



## Edwardsville Community Foundation General Fund Grants GRANT APPLICATION GENERAL INFORMATION & GUIDELINES

### **PURPOSE OF THE ECF GENERAL FUND GRANTS:**

- Support projects that enhance the quality of life for residents of the Edwardsville Community Unit School District No. 7 geographical area
- Support projects that are not adequately funded by existing community resources
- Support projects that leverage other funds and resources
- Support projects that facilitate cooperation between tax-exempt community organizations
- Support projects that provide benefits for many residents

### **FUNDING:**

- Grants are not to exceed \$5000 - The General Fund is limited; therefore, grants awarded may be less than the requested amount
- Applicants must spend granted funds only for the purpose stated in the grant award
- Any grant funds not used before the project completion date or when not needed are to be returned to the Foundation within a reasonable amount of time
- The Foundation reserves the right to forward your grant and project inform on to our Donor
- Advised Funds for potential additional funding as those funds may see fit

### **QUALIFICATIONS:**

- Grants will be made only to tax-exempt community organizations (qualified to receive tax deductible contributions) within the boundaries of District 7 geographical area
- Grants will be made for projects that focus on:
  - Arts and culture
  - Health and human services
  - Civic improvement and environment
  - Education and youth
- Low priority is given to:
  - requests that benefit groups such as school classes, clubs, orchestras or teams
- Grants will NOT be made for the following items unless a compelling reason exists:
  - Operating budgets
  - Basic municipal services
  - Basic educational functions
  - Endowments
  - Previously incurred debts
  - Sectarian religious programs
  - Individuals



**GRANT APPLICATION: See Grant Application Requirements below**

**DEADLINE: Complete Grant Applications must be received by October 1 of a given calendar year. Awards will be made in November of each calendar year.**

**SUBMISSION:**

- **Complete Grant Applications are to be mailed to the address listed below and received no later than October 1 of the calendar year.**  
Grant Review Committee  
Edwardsville Community Foundation  
P.O. Box 102  
Edwardsville, IL 62025
- **Email Applications are accepted and are to be sent to: [contact@edwardsvillecommunityfoundation.org](mailto:contact@edwardsvillecommunityfoundation.org) and received no later than October 1 of the funding year.**

**REVIEW PROCESS:**

- Only complete applications will be considered. A complete application includes all elements listed under Grant Application Requirements and Checklist (see page 3).
- The Grant Committee of the ECF will review the submitted grant applications and make recommendations of grant funding
- The Foundation will review your Grant Application with third parties when their input would be helpful
- Representatives of your organization may be asked to meet with the Grant Review Committee for a discussion of your proposal
- All applicants will be notified in writing of the funding status of the grants upon ECF Board of Directors final approval of grant funding

**PROJECT COMPLETION:**

- Applicants are to complete the Grant Evaluation Form within one (1) month after project completion to share the results of the project and to show all funds were spent as intended (photographs if necessary).
- If a project lasts more than six (6) months, an interim report will be required at each six (6) month interval after the date of the grant.
- Failure to complete the Grant Evaluation Form will prevent grantee from future grant consideration



## EDWARDSVILLE COMMUNITY

Foundation

*Connecting Donors to Our Communities*

### GRANT APPLICATION REQUIREMENTS AND CHECKLIST:

\_\_\_\_\_ **Cover Sheet** (see attachment entitled Grant Application Form Cover Sheet)

\_\_\_\_\_ **Project title**

\_\_\_\_\_ **Purpose of the project:** What is the overall purpose of this project? How does it fit into your organization's vision/purpose?

\_\_\_\_\_ **Governing body and contact person overseeing the project:** Who is responsible, both organizationally and individually, for implementing this project? Be sure to include:

✓ Specific contact information for organization and point of contact, including name, title, mailing address, email address, phone number

✓ List of governing body members and addresses

✓ Current operating budget for governing organization

✓ Most recent audit or IRS Form 990

✓ IRS Tax Determination Letter

✓ Most recent monthly/annual financial statement

\_\_\_\_\_ **Goal(s) of the project:** What is hoped to be achieved by this grant? How will the funds help to achieve these goals?

\_\_\_\_\_ **Targeted audience(s):** What members of the community will be involved in this project? Who will be the beneficiaries of the completion of this project?

\_\_\_\_\_ **Benefits to community:** How will the residents of the District 7 geographical area as a whole benefit from the completion of the project?

\_\_\_\_\_ **Anticipated outcomes:** What are the anticipated outcomes of this project? What are the tangible products, if any, of this project? What are the intangible products, if any, of this project?

\_\_\_\_\_ **Summary of the project:** What will happen in this project? Who will be involved in this project? What are the planned activities? How will the community be involved? What other entities or partners will be involved in this project? What are the milestones of progress? What are the end results?

\_\_\_\_\_ **Timeline for completion:** How long will this project take? When will it start? When will it end?

\_\_\_\_\_ **Publicity plan, including publicity release:** What are the plans for publicizing this project and the role of ECF funding in this project? Please be sure to include the signed publicity release in this application.

\_\_\_\_\_ **Budget:** How will the grant money be spent? What in-kind money will be used? What is the total budget? How much for Labor, Materials & Supplies, Equipment, Facility Rental, Marketing & Promotions, etc. is planned?