



Legacy Grant Program

Fiscal Year 2010

MISSION & PURPOSE

Organizations that serve the residents of Oak Park and/or River Forest are eligible to apply for grants as part of the Oak Park-River Forest Community Foundation's Legacy Grants Program.

PRIORITY FOCUS

Through a community driven strategic planning process, the Community Foundation has identified two priority focus areas: 1) The Success of All Youth and 2) Environmental Sustainability. Applicants are encouraged to explore how their organization makes direct or systemic impact on the two identified focus areas. **Funding priority will be given to those applicants who address the targeted priority focus areas OR a significant concern, need or opportunity in the Oak Park-River Forest communities.**

INTENT

The Oak Park River Forest Community Foundation, Legacy Grant Cycle, supports applicants whose proposals demonstrate systemic long term impact within the Oak Park and River Forest Communities. The Community Foundation encourages applications that seek to maximize the impact of grant support through partnerships that leverage community resources and contribute to a sustainable Oak Park-River Forest.

TIMELINE

Applications, including all attachments, are due on **Friday, September 10, 2010**. Site visits will take place between October 4th and October 18th. Grant recipients notifications will be mailed by October 22, 2010. Grants will be awarded at our annual Grants Breakfast on Friday, November 12, 2010.

QUALIFICATIONS

The Oak Park-River Forest Community Foundation awards grants to applicants who meet the following conditions:

- The applicant serves the communities of Oak Park and River Forest
- The application is promoting services or activities that benefit the residents of Oak Park and/or River Forest.
- The applicant organization is qualified as a 501(c)(3) organization as determined by the Internal Revenue Service; or the applicant organization is operating under the fiscal agency of an organization that is qualified as a 501(c)(3) organization
- The applicant, if a past grantee, is in good standing with the Community Foundation by completing ***all required grant reporting paperwork.***

FUNDING PARAMETERS

- Total Legacy Grant: **\$25,000**
- Maximum Grant Award: **\$5,000**- Although, the CF grant committee has the ability to amend this amount upon exceptional circumstances
- Legacy Grants are awarded for one-year
- Proposals may be awarded in full or partial funding
- Only one grant application will be considered from any agency during a single grant cycle.

TYPES OF GRANTS

- **Program:** A grant aimed at the development and/or implementation of an initiative. This grant will fund outcome-based initiatives or will provide financial support for revisions or additions to current programs that have a proven track record.
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- **General Operating:** Grant support that will assist in the general operations of agencies that have demonstrated measurable outcomes towards the stated priority focus areas.



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Application Cover Sheet

Appendix A

Name of organization _____

Address _____

Telephone _____ Fax _____

Name of proposal contact _____

Title _____ E-mail _____

Please identify your organization’s mission focus:

- Health & Human Services
- Arts & Culture
- Other
- Community Development
- Education
- Conservation & Environment
- Recreation

Funding priority will be given to those applicants who address the targeted priority focus areas OR a significant concern, need or opportunity in the Oak Park-River Forest communities.

- ➔ Targeted focus area your application addresses:
- Success of All Youth
 - Environmental Sustainability
 - Other Significant Concern, Need, or Opportunity

Type of Support: General Operating Program Amount requested \$ _____

Has your organization received prior grant support from the OPRF Community Foundation and/or grants from foundation fund holders? Yes No

If yes, briefly summarize the year, amount and grant purpose

Year	Amount	Grant purpose
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Brief summary of request: (please limit your response to the following space)

The Foundation may share this application with other potential funders known to the Community Foundation

Signature of Authorized Representative _____
Name & Title _____ Date _____



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Application Requirements -- No faxed or E-mailed applications will be accepted.

A COMPLETE APPLICATION MUST INCLUDE:

One (1) Original Application

- Grant application cover sheet (Appendix A)
- Line item budget for the organization's current fiscal year compared to last years actual data.
- Timeline for program implementation *if applicable*
- Project/program budget sheet (Appendix B) *if applicable*
- Proposal narrative
- Copy of the last filed Internal Revenue Service (IRS) Form 990
- Copy of most recent financial statements (entire audit report including notes). If an audit is not available, then a financial review or year end financial statement (including profit/loss; assets/liabilities; reserves/holding) is required.

Three (3) paper copies

- Grant application cover sheet (Appendix A)
- Line item budget for the organization's current and prior fiscal year
- Timeline for program implementation *if applicable*
- Project/program budget sheet (Appendix B) *if applicable*
- A list of current Board of Directors (include names, addresses and affiliations)
- A copy of the Internal Revenue Service letter indicating 501(c)(3) tax exempt status.
- Proposal narrative** – Please outline the project for which you are requesting funding. If you are applying for general operating support, answer the questions in regard to your organization as a whole. This portion should be no more than two pages, stapled and free of binders, folders, covers or attachments outside of required documents. Please include the following in order:
 - a) Provide a brief history of your organization
 - b) Discuss your organization's mission
 - Describe the long term impact of your organization
 - If you organization systemically or directly impacts the success of all youth or environmental sustainability, please discuss this impact.
 - Describe the specific opportunity that this program (or your organization) addresses and any applicable research that has guided your program or organization.
 - c) Provide a general description of the project (or organization if applying for general operating)
 - What are the goals of this program (organization)?
 - Describe the anticipated benefits of this program (or your organization).
 - How many individuals are/will be served?
 - What percentage of individuals served are OPRF residents?
 - How does this program align with your organizations strategic plan or (if applying for general operating funds), what steps has your organization taken to ensure that long term goals and priorities are achieved.
 - Describe your specific plans for program/organization sustainability?
 - Describe how your organization will deliver these services if not funded by the Community Foundation.



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- d) Provide a description of any partnerships between your agency and other organizations, groups or individuals (if applying for program funding- focus on those partnerships specific to this program)
- Please share with whom you have collaborated and provide a description and nature of these relationships.
 - What other community resources have been leveraged?
- e) Describe your plans for evaluating program/ organizational success? Identify what evaluation will be used to quantify impact.

EVALUATION CRITERIA

- Organizations that demonstrate measurable outcomes
- Services or activities that largely benefit the residents of Oak Park and/or River Forest
- Proposals that have a broad scope and reach
- Proposals that demonstrate measurable impact for the OPRF Communities beyond the current grant cycle
- Grant proposal that display a sound financial plan
- Organizations, capacity building projects and/or programs that leverage funds and/or additional support from other sources
- Proposals that address the targeted priority focus areas **OR** a significant concern, need or opportunity in Oak Park-River Forest.
- Projects or programs with a proactive focus
- Programs that demonstrate vision, action, effectiveness, good management and quality
- The financial need of the organization

Forward ONE original application with THREE paper copies by Friday, September 10, 2010 to:

Program Officer
Oak Park-River Forest Community Foundation
1049 Lake St.
Oak Park, Illinois 60301.

No faxed or e-mailed applications will be accepted.

For further information, contact the Program Officer, Oak Park-River Forest Community Foundation at 708-848-1560 or ProgramOfficer@oprfcf.org.



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Project Budget

Appendix B

A. Project Expenses: Include a description and amount of all cost associated with your project. Be as specific as possible. For each expense, please label the funding source supporting that expense.

<i>Description of Expense</i>	<i>Amount</i>	<i>Funding Source</i>
1.	\$	
2.	\$	
3.	\$	
4.	\$	
5.	\$	
6.	\$	
7.	\$	
8.	\$	
9.	\$	
10. Total project expenses (sum of lines 1-9)	\$	

B. Include the source and amount of all funding for your project. Also, please indicate R (Received), C (Committed, but not yet received), or A (Applied for) for each amount. Funding sources could include grants, donations, fundraising income, allocated internal funds, etc.

<i>Revenue Source</i>	<i>Amount</i>	<i>R,C or A</i>
11.	\$	
12.	\$	
13.	\$	
14.	\$	
15.	\$	
16.	\$	
7. Total Project Funding (sum of lines 11-16)	\$	