



2017 Request for Proposals

The Community Foundation is now accepting applications for 2017 Community Grants.

Grant awards are to enhance impact on the well-being, enrichment and sustainability of the Oak Park, River Forest, Forest Park and surrounding communities. Requests can be made to support general operations or programs.

Grants are made possible by the following endowment funds:

Oak Park - River Forest Community Foundation Grantmaking Endowment Fund (no restrictions)

Community Chest Fund (for Child/ Family Support; Health & Wellness; Crisis & Emergency)

OPRF & Near West Health Education and Services Fund

Auxiliary of West Suburban Medical Center Fund (for health)

Access to Recreation Fund

Beck Senior Fund (for seniors)

Community Partnership Fund (for LGBTQ)

Eleanor Teng Women's Care & Advocacy Fund

ELIGIBILITY

To apply, organizations must meet the following criteria:

- The applicant organization is qualified as a 501(c)(3) public charity or the applicant organization is operating under the fiscal agency of an organization that is a qualified 501(c)(3) public charity;
- If a past grantee, is in good standing with the OPRF Community Foundation;
- Serves Oak Park, River Forest and/or Forest Park and impacts the well-being, enrichment and sustainability of these communities;
- If applicant serves Austin, Galewood, Berwyn, Cicero, Elmwood Park, Maywood, but not Oak Park, River Forest, or Forest Park, must impact the health of lower income residents in these communities.

FUNDING PARAMETERS

- Applicants are limited to one application during this grant cycle
- Grant Award Range: up to \$10,000 per year
- Grants are awarded for one year or two years
- Grant requests may be awarded with full or partial funding
- Types of Grants: General Operating or Program, including Capacity Building grants
- Grant funds provided by the Foundation to your organization, if awarded, are not to be used to discriminate per the Foundation's non-discrimination policy related to grant making.

FUNDING PRIORITIES

The Foundation will prioritize proposals that demonstrate the potential to significantly impact the well-being, enrichment and sustainability of the community. We also encourage proposals that foster collaborative relationships.



Key Dates:

May 24, 2017, 8:30-9:30am OR 4:30-5:30pm:
Community Grants Proposal Information Session
@ OPRF Community Foundation, 1049 W. Lake St. Suite 204
**RSVP by May 22nd via www.oprfcf.org*

July 10, 2017: Proposals due by 5pm via email

Week of October 9, 2017: Grant Decision Notifications

October 19, 2017: Grant Awards Presentation at *Thanksgiving in October*

APPLICATION CHECKLIST

Applications must be typed and include the following:

- Grant application cover sheet (Page 3)
- Proposal Narrative, *maximum 4 pages* (Page 4)

ATTACHMENTS

- Timeline for program implementation, *if applying for program support*
- Diversity Data and Statement on Diversity and Inclusion (Page 6)
- A list of current Board of Directors (include names and affiliations)
- Line item budget (both revenue and expenses) for the organization's current fiscal year compared to last fiscal year's actual budget (both revenue and expenses)
- For program requests, a one-year or two-year program budget (listing start and end dates), detailing expenses and identifying pending and committed revenue.
- A copy of your current IRS determination letter indicating 501(c)(3) public charity status
- Copy of the most recently filed Internal Revenue Service (IRS) Form 990
- Copy of most recent financial statement. If available, include entire audit report.
- If applicant is operating under a fiscal agent, please provide financial statements for both entities.

Submission Instructions:

Please email:

- 1) Application and Grant Narrative (1 PDF) and**
- 2) All attachments (1 PDF) by July 10, 2017 at 5:00pm to donorservices@oprfcf.org with subject line: **Community Grant Proposal 2017****

Questions or concerns? Contact

Elizabeth Chadri, Program Director at 708-848-1560 or echadri@oprfcf.org

Rhea Yap, Director of Fund and Donor Development at 708-848-156 or ryap@oprfcf.org



PROPOSAL APPLICATION COVER SHEET

Name of Applying Organization: _____
Organization Website: _____
Contact Person/Title: _____
Address: _____
City: _____
State: _____ Zip: _____
Phone: (____) _____ Fax: (____) _____
E-mail of Contact Person: _____

Amount Requested: \$___ Year 1 \$___ Year 2 (if applicable) Total Requested \$___

Type of Support Requested : ___ General Operating ___ Program

Indicate if you are requesting support for capacity building (circle one): yes/no

Mission (or Program) Focus Area (check all that apply):

- | | | |
|---|--|---|
| <input type="checkbox"/> Arts & Culture | <input type="checkbox"/> Child & Family Support | <input type="checkbox"/> Community Sustainability |
| <input type="checkbox"/> Crisis & Emergency | <input type="checkbox"/> Disabilities | <input type="checkbox"/> Education |
| <input type="checkbox"/> Health | <input type="checkbox"/> Housing | <input type="checkbox"/> Human Services |
| <input type="checkbox"/> LGBT | <input type="checkbox"/> Seniors | <input type="checkbox"/> Women’s Issues |
| <input type="checkbox"/> Advocacy | <input type="checkbox"/> Other (describe): _____ | |

Eligibility to apply (Must check at least 1):

- Serves Oak Park and/or River Forest (OPRF)
- Serves Forest Park AND is a child/ family support, health and wellness or crisis/emergency service program.
- Serves Austin, Galewood, Berwyn, Cicero, Elmwood Park, and/or Maywood, AND impacts the health of lower income residents in these communities.

I certify, to the best of my knowledge, that:

- The tax-exempt 501(c)(3) public charity status of this organization is still in effect.
- The proceeds of an awarded grant will not be used for any unlawful purpose.

Signatures:

Executive Director or President & CEO

Date

President, Board of Directors or other Board Officer

Date



PROPOSAL NARRATIVE

The narrative should be **no more than 4 pages (1 inch margins, 12 point font, single spaced)**.

Please describe in the following in order:

I. Organization Overview

- Provide a brief history of your organization.
- Provide your organization's mission statement.
- Explain the number of individuals served in the Foundation's community:
 - Oak Park
 - River Forest
 - Forest Park
 - Austin, Galewood, Berwyn, Cicero, Elmwood Park, and/or Maywood (if a health and wellness program).

II. Purpose and Rationale of Proposal

- Describe the community need for your proposal.
- Describe the goals of proposal and how it will address the need(s).

III. Approach

- Describe how your proposal is unique and addresses the need.
- Describe the activities and timeline.

IV. Sustainability

- Describe the steps your organization has taken to ensure that long term goals and priorities are achieved
- How does your proposal align with your organization's strategic plan.
- Describe specific plans for organizational or programmatic sustainability.

III. Partnerships

- Provide a description of any partnerships between your agency and other organizations, groups or individuals that strengthen your proposed work (if applying for program funding - focus on those partnerships specific to your program).
- Describe other community resources that have been or potentially leveraged.



IV. Measuring Success

- In your narrative use the chart below to describe the top 3 measurable outcomes of this proposal. See appendix for definition of terms and examples of outcomes.

	What are your objectives/indicators of success?	What are your projected measurable targets/goals?	How will you evaluate your program/collect data?
Outcome 1			
Outcome 2			
Outcome 3			

- Explain the number of people who will directly benefit from this grant.
- Describe your past performance and outcomes for activities or programs related to this proposal.



DIVERSITY DATA

The Foundation’ Diversity Statement requires that our grant making is representative of the communities it serves and that each potential and current grantee demonstrates a commitment to diversity as a value and a practice (see link below for Statement). As such, we ask all applicants to:

- a) **Submit either a Statement on Diversity and Inclusion or an action plan to address diversity.**
- b) **Optional – provide any additional information which will help reviewers understand your current context and how your organization addresses the diversity of the population you serve.**
- c) **Complete the table below to help us keep current with the diversity profile of local nonprofits and their constituencies.**

Please provide numbers in all blank cells. Please place a “0” for none and a “U” for unknown as appropriate. DO NOT USE PERCENTAGES.

	Participants/ Clients/ Audience	Staff	Board Members	Volunteers
TOTAL				
GENDER				
Female				
Male				
RACE/ETHNICITY				
African American/Black				
Arab American/Middle Easterner				
Asian American/Pacific Islander				
Biracial/Multiracial				
European American/ Caucasian				
Latino/Latina American				
Native American				
OTHER				

Our Statement on Diversity can be found on the homepage of our website: www.oprfcf.org



Appendix for Measuring Success

Definition and examples of outcomes¹:

	What are your objectives/ indicators of success?	What are your projected measurable targets/goals?	How will you evaluate your program/collect data?
Outcomes (level 1) <i>(Observable and measurable changes that may serve as steps towards impact; measures changes in populations and systems)</i>	Improved performance on proficiency test. Increased intake of fruits and vegetables. Higher quality theatrical productions.	At least 80% of participants will score 80% or higher on post test. At least 50% of households in x neighborhood increase intake of fruits and vegetables by x %. At least 65% of a sampling of audience members report that the production they attended was of high quality.	Pre and post test scores Household nutritional survey implemented in target neighborhood Sample survey
Outcomes (level 2) <i>(Ultimate sustainable changes; measures changes in populations and systems)</i>	Reduced obesity in x neighborhood for children aged x years. Regular nutritional workshops offered for parents. To cultivate lifelong appreciation and involvement in the arts.	At least 75% of the population has BMI of less than x. At least 75% of health care providers provide regular nutritional workshops for parents. At least 75% of patrons across different age groups report that they participate in other artistic, creative activities.	Data from health care providers Sample survey

¹ The following are examples of outputs or activities. These are not outcomes:

	Objectives/ indicators of success	Projected measurable targets/goals	Evaluation/data collection
Outputs /activities <i>(measures of project execution)</i>	Nutritional workshops conducted in x neighborhood for key care givers. Provide accessible theatrical performances to the local community.	At least 12 workshops held. At least 25 mothers and 25 fathers trained in nutritional foods. 4 productions a year reaching 75 local audience members per show.	Workshop questionnaire Ticket sales and tracking of zip codes.