Farny R. Wurlitzer Foundation Fund Grant Guidelines

**SUMMARY & DEADLINES**

Through the Farny R. Wurlitzer Foundation Fund (FRWFF), the DeKalb County Community Foundation provides grants to nonprofit and public sector organizations primarily in Illinois involving music education. Because of the local heritage of Wurlitzer, preference is given to 501(c)3 organizations and public sector organizations serving DeKalb County residents. The FRWFF Board of Advisors approves grants in response to applications submitted to them during two grant application cycles annually.

Applications are due by 11:59 p.m. on March 1 or September 1 and become available two months prior to the deadlines. Please contact Arts & Culture Consultant George Buck, george@dekalbccf.org, with questions or for more information.

**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.
- Matching and/or in-kind funds are not required to apply; however, collaboration and diverse project funding are always recommended, when appropriate.
- Grant awards will be paid via ACH transfer directly to the recipient organization’s bank account.
- Grants for specific projects offered by the same organization are not typically awarded year-after-year (e.g. no ‘evergreen funding’).
- Grants are prioritized for eligible organizations located in or serving DeKalb County, Illinois. Applicants that meet the criteria but are from the greater Chicagoland area outside Illinois will be considered if funding is available.
- 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 the following fall or thereafter. 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 must ensure that all reports from prior grant awards are fully completed and submitted before applying for a new grant. Please note that incomplete reporting on previous grants will be taken into consideration during the review process for new applications.
- 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.
ADDITIONAL PROVISIONS FOR PUBLIC SECTOR ORGANIZATIONS

School Districts – Within school districts, the above-mentioned guidelines apply to each school building. For example, each elementary, middle, and high school building is eligible to receive one grant per two grant cycles or one grant per calendar year. To ensure that each individual 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 or school principal, including a narrative explaining how the project fits within the district plans. This letter is also required when any 501(c)3 organization (e.g. PTO, Music Booster Club) is applying on behalf of a school district.

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

GRANTMAKING PRIORITIES

FRWFF Board of Advisors believes that it is necessary to invest its limited funds where they will have the greatest impact on music education. Priority will be given to:

- Assist organizations to better respond to clearly defined unmet music education needs of underserved populations.
- Programs and projects that enhance cooperation and collaboration among organizations.
- Support school music departments to provide a positive music experience for students.
- Build upon existing music education programs.
- Support new music education projects.
- Help eligible organizations provide music education scholarships.
- Leveraging 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 FRWFF remains flexible in supporting music education, in general, FRWFF grants are not intended to support:

- Religious purposes (However, grants may be given to religious organizations for programs or projects that are consistent with the FRWFF grant priorities).
- Music performance not related to education.
- Scholarships to individuals
- Purchase of advertising or general sponsorships of events
- Capital debt reduction or operation debt reduction.
- Political campaign support or attempts to influence legislative issues of any government body.

APPLYING FOR A GRANT

To apply, organizations must complete an online FRWFF grant application at dekalbcff.org. No hard copy applications will be accepted. Applicants will be notified of funding decisions near May 1 in the spring grant season, and November 1 in the fall grant season. Applicants will be notified by phone, mail, or e-mail. The FRWFF Board of Advisors may contact applicants for further information. 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.

GRANT FOLLOW-UP

All recipients of a FRWFF grant must complete a grant agreement within 48 hours of the grant date and before grant funds are released. A grant report is due within 10 months of the grant date as directed by the DeKalb County Community Foundation. Grant agreements and grant reports are completed online. Please note: Applicants will be unlikely to receive
funding for the cycle following a late grant report. If unforeseen circumstances are likely to cause delays, contact Arts & Culture Consultant George Buck, george@dekalbccf.org.

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.
- Transfer of grant funds from the original grantee to another eligible 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.

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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