



## DuPage Foundation 2024 Arts DuPage Grant Program Guidelines

Through the Arts DuPage Grant Program, DuPage Foundation supports programs and projects that offer broad access, outreach and/or unique opportunities to enrich arts and cultural experiences for DuPage County residents.

### Grant Application Process

Applicants may apply for an Arts DuPage grant up to a total amount of \$25,000.

- Applicants requesting \$5,000 or less will be asked to complete a streamlined application.
- Applicants requesting more than \$5,000 will be required to provide additional financial information and will need to respond to additional questions about sustainability, collaboration, and specific outcomes.

### Grant Application Due Date

Applications must be submitted online by **5:00 p.m.** on Friday, September 6, 2024.

### 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 have initially created your account, you will be able to access current and past grant applications.

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

### [Applicant Tutorial](#)

#### Eligibility

Applications for an Arts DuPage grant 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 generally award grants to organizations that have operated as a 501(c)(3) for less than three years.*
- Primarily serve DuPage County residents.
  - Organizations that do not primarily serve DuPage residents but have a facility within DuPage from which services are delivered may apply.
  - Organizations that are not located in DuPage but have a demonstrated presence such as an existing track record of programming with specific DuPage-focused outcomes, a DuPage-specific budget, and board members located in DuPage may apply.

#### Restrictions

The Foundation does not award Arts DuPage grants to:

- Organizations that have received unrestricted or field-of-interest funds through the Community Impact (formerly Community Needs) Grant Program for the past three consecutive years
- Individuals
- Organizations for 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
- Governmental agencies, including supporting foundations
- Public, parochial, private or charter schools (pre-k through 12<sup>th</sup> grade), including supporting foundations

### Priorities

- Primarily supports programs and projects that offer broad access, outreach, and/or unique opportunities to enrich arts and cultural experiences for DuPage County residents.
- Organization is a member of Arts DuPage.
- Organization regularly posts events and programs on [artsdupage.org](http://artsdupage.org).

### Application Review Process

Members of the Foundation's Grant Committee and the Arts DuPage Advisory Committee will evaluate applications and make funding 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 in mid-November.

### Application Questions

Please contact Debbie Venezia, Director of Arts DuPage, at 630.598.5299 or [debbie@dupagefoundation.org](mailto:debbie@dupagefoundation.org), with questions concerning the Arts DuPage Grant Program and the application process.

### Grant Guidelines

When applying for a grant, please note the following:

- Only one application per organization may be submitted within any calendar year through the Arts DuPage Grant Program or the Community Impact Grant Program.
- Applications may be submitted for existing or new projects, programs, or operating purposes.
- Grants are awarded for a one-year period.
- Event-related programs occurring before January 2025 will not be considered.
- Applications that do not contain all the requested information in the specified format may be denied.
- DuPage Foundation strives to fully fund grant requests received from its applicants. At the same time, the Foundation receives requests far in excess of the dollars actually available. *As a result, it is strongly advised that the amount of a grant request be thoughtfully considered and accompanied by budgetary rationale to ensure that the amount requested represents the needs of the organization.*

### 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.