



RUSSELL & JOSEPHINE KOTT
MEMORIAL CHARITABLE TRUST

**2022 Request for Proposals
GUIDELINES FOR APPLICATION**

Eligibility:

- 1) Applications focused on the well-being of individuals, especially through caregiving, sociological support, education and medical services, with an emphasis on such services for the elderly.
- 2) 501 (c) (3) Public Charities or organizations operating under a fiscal agent that is a 501 (c) (3).
- 3) If a past grantee, is in good standing with the Kott Memorial Charitable Trust.
- 4) Grant applications and required attachments must be received by **July 8 2022**.
- 5) **2021 Kott Grantees are required to submit a brief interim report online together with their 2022 grant application.**

Note: The majority of grants from the Kott Memorial Charitable Trust are one year in duration.

Submission instructions:

- 1) All applications must be submitted online at: [Kott 2022 Grant Application](#).
- 2) Returning applicants with a user name and password:
 - a. Log in and begin your grant application at [Kott 2022 Grant Application](#)
 - b. Complete the online application (Part I) and upload the required documentation (Part 2).
 - c. Review and submit your application.
- 3) First time grant applicants - Four basic steps to applying for a grant:
 - a. Get a username and password for our online system. Go to [Kott 2022 Grant Application](#) to begin the registration process.
 - b. Complete your organization's profile.
 - c. Complete the online application (Part I) and upload the required documentation (Part 2).
 - d. Review and submit your application.

Required Attachments for Submission Online by July 8, 2022:

- 1) **Organizational Budget** - Include a budget for the organization for the current fiscal year.
- 2) **Financial Statements** -Provide a copy of the organization's financial statements for the most recently completed fiscal year (audited if available).
- 3) **Project/Program Budget** (*Not applicable for general operating requests*)
If the requested funds are to be used for anything other than the general operating expenses of the organization, include a detailed line-item budget for the project, including both revenue and expenses.
- 4) **List of Board Members** -Provide a list of the members of the current Board of Directors and their professional affiliations.
- 5) **Copy of Tax Status Letter** -Provide a copy of the organization's most recent IRS Tax-Exempt Ruling Letter, verifying that the organization is a qualified public charity under section 501(c) (3) of the Internal Revenue Code.
- 6) Provide a copy of the organization's most recently filed **Internal Revenue Service (IRS) Form 990**.
- 7) **2021 Grant Reports:** for 2021 Kott grantees only – Submit a brief interim report (1 page) which includes the following information: grant amount; grant period; summary of the major achievements so far, for the work supported by the 2021 Kott grant. **Reminder - FINAL 2021 GRANT REPORTS AND ATTACHMENTS MUST BE SUBMITTED ONLINE BY SEPTEMBER 30, 2022 (see Final Report format attached)**

A preview of the application is available once you complete the registration process. You will receive an automated email acknowledging receipt of your online application.

Grant decisions will be made by **October 27, 2022**. Any questions? Contact Elizabeth Chadri at echadri@oprfcf.org.



As part of your 2021 grant agreement, the Kott Memorial Charitable Trust requires a final grant report so that we may learn about your work and the impact it has made and how the grant funding has helped to achieve that impact over the grant period.

The Trustees will share the report with the Oak Park River Forest Community Foundation's board of directors, other funders, and the broader community. Final reports must be submitted in order to be considered for future funding from the Kott Memorial Charitable Trust and are due by **September 30, 2022**.

Please provide the following information:

Organization: _____

Project/program: _____

Contact: _____ Title: _____

Phone: _____ Email: _____

Amount of grant: _____ Project Complete? Yes No Pending

Please address the following questions (do not exceed 3 pages):

1. Summarize the major achievements of the work supported by the grant against original goals. Please include success in achieving any measurable outcomes and an explanation of the number of people who directly benefited from this grant (approx. half-page).
2. Describe how you evaluated your success in achieving your original goals or outcomes.
3. What is being done to ensure success is sustained in the future?
4. What, if any, challenges did you experience during the implementation of this program/project? What were the lessons learned?
5. Optional: We encourage you to submit a success story related to the funded work (additional half-page).

Please attach the following:

- Projected and actual program budgets for the grant year. For general operating grants, provide projected and actual budgets for the organization.
- Copies of project materials and publicity you wish to share, particularly those that mention that you received grant support from the Kott Memorial Charitable Trust.
- Photos related to your project or organization. We will provide you with a photo release to sign.

Grant reports and attachments must be submitted online by September 30 2022.