



ANNUAL COMMUNITY COMMITMENT GRANT APPLICATION GUIDELINES

The following information is designed to assist you in submitting a successful grant proposal for consideration by the Community Foundation of East Central Illinois's Grant Distribution Committee. Each proposal will be evaluated on its potential value to east central Illinois, funding available for disbursement and the quality of planning, leadership, support and vision expressed in the application.

ELIGIBILITY

Any organization with an IRS Letter of Determination of a charitable tax-exempt 501(c)(3) status or other comparable non-profit public charity that serves the residents of east central Illinois is eligible to apply.

TYPES OF PROJECTS OR PROGRAMS SUPPORTED

Community Foundation of East Central Illinois invites proposals in the areas of arts and humanities, environment, education, health and human services, urban affairs and youth activities. While applications in any of these categories will be considered, awards may not be made in every category. Successful proposals will address problems to be solved or opportunities to be seized upon in the east central Illinois area. You are encouraged to submit proposals that:

- Suggest practical approaches to addressing community problems
- Promote collaboration and cooperation among agencies
- Generate community support, both professional and volunteer
- Strengthen an agency's effectiveness or stability

The committee typically considers requests for durable, non-disposable items. Grants have historically ranged from \$500 to \$7,500, although the Foundation may consider larger grants that demonstrate a high degree of agency collaboration and cooperation.

TYPES OF PROJECTS OR PROGRAMS NOT SUPPORTED

The Foundation does **NOT** provide grant money for the following:

- Annual operating budgets (**including staffing, training or marketing costs**)
- Meals, per diems, travel expenses, conference attendance
- Loans or assistance to be given to individuals, including gift cards, gift certificates, stipends or other incentives
- Consultant's expenses
- Endowments, capital campaigns, general support
- Scholarships
- Costs already incurred
- Political candidates or partisan purposes
- Sectarian purposes unless the program or project is open to the entire community regardless of religious belief and does not include sectarian or religious training
- For-profit entities
- Start-up costs for new agencies (new programs or projects within an established agency **are** eligible)

SUBMITTING YOUR PROPOSAL

Only **one** application per agency may be submitted.

Because of the number of applications Community Foundation of East Central Illinois receives and the limited amount of time the committee has to review the applications and make recommendations, we are including some suggestions that will assist the committee and help you submit as complete a proposal as possible.

- Provide all the information requested.
- Be concise, brief, logical, specific and as interesting as possible to communicate your message clearly.
- Include the best and most up-to-date financial information available. A proposal budget must be included as well as a budget for the entire organization.
- When appropriate, consider collaboration or a coordinated effort that will benefit more than one agency.
- Describe how your proposal relates to the purposes and goals of your organization.
- Clearly articulate the benefit of your proposal to real people.
- Indicate input from clientele and beneficiaries, as well as volunteer and citizen participation.
- Provide evidence that the proposal presents a reasonable scope of activities that can be accomplished within the time allotted and with the resources of the organization.

NOTICE OF GRANT DECISION

All applicants will be notified of grant awards or denials by letter after the November meeting of the Foundation's Board of Trustees and prior to November 30th. Any status inquiries should be made after November 30th. If your application is not funded, we will try to provide as much feedback as possible to assist you with future proposals.

GRANT AGREEMENT

If your organization receives a grant, you will be required to sign a Grant Agreement that commits the organization to spending the allocation only for the proposal submitted and by the end of the following calendar year. You will also be required to provide copies of receipts.

PUBLICITY AND MEDIA COVERAGE

The Community Foundation of East Central Illinois will issue a press release announcing the grants after the Board has voted on the final list. Agencies and organizations receiving grants are also encouraged to provide additional publicity through local media and their own newsletters. Remember that receipt of a grant is an opportunity for positive publicity for your organization and for the Community Foundation.

The Community Foundation of East Central Illinois may also request that you display a plaque or other signage for public view saying that the Community Foundation of East Central Illinois provided funding.

The Community Foundation of East Central Illinois also urges all recipients to send us photographs of the proposal in "action" for inclusion in Community Foundation publications and our annual report. "Letters to the Editor," for your local paper or *The News-Gazette* are also encouraged and appreciated.

QUESTIONS

Please contact us with questions regarding these guidelines at 217-359-0125 or info@cfeci.org.