

DuPage Community Transformation Partnership



2024 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 \$2.4 million were awarded in 2022 and 2023.
- Transformational grants totaling \$3.8 million were awarded in 2022.

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 audited financial statements, conducted by an independent audit firm, that reflect three years of recent financials.

Restrictions

Grants will not be awarded through DCTP to:

- Individuals
- Organizations for religious activities
- Endowments
- Disease-specific organizations
- Private foundations and private operating foundations
- Food pantries for the purchase of food through the Immediate Intervention process (equipment and other programs provided by food pantries are eligible for funds)
 - Food purchases may be considered as part of a Transformational project during the Transformational application process
- 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
- Hire new staff members (restriction applies only to Immediate Intervention grants)

Grant Application Process

Applicants for both grant opportunities can begin the application process through 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.

Organizations that have previously applied 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 the account is created, 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](#)

Grant Opportunities

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 Impact Grant Program.

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. Due to the expectation that funds will begin being utilized within 30 days upon receipt of a grant, requests to hire new staff members will not be considered. The minimum request amount is \$20,000.

The following are key 2024 dates related to the Immediate Intervention grant application process:

- **May 24** – Application due by 5 p.m.*
- **July 19** - 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. However, all grant funds will need to be expended by October 1, 2026 with documentation supporting expenditures. Grant funds not spent by that date must be returned to the Foundation. There is no minimum or maximum request amount.

The following are key 2024 dates related to the Transformational grant application process:

- **April 19** - LOI due by 5 p.m.*
- **June 5** - Notification sent to applicants via email regarding the status of LOI
- **July 19** - Applications due by 5 p.m.*
- **September 20** - 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 the 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 Barb Szczepaniak at barb@dupagefoundation.org or Laura Ernst at laura@dupagefoundation.org. Please no phone calls.