

Grant Application Guidelines

The Community Foundation of Decatur/Macon County

The Community Foundation of Decatur/Macon County accepts grant applications for purposes and in time periods announced by The Foundation when funds are available for discretionary grant making.

The Foundation's Gift Distribution Committee or its designees evaluate proposal applications and make recommendations to The Foundation's Board of Directors for final approval. The Board of Directors meets quarterly.

Grant availability

The Community Foundation announces grant application time periods and purposes in written correspondence with all local nonprofit agencies, through the Foundation website, and in local news media announcements.

Qualifying Organizations

The Community Foundation of Decatur/Macon County awards grants to organizations which have been ruled tax exempt under 501(c)(3) of the Internal Revenue Code. Organizations must be located in Macon County, Illinois. No grants are made to organizations which, as a substantial part of their activities, attempt to influence legislation or to organizations which directly or indirectly participate in and/or intervene in political organizations, political campaigns or lobbying groups. Qualifying organizations must refrain from illegally discriminating on the basis of race, gender, sexual orientation, creed, age or national origin.

Review Criteria

Funding requests are reviewed according to the following criteria:

- The ability of the project to make a contribution toward improving the quality of life of Macon County residents.
- The extent to which the project supports the Foundation's goals and mission, which is to promote the civic welfare of Decatur, Illinois.

Evaluation and Reporting

Once a grant is approved from discretionary funds by The Foundation Board of Directors, the grantee receives a copy of a grant reporting form. The report helps The Community Foundation of Decatur/Macon County better understand the programs funded. A one-year report/evaluation and financial report are required. In addition, The Community Foundation of Decatur/Macon County may make a site visit during the funding period.

Proposal Process

- Proposals are accepted in time periods and for purposes announced by The Foundation; gift distribution committee and board meetings are held quarterly.
- Proposals must be mailed or delivered to:
The Community Foundation of Decatur/Macon County
125 N. Water Street Suite 200
Decatur, IL 62523

Proposal Narrative

Grant proposals should answer the following questions in ten pages or less:

- What is the problem, concern, need or issue you will address with this proposal?
- What is the targeted population?
- Approximately how many people do you expect the project to serve?
- Describe the anticipated improvements in health, quality of life, education, etc. in the target population as a result of this project. What other health/and or non-health benefits might be realized by the entire community as a result of this project?
- How has the target population been involved in planning and decision making?
- What other organization(s) are working with you on this project? Briefly describe their role(s). Please attach a letter of commitment from each partner. The letter must include the specific role and contributions the partner will make to the project.
- Please discuss the personnel responsible for the project, their qualifications and responsibilities.
- Implementation Plan. What are the "nuts and bolts" of how you will implement your project? Please include a project timeline. Please include your plans to continue the project after The Community Foundation of Decatur/Macon County funding ends.
- What are your plans and criteria to evaluate the project's effectiveness?
- How specifically will The Community Foundation of Decatur/Macon County grant money be spent?

Budget

Attach a project budget, including cash and in-kind income and expenses. Be sure to offer as many details as possible.

For example, your project budget may include costs for any or all of the following:

1. Personnel
2. Fringe benefits
3. Supplies
4. Printing and copying
5. Transportation
6. Postage

7. Space rental
8. Equipment
9. Other items as needed (be specific)

Please include a description of each item, the exact amount requested from The Community Foundation of Decatur/Macon County, and the exact amount you expect to receive from other sources.

To expedite the process, please total all costs requested from The Community Foundation of Decatur/Macon County and other sources.