

# 2024 Community Grants Program

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*Community Foundation Serving West Central Illinois & Northeast Missouri*

## *Expenditure Summary & Reporting*

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### **Expenditure and Reporting Requirements**

All grants awarded through the *Community Grants* program must be expended and a report submitted by June 1 of 2025.

*(A 60-day grace period will be allowed for grantees who are not applying for a 2025 Community Grant).*

- An organization may not apply for another Community Grant until all past Community Grant funds are expended and final grant & budget reports have been submitted online to the Community Foundation.

*Check your dashboard here for past awards and reports due.*

Please contact the Community Foundation at (217) 222-1237 or email [grants@mycommunityfoundation.org](mailto:grants@mycommunityfoundation.org) with reporting questions.

## *Organization & Request Summary*

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### **Request Name\***

Please create a name for your project or request.

- *If your request is for the purchase of item(s), it's helpful to include the name of the items such as, "iPads for Student Theater Productions."*
- *If your request is for general support, please name your request, "General support of [Organization Name]"*.

*Character Limit: 75*

### **Mission\***

Please state your organization's mission.

*Character Limit: 500*

### **Applicant's Organization Type\***

Select from the drop-down list. If your organization is not legally classified as one of the organization types listed below, it is not eligible for a Community Grant.

#### **Choices**

501(c)3 Nonprofit

Charitable group/project using a 501(c)3 Fiscal Sponsor

Unit of Government

Religious Organization for a public, charitable purpose

## Request Category\*

Community Grant applications may be submitted for either operating or program/project support.

*(You may apply for more than one grant; however, awards are limited to funds available at the discretion of our grant committee.)*

- **General Operating Support**

Unrestricted funds that may cover any of a nonprofit's expenses. Operating support is for the overall mission of the organization rather than a specific program or project of the nonprofit.

- **Program (Project) Support**

Support of a grantee for a specific project, activity, or purchase that is tied to specific, project-based outcomes and activities with a defined timeline for implementation. The grant is restricted for the defined purpose or project.

- **Program support requests must provide a Project Budget including line item income and expenses.** (See Project Budget Form under Required Documents and Financial Information section.)

*Select your request category from the drop down list.*

## Choices

General Operating Support

Program/Project Support

## Area of Interest\*

What is the primary charitable interest area of this request?

- ☐ Arts & Culture - (creative & cultural activities including fine arts, music, history, & architecture)
- ☐ Community Betterment - (requests intended to generally enhance a defined community)
- ☐ Education - (requests that support primary, secondary, higher education, or technical/trade education)
- ☐ Health - (requests intending to improve the health & well-being of community members)
- ☐ Human Services - (requests aiming to help community members with basic human needs and to live productive, safe, and rewarding lives)
- ☐ Youth Development - (requests that intend to support developmental progress helping young people reach their full potential)

## Choices

Arts & Culture

Community Betterment  
Education  
Health  
Human Services  
Youth Development

### Other Application Areas of Interest\*

Have you or will you submit more than one application for this program this year? If so, for which area(s) of interest?

#### Choices

None  
Arts & Culture  
Community Betterment  
Education  
Health  
Human Services  
Youth Development

### Request Summary\*

Provide a brief summary (4-6 sentence) of the funding request.

*Whether you receive this grant or not, this summary will be included in our annual Book of Opportunities, which is distributed to all Community Foundation Donor Advised Fund advisors for grant consideration throughout the year.*

*Character Limit: 1000*

### Geographic Service Area\*

Please select the county or counties that will be directly impacted by the funding you are requesting.

#### Choices

Adams, IL  
Brown, IL  
Hancock, IL  
Pike, IL  
Clark, MO  
Lewis, MO  
Marion, MO  
Ralls, MO  
Pike, MO  
Knox, MO  
Shelby, MO  
Monroe, MO

### Amount Requested\*

Enter the amount requested.

- Do not exceed the program limit of \$7,500

*Character Limit: 20*

### Total Project or Program Cost

If applying for project or program support, what is the total cost of the project or program?

*Character Limit: 20*

### Total Current Annual Operating Budget Expenses\*

Enter the total dollar amount of your organization's budgeted expenses for this current fiscal year.

*Character Limit: 20*

## Request Narrative

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### Need or Opportunity & Population Impact\*

What need or opportunity does this request address and who will it impact (target population)?

*Character Limit: 1500*

### Number Served or Impacted\*

How many individuals will benefit from this request?

*Character Limit: 10*

### Proposal Plan\*

Describe your plan for implementing your request.

**Include:**

- How it will impact the stated need/opportunity;
- A description and timeline for activities related to the request;
- Key staff/volunteers who will carry out the activities.

**IMPORTANT NOTE: Programs or projects funded by Community Grant awards may not start before August 15, 2024, and must be completed by June 1, 2025 if you plan to apply for a 2025 Community Grant next year.**

*Character Limit: 2500*

### Collaboration\*

If you are working with any other organizations to implement this project/program, please describe who is involved and how you are working together.

*For general support requests, please describe any collaborations your organization is involved with.*

*Character Limit: 500*

### Evaluation\*

Describe how you will determine your success or progress.

- What are the goals of the request?
- What will you measure, and how will it be measured?

*Character Limit: 500*

### **What is the role of Community Foundation funding for your organization?\***

1. Has the Community Foundation funded this program or request in the past 5 years? If so, when?

- Briefly summarize the results, growth, and/or changes from your previous requests.

2. Briefly explain how Community Foundation funding will impact the success of this program or your operations.

- This may include reaching additional individuals, increasing capacity to implement new programming, accessing matching fund opportunities, etc.

*Character Limit: 1000*

## ***Required Documents & Financial Information***

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***When uploading files please use one of the following file types: **xlsx (Excel), docx (Word), pdf (Adobe), jpg (image)*****

### **Current Operating Budget\***

Attach your organization's current fiscal year budget. You may use whichever following format is most convenient for you. (xlsx, docx, pdf, jpg)

*Your budget is a detailed projection of anticipated income and expenses for the current fiscal year.*

*If needed, click here to download a simple budget template.*

*File Size Limit: 2 MB*

### **Audit OR Year-End Financial Statement\***

1. If you conduct an audit, please attach it for the most recently completed fiscal year.
2. If not, please submit your organization's most recent completed fiscal year-end financial statement or balance sheet.

*The financial statement must include the most recently completed fiscal year's actual income and expenses.*

*File Size Limit: 5 MB*

### **Board of Directors List\***

List or upload the names of your current board members and officers. Specific contact information such as phone numbers and email addresses for officers and directors is not necessary.

*Character Limit: 1000 / File Size Limit: 2 MB*

## Program (Project) Budget Upload

### **\*\* Required for program or project support requests \*\***

If your request is for program or project support, provide the project/program budget by uploading a document here. The project/program budget should include all planned income and expenses related to the project or program. Your requested grant from the Community Foundation should be listed as a portion of the total project income and its status should be "Pending".

Click here for a sample template.

Space is provided below for any description you feel is necessary.

*Character Limit: 250 / File Size Limit: 2 MB*

## Bids or Quotes (for items or services \$2,500 or more)

1. If you are requesting funds for the purchase of items, equipment, construction/landscaping, or services that will be performed by an outside vendor, two bids or quotes are required for each item or service that equals or exceeds \$2,500.

**Examples:** If you are requesting funds to purchase a new appliance that exceeds \$2,500, like a walk-in refrigerator for your program, please include quotes from two different vendors. Construction or other services over \$2,500 would also require two bids.

**Note:** If there is only one possible or preferred vendor for the item or service, please explain why in the space provided.

*Character Limit: 500*

### Bid #1

*File Size Limit: 2 MB*

### Bid #2

*File Size Limit: 2 MB*

## Additional Information (Optional)

This space is for additional uploaded documents you would like to have considered with your application. If you have more than one piece of additional information you wish to add, please scan/combine them into a single PDF document before uploading.

*File Size Limit: 4 MB*

If your organization is using a Fiscal Sponsor, additional documents are required in the next section labeled Required Documents from Fiscal Sponsors.

## *Fiscal Sponsor Documents (Only for non-501c3 organizations)*

**IMPORTANT:** This section is only for non-501c3 charitable organizations who must partner with a Fiscal Sponsor in order to be eligible for this program. 501c3 and other eligible organizations may skip this section.

Organizations or groups without 501c3 status from the IRS may still apply for Community Foundation grants, provided they have a formal, documented relationship with a Fiscal Sponsor. This section is only required for such organizations.

The applicant should include the Fiscal Sponsor's name in their Organization Name in their online account as shown here.

[Fiscal Sponsor Name] / [Sponsored Organization Name]

Ex: Community Foundation/Michael's Food Pantry

### Fiscal Sponsor Approval

On your Fiscal Sponsor's letterhead, submit a letter signed by the Fiscal Sponsor's Executive Director and Board President indicating the following information:

- Willingness to administer the grant if awarded.
- The duration of time and nature of the cooperative relationship between the entities.
- List the services and frequency that the Fiscal Sponsor will provide to the sponsored organization - bookkeeping, payroll, benefits, space, grant reporting, reports to the IRS, etc.
- A list of all fees charged by the Fiscal Sponsor to the Sponsored Organization.

*File Size Limit: 1 MB*

### Fiscal Sponsor's Audit OR Year-End Financial Statement

1. If your Fiscal Sponsor conducts an audit, please attach it for the most recently completed fiscal year.
2. If not, please submit your Fiscal Sponsor's most recently completed fiscal year-end financial statement or balance sheet.

*The financial statement must include the most recently completed fiscal year's actual income and expenses.*

*File Size Limit: 2 MB*

### Fiscal Sponsor's Board of Directors

List the names of your Fiscal Sponsor's current board members and officers. Specific contact information such as phone numbers and email addresses for officers and directors is not necessary.

*Character Limit: 500*

## *Electronic Signature*

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**Prior to the release of any grant monies, grant recipients must sign a grant agreement, which will be provided prior to our awards presentation.**

- Grantees must agree to use grants as specified and file an online follow-up report including a Budget Report.
- Failure to comply with the terms of the grant agreement or to submit a completed report will make a grantee ineligible for future grants from the Community Foundation.

### **Signature\***

- Enter your full name, business title and the date of submission. (e.g.: Erin Smith, Executive Director, May 1, 2023)
- By entering your signature and information, you agree to the terms stated in this application and certify that the statements contained in this application are true and correct to the best of your knowledge.

*Character Limit: 100*

## **Final Instructions and Recommendations**

**If your organization or its fiscal sponsor received a competitive grant in a previous Competitive Grant cycle, you must submit your final follow-up report online prior to submitting this application. See your dashboard for due or overdue follow-up reports.**

### **Application Reviews**

Should you desire it, a one-on-one staff review of your application is available *once it is ready to submit*. (All application questions should be answered, all required documents should be uploaded, etc.) These reviews will be conducted over Zoom by appointment only. No reviews will be conducted offline without an appointment with the applicant.

**Appointment requests must be made on or before April 12, 2024 using the following scheduling link:**

[Book an application review with Kent Embree](#)

Please contact Kent Embree, Program Officer at the Community Foundation, ph (217) 222-1237 or email [grants@mycommunityfoundation.org](mailto:grants@mycommunityfoundation.org) with questions.

**The deadline for application submission is on or before 11:59 p.m.(Central Time) on May 1, 2024.**



