

Transformational Grants Workshop

January 15, 2020 and January 21, 2020

THE
COMMUNITY
FOUNDATION
FOR McHENRY COUNTY

AN AFFILIATE OF
THE CHICAGO COMMUNITY TRUST

Agenda

- Guidelines
- Timeline
- GrantCentral and Application Process
- Reporting and Publicity
- Selection Process and Evaluation Criteria
- Grantwriting Tips and Other Help
- Questions

Transformational Grants

- Designed to support a work in progress, or a bold idea, that will result in measurable solutions to identified community problems.
- Transformational Grants must be consistent with the mission, values and priorities of the applicants and The Community Foundation.

Grant Details

- Up to three grants awarded per year.
- Up to \$75,000 per year.
 - Organizations must apply annually.
 - Organizations are eligible to win up to three years consecutively.
 - Up to 25% of grant funding may be used for general operating expenses.
- Collaboration among agencies is highly recommended.
 - This will be considered during the review process.
 - A list of collaborative agencies should be included in the application and letters of support are required.

Proposals Must Demonstrate:

- How the project addresses identified community need(s).
- How the project will measurably impact the issue(s) it addresses.
- How a communications strategy for the funded project will be implemented.
- A credible plan for goal sustainability.
- The project will serve the residents of McHenry County.

Eligibility

- Eligible organizations include:
 - 501(c)3 public charities in good standing in the state of Illinois.
 - Nonprofits without 501(c)3 status must identify their fiscal sponsor prior to applying.
 - Units of local government.
 - Not-for-profit educational institutions.
 - Faith-based and religious organizations are eligible to apply, provided that the funded project/program does not promote or require religious doctrine.

Eligibility

- Organizations must:
 - Serve McHenry County residents.
 - Be compliant with government reporting.
 - Must not have received funding in the last three years consecutively.
 - Not eligible if you received funding during the 2018/2019, 2017/2018, *AND* 2016/2017 cycles.

Criteria

- Intended for a wide variety of projects or programs. May request funding for:
 - Advancing a current program.
 - Starting a new program.
- Up to 25% of funding may be used for general operating support.
- Other criteria that will factor into evaluation:
 - Financial health, leadership and governance of the lead organization or its fiscal agent.
 - Indication of project sustainability beyond this grant opportunity.
 - Alignment with Transformational Grant goals, values and priorities.

IMPORTANT!

- **LATE OR INCOMPLETE LETTERS OF INTENT OR APPLICATIONS WILL NOT BE CONSIDERED.**

Timeline

2020/2021 Transformational Grant Cycle

January 15, 2020	Letter of Intent Open
January 15, 2020 and January 21, 2020	Grant Workshops
February 12, 2020	Letter of Intent Due
February 9-24, 2020	Site Visits (may be scheduled by The CFMC)
February 26, 2020	Invitations to Submit Full Application
March 4, 2020 and March 10, 2020	Logic Model Formulation Workshops (required to attend one)
April 1, 2020	Full Application Due
April 21, 2020	Projects Presented to Board of Directors (by invitation only)
April 24, 2020	Grant Recipients Notified
Week of June 1, 2020	Check Distribution Site Visits

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Application Process

- Letters of intent, applications, and other supporting documents must all be submitted through GrantCentral.

GrantCentral

cct.smartsimple.com
TheCFMC.org



New to GrantCentral?

Welcome to your new online grants management station. If you have not yet created a GrantCentral account, please register here. As soon as you receive your password by email, you can log in to begin finding and applying for grant opportunities.

[Register Here](#)

Login

Email:

Password:

[Login](#)

[Forgot Password?](#)

If you are having problems logging in, please contact grants@cct.org

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Using GrantCentral

- Organization profile.
 - Create for each organization once and then update.
- To Do Section.
 - Relevant dates and tasks pushed directly to applicants with email reminders.
- Automatic validation.
 - Ex: Forgot a field, entered something incorrectly, etc.
- Cloud-Based System.
 - Can access anywhere.
 - Must SAVE to see information you entered.
- Suggested Browsers: Chrome or Firefox.
 - Internet Explorer does not work well.

Application Process Organization Profile

- Register and complete the organization profile.
 - First time applying to The CFMC?
 - Create a new organization profile.
 - Applied before?
 - Update organization profile and re-certify.
 - *Can't find your login information? Contact grants@cct.org.*
 - Have a fiscal sponsor?
 - Fiscal sponsor must complete an organization profile.
 - Organization profile MUST be completed and certified/re-certified BEFORE submitting LOI.

Please refer to GrantCentral Registration and GrantCentral Organization Profile handouts.

Application Process

Letter of Intent

- Complete a letter of intent through GrantCentral.
- Focus on:
 - Explaining the need.
 - Outlining collaborations.
 - Indicating how the project/program meets the goals of Transformational Grants.
- The CFMC may reach out with additional questions or to schedule a site visit.
- Invitations will be sent out to organizations chosen to submit a full application.
 - We will notify those not selected to move forward.

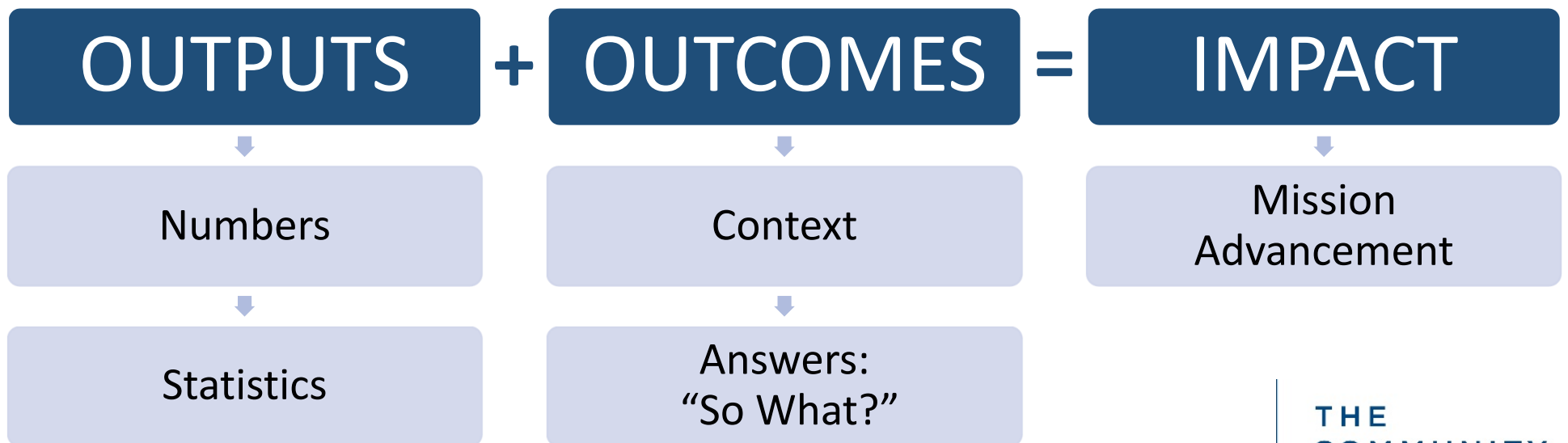
Application Process Full Application

- Selected applicants will be invited to submit a full application.
 - Complete the full application and all supporting documents through GrantCentral.
- Focus on:
 - Creating a complete and reasonable logic model.
 - Developing a budget specific to the project/program and to McHenry County.
 - Outlining measurable outcomes and methods for determining impact.
 - Explaining marketing and communications efforts.
- Invitations will be sent out to organizations chosen to present to The CFMC's Board of Directors.
 - We will notify those not selected to move forward.

Application Process Presentation

- Grant finalists will be invited to present to The CFMC's Board of Directors.
- Presentations will consist of:
 - Five minute presentation by applicant.
 - Five minute Q&A about project/program with The CFMC's Board of Directors.
- Presentation should include:
 - Summary of need.
 - Project/program summary.
 - Amount of funding requested.
 - How project/program relates to the goals of Transformational Grants.

Think About Impact



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Reporting

- All reporting is done through GrantCentral.
- Mid-term Report
 - Due 6 months after check is received.
 - Brief questionnaire, report on impact to date.
- Final Report
 - Due 1 year after check is received.
 - Brief questionnaire, report on impact, report on actual budget.
- Site Visits
 - 2-3 during the course of the grant term.
 - Checks will be distributed at first site visit.

Publicity

- The CFMC will partner with Transformational Grantees on marketing their projects/programs.
- Grantees are expected to **actively** share their projects/programs and updates with The CFMC and the community.
 - Includes: stories, photos, outputs/outcomes, and impact.

Selection Process

- Letter of Intent:
 - The CFMC's staff conducts due diligence.
 - Site visits may be conducted.
 - Invites select applicants to submit full applications.
- Application:
 - The CFMC's Grant Committee reviews applications and makes recommendations for finalists.
 - Invites finalists to present to The CFMC's Board of Directors.
- Presentation:
 - The CFMC's Board will view presentations, consider all components.
 - The CFMC's Board votes.

Evaluation Criteria

1. Need	<ul style="list-style-type: none">• What is the need you will be addressing?• Who will you be serving in McHenry County?• How will your project/program change McHenry County?
2. Collaboration	<ul style="list-style-type: none">• Who will you be partnering with in the community to address this need?• Do you have demonstrations of partnerships (letters of support from collaborators, multiple funding sources, etc.)?
3. Innovation	<ul style="list-style-type: none">• How does your project/program differ from solutions that have been approached in the past?• Has your organization taken a creative approach to developing opportunities based on research and best practices?
4. Measurable Outcomes	<ul style="list-style-type: none">• What metrics will you use to support the work and show positive impact in McHenry County?• How will you collect impact data (i.e. outputs, outcomes)?• Does your data go beyond process (number of participants, etc.) to show true impact?
5. Community Visibility	<ul style="list-style-type: none">• How will you be sharing your proposed project/program with the community to encourage support, future funding opportunities, and project/program sustainability?

Note: Additional information on evaluation criteria will be given at Logic Model Formulation Workshops.

What If We Don't Win?

- If an organization applies for a Transformational Grant and is not selected, they are eligible to apply for a Mission Grant within the same grant cycle.
- An organization can only win one grant per year.
 - An organization cannot win both a Transformational Grant *and* a Mission Grant in the same year.

Grantwriting Tips

The Cardinal Rules of Grantwriting:

1. Build relationships.
2. Read instructions thoroughly.
3. Assume nothing.

Grantwriting Tips

- Write in 3rd person.
- Avoid passive sentences, use active verbs.
- Not “could/would” – use “will” as if it will be funded.
- Avoid jargon (initials, abbreviations, industry lingo).
- Use The CFMC’s language.
- Be logical and very organized.
- Site sources.
- Show passion.

Grantwriting Tips

- Be clear on the purpose of the grant.
- Include how many people you will impact/help in McHenry County.
- Include the budget SPECIFICALLY for McHenry County and the project/program you want to fund.
- Include your plan for project/program sustainability going forward.
- Have someone, like a non-work friend, read through the grant before submitting it.
- ***Ask yourself: “What change am I trying to create in McHenry County?”***

Still Need Help?

- Logic Model Formulation Workshops.
 - March 4 and 10, 2020. Check website for updates and info.
- Take a class.
 - Volunteer Center McHenry County (volunteercentermchenrycounty.org).
 - Educational workshops on grantwriting.
 - Visit the Resource Center to meet with a grantwriting expert.
- Call us!
 - Kelsey Podgorski, Program Manager
 - 815-338-4483
 - Kelsey@thecfmc.org
 - TheCFMC.org

Questions?

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