

# Fall 2023 Community Needs Mini-Grant

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*DuPage Foundation*

## *Basic Information*

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### **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 the project will 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**

Health & Human Services - Spring Cycle Only  
Education - Fall Cycle Only  
Arts & Culture - Fall Cycle Only  
Environment - Fall Cycle Only  
Animal Welfare - Fall Cycle Only

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

#### **Choices**

Animal Welfare  
Arts & Culture  
Civil Rights  
Counseling  
Disabilities  
Early Childhood Care and Education  
Education  
Emergency Assistance (financial)  
Employment  
Entrepreneurship  
Environment  
Gender Equity  
Health Services  
Household Supplies  
Housing, Shelter  
Legal Services  
LGBTQ+ Services

Mental Health  
Nutrition, Clothing  
Racial Justice  
Recreation  
Refugee/Immigrant Services  
Senior Services  
Technology  
Youth Development

### Type of Funding\*

Specify the type of funding you are requesting.

#### Choices

Equipment/Supplies  
General Operating  
Program Support  
Salary Support

### Population Served\*

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

#### Choices

Adults  
Animals  
Children/Youth  
Disabled-Developmental  
Disabled-Physical  
Families  
General Public  
Immigrants  
Incarcerated Adults  
Incarcerated Juveniles  
Infants/Toddlers  
LGBTQ  
Low-Income  
People of Color  
Seniors  
Veterans  
Women

### Program/Project Cost\*

What is the total cost of your program/project?

*Character Limit: 20*

### Grant Amount Requested\*

What amount is requested from DuPage Foundation? (Maximum request using this application is \$2,500)

*Character Limit: 20*

## *Application Narrative*

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### **Organization Description\***

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

*Character Limit: 2500*

### **Operations\***

Describe anything significant that occurred within your organization this year that has impacted your operations.

*Character Limit: 2000*

### **Program/Project Description\***

Describe the program/project to be funded.

*Character Limit: 2500*

### **Fund Allocation\***

Provide specific detail as to how the funds will be allocated. Total should equal the amount for which you are applying.

*Character Limit: 500*

Has DuPage Foundation previously funded this program/project?\*

### **Choices**

Yes

No

### **Alignment with Community Needs Priorities**

Please describe how this program aligns with the Community Needs priorities in the category in which application is being submitted.

#### **Spring Cycle**

##### **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](http://impactdupage.org) for more details.

#### **Fall Cycle**

##### **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.

*Character Limit: 2500*

**Glen Ellyn Arts & Culture or Environmental Project\***

Is your organization submitting an application for an arts & culture or environment project that primarily benefits Glen Ellyn residents?

*Note: If yes, answer the questions in the "Glen Ellyn Arts & Culture or Environmental Projects" section. If no, answer the questions in the "Impact" section.*

**Choices**

Yes

No

## *Impact*

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**Impact\***

What percent of the population served by your **organization** are DuPage residents?

*Character Limit: 500*

What percent of the population served by this **program/project** are DuPage residents?\*

*Character Limit: 500*

How many individuals **will be served** by this program/project? \*

*Character Limit: 500*

How many individuals **have been served** by this program/project in the past three years (total for three years)?\*

*Character Limit: 500*

What percent of those served by this program are considered low-income?\*

*Character Limit: 250*

How does your agency define low-income? (For example, x% of FPL, x% of median income, x% of disproportionate affected households)?\*

*Character Limit: 250*

What specific community or communities will benefit from this program/project? (Cities, towns, villages)\*

*Character Limit: 500*

## *Glen Ellyn Arts & Culture or Environmental Project*

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### **Impact for Glen Ellyn Residents\***

How many Glen Ellyn residents will benefit from this project?

*Character Limit: 250*

### **Value of Project for Glen Ellyn Residents\***

How does this project provide value, above and beyond what currently exists, for the residents of Glen Ellyn?

*Character Limit: 1500*

### **Annual Budget\***

Is funding for this Glen Ellyn focused project/program currently part of the agency's annual budget?

#### **Choices**

Yes

No

## *Demographics*

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What is the estimated demographic distribution you expect will be served with this grant? (Responses must add up to 100%)

### **Caucasian\***

*Character Limit: 10*

### **African-American\***

*Character Limit: 10*

### **Latino/Hispanic\***

*Character Limit: 10*

### **Asian\***

*Character Limit: 10*

### **American Indian or Alaskan Native\***

*Character Limit: 10*

**Other\***

*Character Limit: 10*

## *Board, Staff & Volunteers*

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**Board Members\***

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

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

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*

What percentage of your most recent fiscal year income was the result of personal financial gifts from your board of directors?\*

*Character Limit: 250*

Do any of your board members have lived experience related to the types of services you provide or are past clients of your organization? If so, please describe.

*Character Limit: 1000*

**Staff\***

Please enter or upload a list of management and pertinent staff members.

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

**Volunteers**

Please describe how volunteers (including board and committee members) actively contribute to the overall work of your organization.

*Character Limit: 2000*

**Did your organization receive a 2022 Community Needs Grant?\***

*Note: If yes, answer the questions in the "Progress Report" section.*

**Choices**

Yes

No

## *Progress Report*

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**Progress/Final Report Status**

If you received a Community Needs grant in 2022, did you submit a final report yet?

If not, please respond to the remaining questions in the Progress Report section of this

application. *(Please note that final reports are still due by the following dates: May 1, 2023 for human services grants and November 1, 2023 for education, arts & culture, environment and animal welfare grants. Final report questions are available under the Follow-up tab in your 2022 application.)*

### Choices

Yes

No

## Program/Project Progress

Briefly describe how the funded project/program has progressed to date.

*Character Limit: 1500 / File Size Limit: 2 MB*

## Impact

1. Describe the impact the project has had on those served.
2. How many individuals have been served to date?

*Character Limit: 1000*

## Problems/Benefits/Lessons Learned

Describe any problems you've encountered, unexpected benefits realized or lessons learned to date.

*Character Limit: 1000*

## Attachments

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### Program/Project Budget\*

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

*File Size Limit: 1 MB*

### Current Fiscal Year Operating Budget\*

Submit a current fiscal year operating budget.

*File Size Limit: 2 MB*

### 990 Form\*

Please upload your most recent IRS 990 or 990-EZ.

*File Size Limit: 3 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: 9 MB*

### Additional Attachment (Optional)

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: 2500 / File Size Limit: 2 MB*

## Electronic Signature

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### 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, 2023)

*Character Limit: 250*

### Consent\*

As part of our Community Needs grant process, we share applications that we receive with donor-advisors and a few trusted donors who have expressed an interest in learning more about a specific organization and/or a specific request. Do you provide consent for us to share your application?

#### Choices

Yes

No

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



