



DEKALB COUNTY COMMUNITY FOUNDATION

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COMMUNITY NEEDS GRANT GUIDELINES

Through the Community Needs Grant Program, the DeKalb County Community Foundation invests in charitable activities throughout DeKalb County. Eligible applicants are public sector direct service organizations and 501(c)3 nonprofit organizations, with preference given to 501(c)3 organizations. The Community Foundation Board of Directors (Board) approves grants in response to applications from community organizations.

Applications are due by 11:59 pm on March 1 or September 1. The Community Foundation only accepts completed Community Needs grant applications during two grant periods each year. Applications can be submitted online for two months immediately prior to the March 1 and September 1 grant deadlines.

Applicants requesting \$20,000 or more must complete a Letter of Intent (LOI) which can be accessed on the Community Foundation website - www.dekalbccf.org by February 1 for the spring grant season or August 1 for the fall grant season. The Community Foundation staff will review all LOIs and will contact organizations within two weeks of the submission date to discuss the potential application. Applications for greater than \$20,000 that have not been vetted with the Community Foundation by February 1 or August 1 will not be accepted.

Potential applicants for any grant amount are strongly encouraged to contact the Community Foundation prior to the grant deadline for help facilitating a successful application process.

GRANT GUIDELINES

When applying for a grant, please note the following:

- Grants are typically one-time awards supporting projects that will be completed within one year. When circumstances permit, a commitment may be made to a specific project for a longer period.
- Grants for specific projects delivered by the same organization are not typically awarded year after year (e.g. evergreen funding).
- Grants may be made to nonprofit agencies located in or serving DeKalb County. Organizations must have local leadership in the form of a board of directors or advisory committee, local financial support, and/or local program management and accountability. In the case of a nationally or regionally sponsored organizations, no portion of the grant can be used to support the national, state, or regional entity.
- Organizations can only receive one successful grant per two consecutive grant periods. For example, if an application in the fall grant period is funded in any amount, that organization is not eligible to receive another grant until at least the following fall. If a grant application *is not funded*, an organization may re-apply with a similar or new application in the next grant period. Please plan your project and grant request accordingly.
- The DeKalb County Community Foundation strives to fully fund grant requests received from its applicants. Due to the great needs of the community and the funds available to distribute, organizations may receive partial funding for their request. As a result, we strongly advise that the amount of grant requests be thoughtfully considered and accompanied by budgetary rationale to ensure that the amount requested represents your organization's needs.
- If an organization is awarded a grant and the organization chooses to decline the award, the organization is not eligible to apply for a grant the following grant period.
- In the case of larger requests (\$20,000 or greater), close attention is paid to the nonprofit's history, including:

- Stability in staff and board
- Excellence in financial management, and breadth and stability of funding
- Scope of DeKalb County residents impacted by organization

GRANTMAKING PRIORITIES

The Community Foundation believes that it is necessary to invest its limited funds where they will have the greatest impact within the community. The Board has broadly defined the goals and priorities of its Community Needs grant making as follows:

- Promote and enhance organizations whose services benefit the residents of DeKalb County.
- Assist existing agencies to better respond to clearly defined unmet needs within the community.
- Encourage programs and projects that enhance cooperation and collaboration among organizations within DeKalb County. Examples of collaboration include partnering with community organizations, demonstrating community leadership, and being a contributing member of the DeKalb County Nonprofit Partnership (DCNP).
- Leverage funds and in-kind support, such as using "seed" money, "match" and "challenge" grants and funds from multiple sources.

PROJECTS GENERALLY NOT FUNDED

While the Community Foundation remains flexible in trying to meet community needs, in general, Community Needs Grants are not made for:

- Routine operational costs of projects, programs and organizations including updating technology
- Personnel and/or administrative/overhead costs
- Religious purposes (However, grants may be given to religious/faith-based organizations for programs or projects that confer an expressed or direct community benefit or to facilities such as day-care centers that have non-profit status independent from a sponsoring church or religious organization)
- Purchase of advertising
- Capital or operation debt reduction
- Any political campaign or to support attempts to influence legislative issues of any government body
- Direct funding to individuals
- Re-granting organizations
- Awarded grant funds may not be expended on project costs incurred prior to the grant start date or, without the Foundation's prior written approval, after the grant end date.

Changes in Grant Terms

- Grant modification requests considered by the Foundation include: (1) extension of the grant period to permit additional time to complete supported activities or raise matching funds; (2) reallocation of funds to permit spending in a manner different than that described in the original budget; (3) rollover of funds from an older Foundation grant into a newer grant given for the same purpose; (4) extension of a matching period; and (5) transfer of grant funds from the original grantee to another organization. Grantees must obtain advance written approval from the Foundation for these and other material changes. More significant changes, such as repurposing a grant or modifying the terms of a matching grant, require the approval of the Foundation's Board.

Grantees should also promptly inform the Foundation in writing of significant changes in project staffing, organizational leadership, scheduling, or budgeting, when such changes occur during the grant period. The Foundation reserves the right to suspend the use of grant funds if the change is considered material to the success of the grant.

FUNDING AREAS

The Community Foundation provides Community Needs Grants in the following areas:

- **Arts and Culture** – supports organizations that provide opportunities for access, participation, education, awareness, and appreciation for a variety of arts and cultural experiences.
- **Community Development** – supports organizations that focus broadly on strengthening, protecting, unifying and building the economic, cultural, and social services of a community.
- **Education** - Supports organizations that provide educational opportunities from birth to adulthood.
- **Environment and Animal Welfare** – supports organizations whose primary purpose is to preserve, protect, conserve and improve the environment. Animal Welfare supports organizations that promote the well-being of animals.
- **Health and Human Services** - supports organizations that provide essential programs and services addressing basic human needs to children, youth, adults, and senior citizens, and/or promoting physical and mental health.

ADDITIONAL PROVISIONS FOR GRANTEEES SERVING DEKALB COUNTY

Public School Districts – Within public school districts, the above mentioned guidelines apply to each school. For example, each elementary, middle, and high school building is eligible to receive one grant per two grant periods. **In order to ensure that each individual public school grant request is aligned to the district’s strategic priorities and initiatives, each grant application must include a letter of support from the district office which includes a narrative explaining how the project fits within the district plans.**

Higher Education – Within a community college or university, each “department” is eligible to receive one grant per two grant periods.

Municipal or Governmental Entities – Within governmental entities, each department (i.e. police, fire) is eligible to receive one grant per two grant periods.

APPLYING FOR A GRANT

To apply, organizations must complete an online Community Needs Grant Application at www.dekalbccf.org. No hard copy applications will be accepted. Applicants will be notified of the Foundation’s funding decisions near May 1 in the spring grant season, and November 1 in the fall grant season. Applicants will be notified of the Board’s funding decision by phone or e-mail. Community Foundation staff and/or board members may contact applicants for further information. For complex grant requests, the Grants Committee may request a presentation by the applicant or a site visit. By submitting a proposal, you give the Foundation permission to share your application details with other individual donors who are interested in co-funding with the Foundation.

No person in the United States shall, on the basis of actual or perceived race, color, religion, national origin, sex, gender identity (as defined in paragraph 249(c)(4) of title 18, United States Code), sexual orientation, marital or parental status, political affiliation, military service, physical or mental ability, or any other improper criterion be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available by the community foundation, and any other program or activity funded in whole or in part with funds appropriated for grants, cooperative agreements, and other assistance administered by the community foundation.

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