

DuPage Community Transformation Partnership



2022 Grant Program Guidelines

The goal of the DuPage Community Transformation Partnership (DCTP) grant program is to provide support for programs focused on **eliminating food insecurity, promoting housing stability, and providing effective mental health and substance use disorder prevention or treatment programs** for DuPage County residents.

Two grant opportunities, **Immediate Intervention grants** and **Transformational grants**, address immediate and long-term needs in the community in response to the COVID-19 health emergency.

DCTP is a collaborative endeavor between DuPage County and DuPage Foundation. In February 2022, the DuPage County Board granted \$10.6 million in federal American Rescue Plan Act funds to DuPage Foundation to manage the DCTP grant program over the next five years.

Eligibility

Applications will be accepted from 501(c)(3) social service not-for-profit organizations providing assistance in the areas of food insecurity, housing instability, mental health, or substance abuse disorder that meet at least one of the following criteria:

- Have more than 50% of its total clients be DuPage County residents; or
- Provide services in facilities physically located in DuPage County; or
- Have a DuPage County advisory board.

Grant Application Process

Applicants for both grant opportunities can begin the application process by submitting a letter of intent (LOI) via the [DuPage Foundation grant portal](#).

The evaluation team is comprised of DuPage Foundation staff and Trustees, DuPage County staff, and community members with knowledge of the DuPage County social services landscape. After careful review, selected organizations will be invited to submit an application. Key dates for each grant opportunity are listed under Grant Opportunities in these guidelines.

Organizations that have previously submitted an application through the Foundation's grant portal should use their current account. Organizations that have not previously applied through the portal will need to create an account by providing basic information (email address, password, name, organization, EIN#, address, etc.). Once you have created your account, you will be able to access past, 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](#)

Grant Opportunities

DuPage County Board and DuPage Foundation have observed an increase in food insecurity, housing instability, mental health and substance use disorder as part of the COVID-19 public health emergency. In all cases, the project must be related to the impact of COVID and must demonstrate measureable outcomes in one or more of the stated issue areas.

Eligible applicants may apply for grants in one or both of the Immediate Intervention and Transformational grant processes. Receipt of a grant through the DCTP Program does not preclude organizations from applying for a grant through DuPage Foundation's Community Needs Grant Program.

Immediate Intervention grants are intended to provide financial resources to enable organizations to respond to the immediate needs of their clients and/or to quickly increase capacity of the organization to deliver efficient services and resources in the areas of food insecurity, housing instability, mental health or substance use disorder. The minimum request amount is \$20,000 and there is no maximum.

Immediate Intervention grants will be distributed annually in 2022, 2023, 2024 and 2025. Guidelines will be modified each year to align with the needs of the community.

The following are key 2022 dates related to the Immediate Intervention grant application process:

- April 15 - LOI due by 5 p.m.*
- April 29 - Notification sent to applicants via email regarding status of LOI
- May 27 - Application due by 5 p.m.*
- June 17- Notification sent to applicants via email regarding application status

Transformational grants are intended to support evidence-based programs focused on long-term solutions to build capacity, improve efficiency and ensure efficacy of programs that support DuPage County residents with the overall goal of eliminating food insecurity, promoting housing stability, and providing effective mental health and substance use disorder treatment or prevention programs. Relative to the scope of the program and the financial needs, applicants may apply for a one-year or two-year grant. A second Transformational grant opportunity will be offered in 2024. There is no minimum or maximum request amount.

The following are key 2022 dates related to the Transformational grant application process:

- June 3 - LOI due by 5 p.m.*
- July 5 - Notification sent to applicants via email regarding status of LOI
- September 2 - Application due by 5 p.m.*
- October 12 - Notification sent via email to applicants regarding application status

*LOIs or applications submitted after the 5 p.m. deadline will not be considered.

Evaluation Criteria

Basic criteria used by the review team to evaluate LOIs and applications:

- The organization has experience providing programs in the stated issue areas.
- The need or problem to be addressed aligns with the goals of the DCTP grant program and outcomes are specifically related to that issue.
- The program description clearly explains how the need will be addressed.
- There is strong evidence to support the impact of the program and how outcomes will be measured.
- The program serves a population negatively impacted by the pandemic.
- The program provides resources and services in an equitable manner.
- The grant request amount is appropriate relative to project scope and the number of individuals served.
- Financial reports reflect a financially sound organization.
- Capacity to provide detailed reporting on the use of the grant is evident.

Questions should be directed to Laura Ernst at laura@dupagefoundation.org or Barb Szczepaniak at barb@dupagefoundation.org. Please no phone calls.