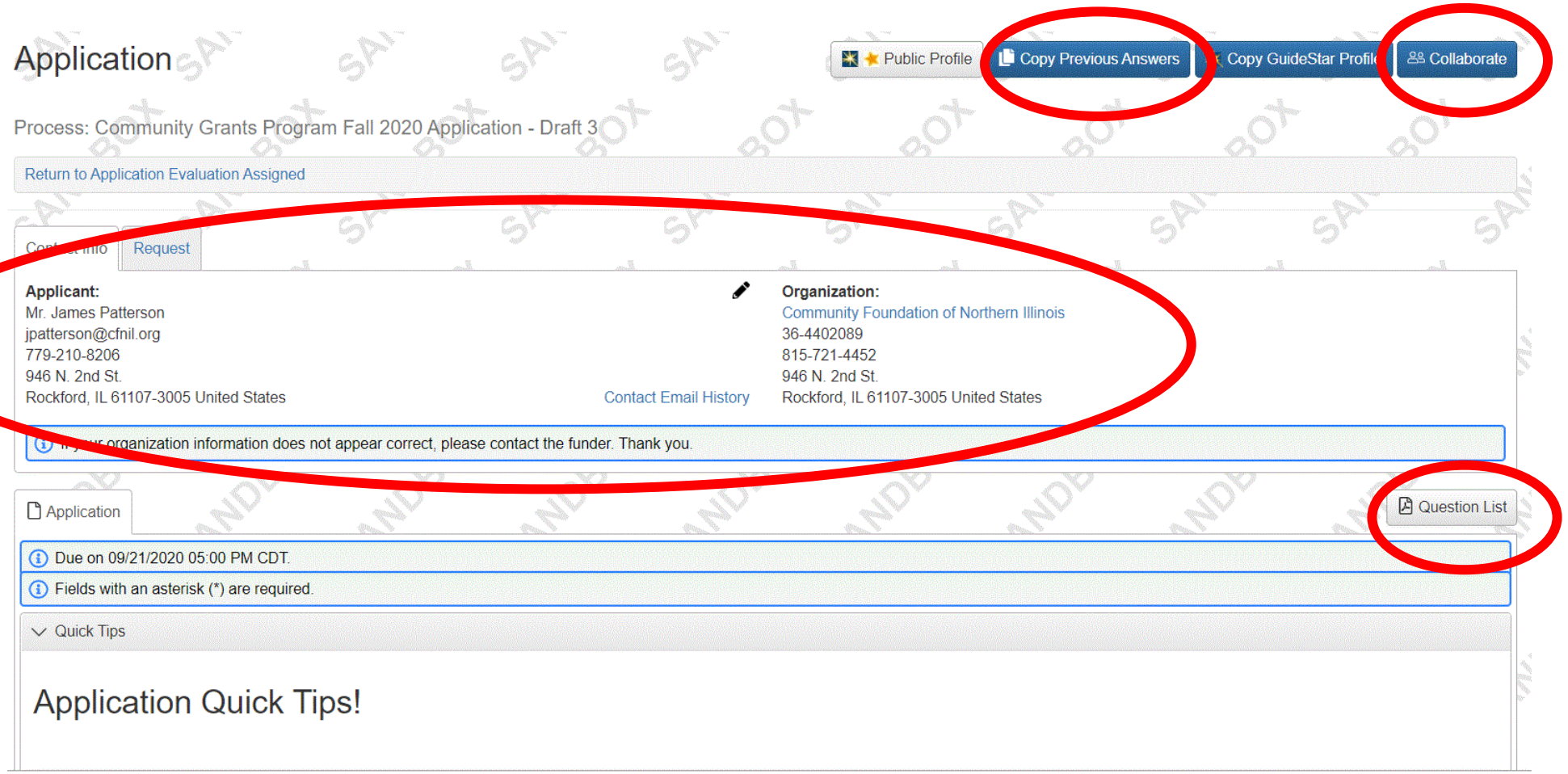
APPLICATION FEATURES

- Begin application in the user account of primary contact
- Applicant Dashboard
- Access to your active and historical requests
- Access to organization's request history

APPLICATION FEATURES

- 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

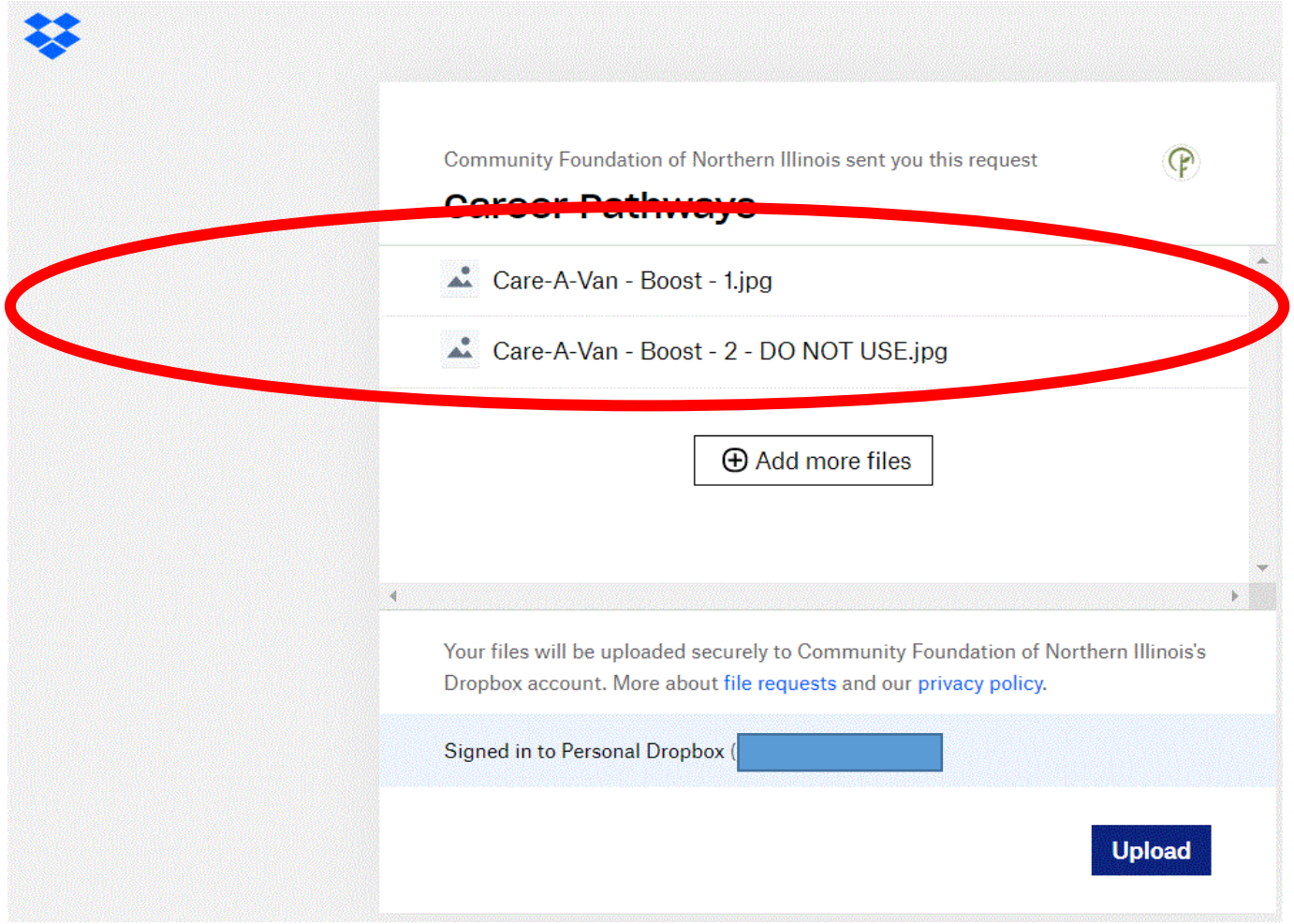
Proposal Plan - Photos - Career Pathways

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

Heather Rapp

Program Coordinator and In Youth We Trust Liaison

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Kate Black

Program and Development Associate

IN YOUTH
iywt
WE TRUST
cfnil.org/iywt
IN YOUTH WE TRUST COUNCIL

IN YOUTH WE TRUST COUNCIL

- Who are we? What do we do?
- First IYWT Meeting: September at CFNIL
- Student recommendations? Email us at

iywt@cfnil.org

IN YOUTH
iywt
WE TRUST
IN YOUTH WE TRUST GRANTEES

IN YOUTH WE TRUST GRANTS

- Youth Cycle (www.cfnil.org/grants/youth)
  Fall Application/Winter Disbursement
- Adult Cycle
  (www.cfnil.org/grants/iywtadult)
  Spring Application/Late Spring Disbursement

QUESTIONS?

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.

THE BOARD & STAFF OF THE COMMUNITY FOUNDATION OF NORTHERN ILLINOIS INVITE YOU TO

JOIN US! FOR THE RETURN OF

NONPROFIT HAPPY HOUR

THURSDAY, JULY 20, 4 -7PM
BACK YARD AT CFNIL
946 N SECOND ST, ROCKFORD, 61107

Nonprofit staff, board members, volunteers (honestly, anyone looking at this invitation): spend a summer afternoon with us, relaxing and enjoying the company of colleagues, peers, and friends.

Play yard games, sing some karaoke, enjoy drinks and snacks including delicious treats from Abreo's own"Bad Humor" Ice Cream Truck!

CFNIL

BRING A FRIEND & COME HAVE SOME FUN!

cfnil.org

GET IN TOUCH!

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Heather Rapp

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Thank You!

COMMUNITY FOUNDATION
of NORTHERN ILLINOIS

Mt. Morris Jamboree 2022