



## **Community Stewardship Fund Grant Guidelines**

Through the Community Stewardship Fund, The Community Foundation of Kankakee River Valley will provide grants to non-profit community organizations in the Greater Kankakee River Valley Area. The Grants Committee select grants for funding in response to applications submitted through the Community Foundation's online grant application. The committee will submit their recommendations for final approval to the Community Foundation Board of Directors.

### ***Grantmaking Priorities***

The Community Stewardship Fund is intended to award grants for the ever-changing needs in our communities. The Community Foundation believes that it is necessary to invest its limited funds where they will have the greatest impact on community needs. Priority will be given to projects and programs directed within the following categories:

- Arts, Culture, & Humanities
- Career Pathways
- Disaster Preparedness & Relief
- Education
- Health
- Human Services
- Philanthropy, Voluntarism & Grantmaking
- Public & Societal Benefit
- Public Safety
- Science & Technology
- Social Science
- Sports & Recreation
- Sustainable Communities
- Youth and Families

### ***Projects Generally Not Funded***

While the Community Stewardship Fund attempts to remain flexible to community needs, in general, grants are not intended to support:

- Religious purposes (However, grants may be given to religious organizations for programs or projects that are consistent with the Community Stewardship Fund grant priorities)
- Purchase of advertising

- Capital or operation debt reduction; however, capital items needed for training purposes will be considered
- Political campaigns or to support attempts to influence legislative issues of any governmental body
- Multiple proposals from one organization

**Are There Expense Categories Discouraged by the Community Foundation which could jeopardize selection?**

- **Expenses for technology with shorter-term life/use.**
- **Administrative costs (particularly salary, fringe benefits, space, general office expenses such as utilities, office equipment, supplies, etc.)**

The Community Foundation of Kankakee River Valley operates without discrimination as to race, religion, sex, and national origin in considering grant requests from agencies and organizations.

***Community Foundation Grant Making***

The Community Foundation will consider only one request from a single (organization) entity.

Proposals are reviewed, evaluated, and recommended by the Grants Committee with the Community Foundation Board of Directors approving the final award recommendations. Because the Foundation cannot fund all the requests it receives, the Committee and the Board of Directors rely on the following general policies and considerations for award selections.

- Grant applications are to adhere strictly to the grant application instructions.
- Grant awards are to be made only to those nonprofit organizations and programs operating within the Greater Kankakee River Valley Area.
- Awards are made only to organizations currently holding charitable 501(c)(3) classifications as designated by the Internal Revenue Service, or to quasi-governmental agencies, e.g., school districts, libraries, park districts, etc.
- Awards are intended to be made for one year at a time. Multiple-year awards may be considered if circumstances justify; however, potential for sustainability after the grant award period may receive favored judging. Please articulate commitments for sustaining your program.
- The evaluation process may include an on-site visit by Foundation representatives.
- Awardees may reapply in subsequent years by re-submitting full applications in subsequent funding cycles.

***How Does an Organization Apply?***

Carefully read and adhere to the grant application instructions. It is important that all requested information is provided. If you have questions, you may contact the Community Foundation Office at 815-939-1611 or by email at [mia@cfkrv.org](mailto:mia@cfkrv.org). The link to the online application is available at: [www.cfkrv.org](http://www.cfkrv.org).

## ***How Are Grant Applications Evaluated?***

After initial review and screening by the Community Foundation Administration, the Grants Committee review and recommend applications for awards primarily based on the following criteria:

- The visibility and impact of the project.
- The project should be currently actionable
- The need for and the significance of the project should be obvious and relatively simple to communicate to the community.
- Successful outcomes and the impact of the project should be readily identifiable, measurable, and reported to the community via the media.
- The receiving organization needs to demonstrate that it has the necessary experience and capacity to successfully implement and execute the project.
- The proposed project should demonstrate how it is creative and how it has the potential to stimulate the interest of the public and media.

## ***Grant Follow-up***

All recipients of a Community Stewardship grant must select a reporting option to complete the end of grant evaluation for their project/program. All follow up forms will be available for viewing and submission in the grant application portal.