

# 2017 Fall Community Needs Mini-Grant Application

---

## *DuPage Foundation*

### **Project Name\***

Provide a brief name for your project.

*Character Limit: 100*

### **Purpose\***

Briefly describe the purpose of your request - Example: To support (name or type of program) that will (what will the project ultimately do).

*Character Limit: 200*

### **Program Area\***

Which program area best describes your request? (Selection should be based on the program/project content, not necessarily the type of organization.)

#### **Choices**

Arts & Culture  
Education  
Environment

### **Sub-Program Area\***

#### **Choices**

Arts & Culture  
Education  
Environment

### **Type of Funding\***

Specify the type of funding you are requesting.

#### **Choices**

Building/Renovation  
Equipment/Supplies  
Program Support  
Salary Support

### **Population Served\***

Which population best describes those who will be served by this program/project?

#### **Choices**

Adults  
Children/Youth  
Disabled-Physical  
Disabled-Developmental

Ethnic/Minority  
Families  
General Public  
Immigrants  
Incarcerated Adults  
Incarcerated Juveniles  
Infants/Toddlers  
Low-Income  
Seniors  
Veterans

**Program/Project Cost\***

What is the total cost of your program/project?

*Character Limit: 20*

**Grant Amount Requested\***

What amount is requested from the DuPage Foundation? (Maximum mini-grant request: \$2,500)

*Character Limit: 20*

*Application Narrative*

---

**Organization Description\***

What is the overall purpose or mission of your organization? Include a brief history, including the date established, and the date 501(c)(3) status granted.

*Character Limit: 2500*

**Program/Project Description\***

Describe the program/project to be funded. What are its purposes or goals? What population will be served? How many will directly benefit? Be specific about how you will use the grant funds that are being requested.

*Character Limit: 4000*

**Program/Project Outcomes\***

What benefit is your program/project intended to provide? What results or goals are you trying to achieve? How will you measure the results of the program/project?

*Character Limit: 2000*

**DuPage Impact\***

What percent of the population served are DuPage County residents?

*Character Limit: 1000*

**Board Members\***

Please enter or upload a list of your board members with addresses.

*Character Limit: 2000 | File Size Limit: 1 MB*

**Board Support\***

What percentage of your board of directors supported the organization with a personal financial gift this past fiscal year? If not 100%, please explain.

*Character Limit: 1000*

**Additional Information**

If there is information related to your request that you feel is important for the Foundation to know but that you were not able to present in this application, you may describe or upload it here.

*Character Limit: 1000 | File Size Limit: 1 MB*

## *Progress Report - To be completed only if you received a Community Needs grant in 2016.*

---

**Program/Project Progress (Required by 2016 Community Needs Grant Recipients Only)**

If you received a Community Needs grant in 2016, please describe how the funded project/program has progressed to date. Please note that you will still need to complete a final report (available at [www.dupagefoundation.org](http://www.dupagefoundation.org)) which is due by May 1, 2017 for health & human services grants or November 1, 2017 for arts & culture, education and environment grants.

*Character Limit: 2000*

**Impact (Required by 2016 Community Needs Grant Recipients Only)**

If you received a Community Needs grant in 2016, please describe the impact the project has had on those served. How many individuals have been served? If the grant exceeded \$2,500, provide an update of project outcomes related to the program objectives that were identified in the Outcome Measures Table that was submitted with your application.

*Character Limit: 2000*

**Project Variation (Required by 2016 Community Needs Grant Recipients Only)**

If you received a Community Needs grant in 2016, please indicate whether the project has differed in execution from that which was presented in your initial application. Please explain.

*Character Limit: 2000*

## Problems/Benefits/Lessons Learned (Required by 2016 Community Needs Grant Recipients Only)

If you received a Community Needs grant in 2016, please describe any problems you've encountered, unexpected benefits realized or lessons learned to date.

*Character Limit: 2000*

## Attachments

---

### Program/Project Budget\*

Submit a program/project budget relating to the grant request, indicating how the grant requested will be used.

*File Size Limit: 2 MB*

### Current Fiscal Year Operating Budget\*

Submit a current fiscal year operating budget.

*File Size Limit: 2 MB*

### Internal Year End Financial Statement\*

Please upload your organization's most recent internal year end financial statement. If it is more than six months old, please submit a current interim internal financial statement.

*File Size Limit: 7 MB*

### 990 Form\*

Please upload page one of your most recent IRS 990 or 990-EZ.

*File Size Limit: 4 MB*

### Audited Financial Statement

Please upload your organization's most recent audited financial statement. If you do not have an audited financial statement, please provide an explanation as to why your organization does not have one.

*Character Limit: 1000 | File Size Limit: 7 MB*

### Additional Attachment (Optional)

If you have an additional document that you need to include, please upload it here.

*File Size Limit: 1 MB*

## Electronic Signature

---

### Electronic Signature\*

Prior to the release of any grant monies, a grant recipient will be required to sign a grant agreement to use funds for the sole purpose stated in the application form. Failure to comply with the terms of the grant agreement will jeopardize any future grants from the DuPage Foundation.

Enter your full name, business title and the date of submission. (e.g.: Erin Smith, Executive Director, March 1, 2017)

*Character Limit: 250*

By entering your information above and clicking "I agree" below, you are certifying that:

1. the information contained in this application is true and correct.
2. the proposed program/project has been adopted by your organization as a part of its plan of work.
3. you are duly authorized to submit this application, or you have uploaded a signature page of someone who is duly authorized to submit this application on behalf of your organization.

Your completion of this section constitutes an electronic signature.\*

### Choices

I agree

I do not agree