

DuPage Foundation 2017 Community Needs Grant Program Guidelines

Through the Community Needs Grant Program, DuPage Foundation supports programs and projects which impact, improve, enhance and enrich the quality of life for DuPage County residents. Through two grant cycles each year, the Foundation accepts applications from local not-for-profit organizations serving the community in the following areas:

Arts and Culture
Education
Environment
Health and Human Services

First-time applicants are strongly encouraged to call or e-mail Barb Szczepaniak, Vice President for Programs, to determine eligibility before beginning the application process.

Grant Application Options

Applicants may apply for a Community Needs grant by submitting one of the following applications:

Community Needs Grant Application - for requests up to \$20,000

Community Needs Mini-Grant Application - for requests up to \$2,500

Guidelines, eligibility, restrictions, and published deadlines are the same for both application options.

Grant Application Due Dates

Organizations may submit one application (Community Needs Grant Application or Community Needs Mini-Grant Application) for the Community Needs Grant Program per calendar year.

Applications must be submitted online by **5:00 p.m.** on the dates listed below. Applications submitted after the specified deadlines will not be accepted.

2017 Spring Cycle

Friday, March 3, 2017 – Deadline for **Health and Human Services** applications

2017 Fall Cycle

Friday, September 1, 2017 – Deadline for **Arts and Culture, Education and Environment** applications

Online Grant Application Process

Proposals must be submitted via the online grant application process.

To begin the online grant application process, applicants will need to create an account by providing basic information (email address, password, name, organization, EIN#, address, etc.). Once you initially created your account, you will be able to access current and future grant applications.

The following are tutorials which have been provided by our vendor, Foundant, to help you create an account and begin completing your application.

[Video Tutorial](#)

[Applicant Tutorial](#)

Preview the required questions and the format of the online grant applications:

[Community Needs Grant Application](#) (Actual application can be accessed below)

[Community Needs Mini-Grant Application](#) (Actual application can be accessed below)

Eligibility

Applications to the Community Needs Grant Program will be accepted from not-for-profit charitable organizations that:

- Are public charities classified as exempt from federal income taxes under section 501(c)(3) of the Internal Revenue Code (Please note that the Foundation does not award grants to organizations which have operated as a 501(c)(3) for less than three years)
- Primarily serve DuPage County residents

Restrictions

The Foundation does not award grants from the Community Needs Grant Program to:

- Organizations which have received grants from unrestricted or field-of-interest funds through the Community Needs Grant Program for the past three consecutive years
- Organizations which have operated as a 501(c)(3) for less than three years
- Individuals
- Support religious activities (secular activities provided by religious organizations may be eligible for grant funds)
- Endowments
- Disease-specific organizations
- Private foundations and private operating foundations
- Hospitals, including supporting foundations
- Historical societies and foundations for projects that do not have a broad reach beyond a specific community
- Food pantries for the purchase of food (equipment and other programs provided by food pantries are eligible for grant funds)
- Governmental agencies, including supporting foundations
- Public, parochial, private or charter schools (pre-k through 12th grade), including supporting foundations

Application Review Process

The Foundation Grant Committee consists of Foundation Trustees and community volunteers. The Committee meets several times to review and evaluate all applications received and to conduct site visits when appropriate. The Committee then makes grant recommendations to the full Board of Trustees for approval.

All applicants will be notified via email whether or not a grant has been awarded. Notification will be sent out mid-May for Health and Human Services grant requests and mid-November for Arts & Culture, Education and Environment grant requests.

Application Questions

Please contact Barb Szczepaniak, Vice President for Programs, at (630) 598-5280 or barb@dupagefoundation.org with questions concerning the grant program, the application process and program category selection.

Grant Guidelines

When applying for a grant, please note the following:

- Only one application per organization may be submitted within any calendar year
- Applications may be submitted for existing or new projects, programs, or operating purposes
- In the health & human services, arts & culture, and education categories, importance will be placed on organizations which deliver effective existing programs to assist underserved populations, offer new approaches to solving problems, or create opportunities for organizations to collaborate
- In the environment category, importance will be placed on organizations that effectively address current and future environmental needs/issues in DuPage County through improvement of existing or development of new programs, educational outreach, and collaborative efforts
- Grants are awarded for a one-year period
- Applications that do not contain all the requested information in the specified format may be denied
- Applications will be accepted into the program category that best fits the specific program for which funds are being requested
- Once submitted, applications may be moved into a different category at the discretion of the vice president for programs.
- The DuPage Foundation strives to fully fund grant requests received from its applicants. At the same time, the Foundation receives requests for grants far in excess of the dollars actually available for funding those requests. 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.

The chart below provides broad program descriptions as a guideline to the applicant. When applying, category selection should be based on the program's content, not necessarily on the type of organization. For example, if a human services organization is providing after-school tutoring to at-risk children, funding for this program would be in the education category.

Application Deadline	Program Category	Program Description
3/3/17	Health and Human Services	Supports a wide range of programs that improve the quality of life of DuPage County residents in need by: <ul style="list-style-type: none">• strengthening, assisting and advocating for at-risk and low-income populations and providing basic human needs to children, youth, adults, and senior citizens, and/or• promoting physical and mental health
9/1/17	Arts and Culture	Supports programs that provide opportunities for participation, education, awareness, and appreciation for the arts and cultural heritage.

9/1/17	Education	Supports community education programs (outside of school pre-k through 12 th grades) to enhance and promote learning from early childhood to adulthood.
9/1/17	Environment	Supports environmental education; programs that promote conservation and restoration of natural areas, habitats, and green spaces; efforts to reduce pollution and waste; and programs that protect wildlife and endangered species.

Funds

Grants are made from the earnings of permanent endowment funds established by corporations, foundations, individuals and organizations wishing to make a lasting contribution to the people of DuPage County.

Community Needs grants will be funded from earnings on the following funds:

Unrestricted Funds

- Cleve E. Carney Fund
- Lois L. and Edwin F. Deicke Fund
- Elizabeth D. Eben Memorial Fund
- General Endowment Fund
- Alan D. and Jane M. Hoffmann Fund
- Joseph and Bess Kindlon Fund
- Jack and Virginia Knuepfer Fund
- John W. Squire Fund

Field-of-Interest Funds

- **Abigail Catherine Mueller Children's Fund**
Founding donor: James and Jennifer Mueller
For children's programs
- **Access to Recreation Fund**
Founding donor: Midwest Community Foundations Ventures (2007)
For accessible recreation programs/projects.
- **Arts Fund**
Founding donor: WPWR-TV Channel 50 Foundation (1994)
For artistic endeavors including, but not limited to, performing and visual arts, art exhibits, and arts education
- **Basic Human Needs Fund**
Founding donors: First Annual Benefit Attendees (1993)
For agencies responding to emergency housing, food, clothing and health care needs of low-income residents
- **The Alben F. Bates and Clara G. Bates Foundation Fund**
Founding donors: The Alben F. Bates and Clara G. Bates Foundation (2005)
To support the residents of Elmhurst

- **Shirley and Howard Benson Fund**
 Founding donors: Shirley and Howard Benson (2008)
 To benefit food pantries
- **Children and Youth Fund**
 Founding donors: Richard and Carole Cline (1988)
 For physical, emotional, educational and intellectual needs of children and youth
- **Ruth and Hugh Christ Fund**
 Founding donors: Ruth and Hugh Christ (2000)
 For disadvantaged children and youth
- **Environmental Fund**
 Founding donor: Molex Incorporated (1991)
 For efforts to improve and/or preserve the quality of the natural environment
- **Health Fund**
 Founding donor: Central DuPage Health System (1995)
 For broad health needs in the community
- **Martha McCormick Hunt Fund**
 Founding donor: Brooks and Hope B. McCormick Foundation (1988)
 Primarily for conservation and protection of the natural environment
- **John and Elsie, Mary and Arthur Kolar Fund**
 Founding donor: Mary and Arthur Kolar (1998)
 In support of the environment and wildlife
- **Wesley E. Luehring Foundation Fund**
 Founding donor: The Wesley E. Luehring Foundation (1999)
 For charities located in or serving the Itasca area
- **Sindelar Family Fund**
 Founding donor: Peg Sindelar (2002)
 For education and health
- **Donald and Dianne Skeet Fund**
 Founding donor: Dianne Skeet (2014)
 To benefit children