Welcome ...

During today’s Freeport Community Foundation Grant Writer’s Workshop, we will **REVIEW GRANT ELIGIBILITY**, providing an overview of what the FCF does and does not fund. Next we discuss key **REQUIRED ELEMENTS** for all grant applications including: financial transparency and accountability; FCF acknowledgment regarding grant and project; measuring results for follow-up reports, and when you need to request a Budget Revision Request Form. Following a brief **Q & A SESSION**, we will conclude with next steps for all.
An improved quality of life for everyone.
OUR MISSION

To empower non-profits to develop solutions that help northwest Illinois communities thrive.
The philanthropic fields of interest include, though are not limited to, initiatives that will:

• Address current and emerging needs
• Foster civic and community betterment
• Meet human and health service needs
• Provide reform and innovation in the schools and new approaches to learning
• Support the advancement of arts and literature

Additionally, priority consideration will be given to solution-oriented grants that address socio-economic issues created by the on-going COVID-19 crisis. Such issues include:

• Food & housing insecurity
• Economic development partnerships
• Educational crisis support
• Healthcare crisis support
• Operational crisis support.

GRANT ELIBILITY

The Freeport Community Foundation is particularly interested in funding initiatives that are collaborative, inclusive and responsive to current and emerging needs of the community.

The Fall 2021 Matt Marvin Community Needs grant cycle key dates are:
• Grant Applications Accepted: 7/14 to 8/26 (4 pm)
• FCF Grants Committee Review: 8/27 – 9/10
• FCF Board Vote on Funding: 9/16
• Recipients Notified/Agreements Signed: 9/20 – 9/30
• Grant Checks Distributed by 10/1

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REQUIREMENTS

• Project Name Important (Be concise)
• Short description of proposed grant project (Be concise)
• Most recent audit report or required financial reports (more on next slide)
• Organization's 990 or 990-PF federal tax return
• 1-3 Letter(s) of Support (on grant)
• Board List w/ Location & Profession
• 1-3 Quotes for Single Items $1,000+
• Itemizations for Category $1,000+
  - Create a spreadsheet
  - Include receipts with final report
  - Example...

BASIC INFORMATION

Required grant application elements are marked with an asterisk ( * ) throughout the online application. Some requirements of note include:

- Smith Arts Museum Retirement Home Outreach Grant Request
  
<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Est. Cost*</th>
<th>Actual*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Paint Brushes</td>
<td>144 (1 gross)</td>
<td>$100.00</td>
<td>$98.27</td>
</tr>
<tr>
<td>2) Paints</td>
<td>48 sets</td>
<td>$350.00</td>
<td>$302.99</td>
</tr>
<tr>
<td>3) Canvas</td>
<td>48 units</td>
<td>$480.00</td>
<td>$522.22</td>
</tr>
<tr>
<td>4) Easels</td>
<td>15 units</td>
<td>$300.00</td>
<td>$309.19</td>
</tr>
<tr>
<td>5) Smocks</td>
<td>20 units</td>
<td>$40.00</td>
<td>$48.83</td>
</tr>
</tbody>
</table>
  
  | Total          |          | $1,270.00  | $1,281.50 |

* When estimating, please be as precise as possible. Actual column would apply to use of same chart in Final Report. There should also be a receipt that corresponds with each actual cost of the itemization list.
“But our organization isn’t audited. How do we meet the minimum requirements for Financial Transparency?”

**REQUIRED FINANCIALS**
Non-audited NPOs must include three basic Financial Reports:
- Cash Flow
- Balance Sheet
- Income Statement

*IF your organization does not routinely prepare each of these financial reports, the FCF has STANDARDIZED TEMPLATES for your use.*

Please contact Office Manager Cindy Carter no later than 4 p.m., Monday, Aug. 23 to obtain these templates.

Contact information for FCF staff is provided on the final page of this PowerPoint presentation.

**THREE BASIC FINANCIAL REPORTS DOCUMENTING YOUR ORGANIZATION’S FINANCIAL HEALTH ARE REQUIRED OF ALL NON-AUDITED NPOs REQUESTING GRANT FUNDING.**
PROMOTING GRANT PROJECT
Promoting your grant award and your organization’s relationship with the FCF is a required component of the FCF granting process. We ask that you do the following in your PR efforts.

1. Share your good news with your Board members and key volunteers — ask them to help spread the word.
2. Create Social Media posts (Facebook, Instagram, Twitter, Linked In, etc.) specific to your grant award and project. Remember to tag the FCF on Facebook.
3. Distribute a press release regarding your grant award and project.
4. When possible, include information regarding your grant award/project in:
   1. Promote via your organization’s website
   2. Include in your organization’s newsletter
   3. Include in your organization’s annual report or other collateral
   4. Mention the FCF by name in any media coverage you receive.

EXTENSIONS, REVISIONS & FINAL REPORTS

1. **PROJECT TIME EXTENSION**: When setting your project end date on your grant application, please allow for any time needed for data/project assessment. Should you need an extension to complete your report, please contact us via email BEFORE your final report due date. One, 60-day extension is granted for every grant project, if necessary.

2. **BUDGET / PROJECT CHANGES**: Significant changes to the grant projects budget or the grant project’s scope DURING the course of the grant cycle REQUIRE FCF BOARD APPROVAL. Please contact FCF ED prior to implementing changes for appropriate Grant Revision Request Form.

3. **FINAL REPORTS**: This is your chance to tell us about your programs success, its impact on our region, and to detail how you spent the grant funds. DETAILS ARE CRITICAL. Requirements include:
   1. Remember to include copies of your promotional elements and any media coverage received.
   2. Breakdown of how funds were spent, including receipts
   3. Details of project implementation (narrative and metrics, as applicable
ACTION. IMPACT. LEGACY.

Working together to help northwest Illinois thrive.
CONTACT US:

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