

# COMMUNITY FOUNDATION

— OF THE FOX RIVER VALLEY —



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## GRANTMAKING PROGRAM

### GUIDELINES AND APPLICATION PROCEDURES

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#### GUIDELINES

The Community Foundation responds to the charitable needs of its service area by awarding grants in the following designated categories: Education, Social Services, Health Care, the Arts and Humanities.

In view of the increasing demands on the Community Foundation's finite resources, the following policies have been adopted.

- Grants are made to non-profit agencies located in the Community Foundation service area which includes the Greater Aurora Area, the TriCities, and Kendall County in the State of Illinois. Consideration is also given to non-profit agencies outside of the service area that can show significant impact on residents within the service area.
- Grants shall be made for capital purposes only.
- Applicants will need to submit evidence of 501(c)(3) and 170(b)(1)(A) tax status. Please note that 170(b)(1)(A) status is often included on the 501(c)(3) document from the IRS. Applicants should also be tax exempt with the Illinois Department of Revenue.
- Grants are ordinarily made for one year only.
- In light of the Community Foundation's limited resources and in fairness to the many organizations seeking support, former grant recipients are asked to wait at least two full years from the date they received payment of a grant from the Community Foundation before applying for a new grant.
- The Community Foundation rarely provides the entire support of a project.
- Grants are not generally available to those agencies and institutions that are funded primarily through tax support. Grade schools, middle school, and high schools (both public and private) are not eligible to apply.
- Community Foundation grants are intended to support charitable projects that utilize companies, firms or vendors whose principal offices are located within the Community Foundation service area. Since funds that support the Community Foundation Grantmaking Program are received from local donors, every effort should be made to return these grant dollars to the local community.

Please note that the Community Foundation Board of Directors reserves the right to amend or to modify the scope of its Grantmaking Policies.

## APPLICATION PROCEDURES

Nonprofit organizations wishing to submit a grant application must first complete an online Letter of Intent to apply for a grant.

After the Letter of Intent is completed, the Director of Community Involvement and Partnerships will contact you to determine your agency's eligibility, talk about your project and schedule a site visit. Once the site visit is completed, the Director will confirm your agency's eligibility and if eligible, will provide you with the next steps regarding the proposal process. All agencies will need to submit their proposal online by the deadline date for the grant cycle.

There are two grant cycles per calendar year. The deadline for receipt of grant proposals is the first business day of May or the first business day of November. Proposals must be received online by 12:00 Noon on these dates.

Each grant proposal is carefully considered by the Community Foundation Distribution Committee whose recommendations are presented to the Executive Committee and/or Board of Directors for final decision.

An agreement signed by the President or Chairperson of the grantee organization accepting all conditions of the Community Foundation grant must be returned to the Community Foundation office prior to the release of any Community Foundation funds.

Payouts of Community Foundation grants shall be made in so far as possible only upon written verification of actual charges for the funded project in the form of a proof of order/purchase invoice.

A final report on all funded projects is required of grant recipients within a year of the grant's payment. A time extension may be requested by the grantee if the project's completion requires a longer period. Other reports on project status and/or accomplishments may be requested by the Community Foundation. Grants made by the Community Foundation for capital purposes shall not be converted by a recipient at a later date for use in meeting operating expenses.

Grant applicants should actively explore all other possible sources of funding while awaiting a decision by the Community Foundation. Such exploration does not necessarily lessen the chances of a grant being made. The Community Foundation should be notified in writing if substantial support is obtained from other sources.

Grants from the Community Foundation's discretionary funds are **not** used for the following:

- To fund endowments, contingency funds, or reserves.
- For the payment of interest or taxes.
- For sectarian or religious purposes or for organizations operated primarily for the benefit of their own membership.
- To individuals, private foundations, political organizations, or campaigns.
- To cover deficit spending.
- To purchase benefit tickets, respond to telephone solicitations, or national fund-raising efforts.
- For any purpose that discriminates as to race, creed, sex, or ethnic group.

*If you have any questions regarding these policies or wish clarification of these procedures, please contact the Community Foundation office at any time. We will be pleased to be of help to you.*

**INFORMATION REQUIRED (online proposal)**

1. Statement signed by either the President or Chairperson of the Board and the Chief Executive Officer indicating applicant organization's Board of Directors' approval of the grant proposal.
2. Brief description of organization. Include purpose, date organized, history, and other pertinent information.
3. Date of incorporation as a not-for-profit organization and state in which incorporated.
4. Description of project. Include objective, implementation, significance in solving community need, date the project will begin, and the anticipated completion date.
5. Amount requested. Requests should be limited to the \$1,000-\$20,000 range. Requests for larger grants should be discussed with the Community Foundation Grantmaking Program Coordinator prior to submission of the grant proposal.
6. Copies of comparative bids, where applicable. Include drawings, photographs, or sketches.
7. Detailed capital budget for the project. Include a breakdown of project costs and existing/future sources of operating support for this project.
8. List of organizations approached or those contemplated as a funding source for project. Indicate names and amounts from the private sector or the government (local, state, and/or federal).
9. Funds currently available to allocate toward project. Include amount from each specific source.
10. Details on fund-raising campaigns planned. Include time-schedule for full payment of pledges.
11. Names and titles of organization leadership including trustees, directors, board officers, staff officers, and advisory committees. Include business address of each.
12. List by zip code or by city the number of individuals served by the agency during their last two fiscal years. Each individual is to be counted only once, regardless of the number of times served per fiscal year.
13. Current Fiscal Year Budget
14. Current Fiscal Year Operating Statement through the latest completed month, inclusive.
15. List the amount of each "Special," Endowment, Surplus, or Reserve Fund which may not have been included, for any reason, in Audit and/or Budget Reports including annual income therefrom.
16. List funds anticipated in the foreseeable future, such as a bequest from an estate now being processed and/or from income on investments, etc.
17. Letter or certificate indicating 501(c)(3) and 170 (b)(1)(A) tax status from the Internal Revenue Service.
18. Letter indicating tax-exempt status from the Illinois Department of Revenue.
19. Most recent CPA Audit Report.
20. Current Annual Report and any descriptive literature which details the types of services provided.