

DuPage Community Transformation Partnership



2023 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.

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. Board members and staff from the County and the Foundation are actively involved in the planning and implementation of this grant program.

Through **Immediate Intervention grants** and **Transformational grants**, the DCTP is responding to the immediate and long-term needs in the community in response to the COVID-19 health emergency.

- Immediate Intervention grants totaling \$1.1 million were awarded in 2022. This grant opportunity is offered in 2023 and will be offered again in 2024.
- Transformational grants totaling \$3.8 million were awarded in 2022. Since these are two-year grants, the next application opportunity will be in 2024.

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.

Please note that all applicants are required to submit the two most recent comparative audited financial statements conducted by an independent audit firm.

Immediate Intervention Grant Opportunity

DCTP grants awarded must be focused on the needs that have emerged as a result of the COVID-19 health emergency. Immediate Intervention grants are specifically intended to provide financial resources to enable organizations to respond to the immediate needs of their clients and/or to quickly increase the 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.

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.

Restrictions

Immediate Intervention grants will not be awarded through the DCTP to:

- Individuals
- Organizations for religious activities
- Endowments
- Disease-specific organizations
- Private foundations and private operating foundations
- Food pantries for the purchase of food (equipment and other programs provided by food pantries are eligible for funds)
- Governmental agencies, including supporting foundations
- Public, parochial, private or charter schools (pre-k through 12th grade), including supporting foundations
- Organizations for bricks and mortar projects

Grant Application Process

Applicants 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 Trustees and staff, DuPage County Board members and 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.

The following are key 2023 dates related to the Immediate Intervention grant application process:

Friday, March 24	LOI due by 5 p.m.*
Wednesday, May 3	Notification sent to applicants via email regarding status of LOI
Friday, May 26	Application due by 5 p.m.*
Wednesday, June 21	Notification sent to applicants via email regarding application status

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

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 tutorial has been provided by our vendor, Foundant, to help you create an account and begin completing your application: [Applicant Tutorial](#)

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 organization size, 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.