



DuPage Foundation 2023 Community Needs Grant Program Guidelines

Through the Community Needs Grant Program, DuPage Foundation supports programs and projects that 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:

Health & Human Services
Education
Arts & Culture
Environment
Animal Welfare

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 \$25,000

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

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

Special consideration may be provided for merged organizations in which both of the agencies that have merged applied for a Community Needs grant during the past two years. Agencies are eligible for special consideration for up to three years following the merge. Please contact Barb Szczepaniak to discuss the maximum award amount.

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.

2023 Spring Cycle

Friday, March 3, 2023 – Deadline for **Health & Human Services** applications

2023 Fall Cycle

Friday, September 1, 2023 – Deadline for **Education, Arts & Culture, Environment and Animal Welfare** 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 have initially created your account, you will be able to access current and past 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.

Applicant Tutorial

Eligibility

Applications to the DuPage Foundation 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 generally award grants to organizations which 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 grants from the Community Needs Grant Program to:

- Organizations that have received grants from unrestricted or field-of-interest funds through the 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
- 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

*Exception for Governmental Agencies in Glen Ellyn

Governmental agencies located in Glen Ellyn are eligible to apply for grants in the arts & culture and/or environment categories for projects that primarily benefit its residents.

The Glen Ellyn Fund was established with donations from current and former residents to support unique projects and opportunities aimed at preserving and enhancing the quality of life in the Village. Approximately \$20,200 will be awarded from the fund in 2023 for a project that provides new or additional value above what currently exists in the community. Additionally, requests from governmental agencies must be for projects that are beyond the purview of their annual budgets.

It is suggested that Glen Ellyn governmental agencies that are considering submitting an application contact Barb Szczepaniak prior to beginning the process.

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 in May for health & human services grant requests and in November for education, arts & culture, environment and animal welfare 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 Community Needs application per organization may be submitted within any calendar year.
- Applications may be submitted for existing or new projects, programs, or operating purposes.
- 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 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.
- 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. 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.

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 children at risk for academic failure, the application should be submitted in the education category.

Community Needs Grant Priorities

Health & Human Services – Primarily supports programs in the areas of affordable housing, behavioral health, access to healthcare and food insecurity. Generally aligns with the current Impact DuPage health & human needs priorities. See impactdupage.org for more details.

Education – Primarily supports equitable pathways to self-sufficiency including financial, health and language/math literacy and/or the development of leadership skills.

Arts & Culture – Primarily supports programs that offer broad access, outreach and/or unique opportunities to enrich arts and cultural experiences in DuPage.

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.

Animal Welfare - Supports programs that promote the well-being of domestic animals.

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

- Conrad and Doris Brassine Charitable Fund
- Cleve E. Carney Fund
- Lois L. and Edwin F. Deicke Fund
- DuPage Forever Fund
- Elizabeth D. Eben Memorial 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

- **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
- **John J. Bryant Fund**
Founding donor: John J. Bryant (2017)
To support unique projects aimed at preserving and enhancing the quality of life in Glen Ellyn
- **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

- **Companions' Fund**
Founding donor: Anonymous (2004)
For animal welfare
- **Environmental Fund**
Founding donor: Molex Incorporated (1991)
For efforts to improve and/or preserve the quality of the natural environment
- **Glen Ellyn Fund**
Founding donors: Multiple Glen Ellyn donors (2017)
To support unique projects aimed at preserving and enhancing the quality of life in Glen Ellyn
- **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
- **Abigail Catherine Mueller Children's Fund**
Founding donor: James and Jennifer Mueller (2016)
For children's programs
- **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
- **Mental Health Fund**
Founding Donor: Anonymous (2021)
To support mental health programs
- **Fund for Persons with Disabilities**
Founding Donor: Theodore Utchen (2021)
To support people with disabilities
- **Douglas A. Schooley Memorial Fund**
Founding donors: Lloyd A. and Darlene M. Schooley (2017)
To benefit individuals and families affected by mental illness
- **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
- **Tellabs Foundation Fund**
Founding donor: Tellabs Foundation (2021)
To support health & human services, education and environment