



DEKALB COUNTY COMMUNITY FOUNDATION

475 DeKalb Avenue, Sycamore, IL 60178

815-748-5383 815-748-5873 fax

dekalbccf.org

COMMUNITY NEEDS GRANT GUIDELINES

SUMMARY & DEADLINES

The DeKalb County Community Foundation's Community Needs Grant program invests in charitable activities throughout DeKalb County, Illinois through two grant cycles each year. Eligible applicants are 501(c)3 nonprofit organizations and public sector organizations, with preference given to 501(c)3 organizations.

Applications are due by 11:59 p.m. on March 1 or September 1. Applications are accepted online for two months immediately prior to the March 1 and September 1 grant deadlines.

Applicants requesting \$20,000 or more must submit a Letter of Intent (LOI), which is available on the Community Foundation website.

- Spring grant cycle LOI deadline: February 1
- Fall grant cycle LOI deadline: August 1

Community Foundation grant staff will review all LOIs and contact organizations within two weeks of the submission date to discuss the project. Applications requesting \$20,000 or more that are not vetted with the Community Foundation by February 1 or August 1 will not be accepted.

Contact grant staff at grants@dekalbccf.org or 815-748-5383 with questions, to discuss project ideas, and for help facilitating a successful application. **If you are unsure about your eligibility for this grant program or are applying as a fiscal sponsor for another organization, please contact grants@dekalbccf.org.**

APPLICATION & FUNDING DETAILS

When applying for a grant, please note the following:

- Grants are one-time awards supporting specific projects to be completed within one year. In limited cases, a commitment may be made to a specific project for a longer period.
- Grants for specific projects offered by the same organization are not typically awarded year-after-year (e.g., no 'evergreen funding').
- Grants are made to eligible organizations located in or serving DeKalb County, Illinois. 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, statewide, or regionally sponsored organization, 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 cycle *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 cycle. Please plan your project and grant request accordingly.
- Applicants may receive partial funding for their request. Applicants are encouraged to thoughtfully consider the amount requested and develop a budget rationale that accurately corresponds with the proposed project.
- If a grant is awarded and the organization chooses to decline the award, the organization is not eligible to apply for a grant during the following grant cycle.

- In the case of larger requests (\$20,000 or more), close attention is paid to the organization’s history, including:
 - Stability in funding, staff, and board.
 - Excellence in financial management.
 - Scope of DeKalb County residents impacted by the organization and their projects.

GRANTMAKING PRIORITIES

The Community Foundation believes in supporting projects that will have a significant impact within the community. The Board has broadly defined these priorities for the Community Needs Grant program:

- Support organizations with projects that enhance the quality of life in DeKalb County.
- Assist organizations 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 partnerships, 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

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 with a direct community benefit or to facilities such as day-care centers that have nonprofit status independent from a sponsoring church or religious organization.
- Purchase of advertising.
- Capital or operational debt reduction.
- Any political campaign or to support attempts to influence legislative issues of any government body.
- Direct funding to individuals.
- Re-granting organizations.
- Project costs incurred prior to the grant start date.
- Project costs incurred after the grant end date, unless given prior approval from the Community Foundation.

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 PUBLIC SECTOR ORGANIZATIONS

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 cycles.

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, including 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 cycles.

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

GRANT MODIFICATION REQUESTS

Grant modification requests considered by the Community Foundation include:

- Extension of the grant period to permit additional time to complete supported activities or raise matching funds.
- Reallocation of funds to permit spending in a manner different than that described in the original budget.
- Rollover of funds from an older Community Foundation grant into a newer grant given for the same purpose.
- Transfer of grant funds from the original grantee to another organization.

Grantees must obtain advance written approval from the Community 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 Community Foundation's Board.

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

APPLYING FOR A GRANT

To apply, organizations must complete an online Community Needs Grant Application at dekalbccf.org. No hard copy applications are accepted. Applicants will be notified of the funding decisions near May 1 in the spring grant cycle, and November 1 in the fall grant cycle. 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 and/or large grant requests, the Community Grants Committee may request a presentation by the applicant and/or a site visit. By submitting a proposal, you give the Community Foundation permission to share your application details with other interested individual donors who are interested in co-funding with the Foundation.

GRANTMAKING NONDISCRIMINATION POLICY

No person in the United States shall, on the basis of actual or perceived race, creed, color, ethnicity, national origin, religion, sex and gender identity, sexual orientation, gender expression, age, physical or mental ability, pregnancy, veteran status, military obligations, marital or parental status, political affiliation, 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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