

# 2020 Mission Grants Workshop

June 3, 2020 and June 9, 2020

This PowerPoint presentation is available for download on our website at:  
[thecfmc.org/receive/grant-process](https://thecfmc.org/receive/grant-process)

THE  
COMMUNITY  
FOUNDATION  
FOR McHENRY COUNTY

AN AFFILIATE OF  
THE CHICAGO COMMUNITY TRUST

# Agenda

- Guidelines
- Timeline
- GrantCentral and Application Process
- Reporting and Communications
- Selection Process and Evaluation Criteria
- Grant Writing Tips and Other Help
- Questions

## Mission Grants

- Designed to help charitable organizations serving McHenry County by providing funds to be used for general operating support.
- Any organization applying for a 2020 Mission Grant must be a 501(c)3 public charity.
- Mission Grantees must identify success measures that positively impact the community and the amount of money needed to achieve their goals.

## Grant Details

- Number of grants will depend on available funds.
- Up to \$25,000 per year.
  - Organizations must apply annually.
  - Organizations are eligible to win up to three years consecutively.
    - Because of COVID-19, this eligibility requirement will be suspended for the 2020 Mission Grant cycle.
- Grantees have a responsibility to complete reporting and communication requirements.

# Grant Details

- Funding received through 2020 Mission Grants are to be used for general operating support.
- **General Operating Support:**
  - Funds invested in an organization's mission rather than a specific program or project.
  - These funds can be used for the day-to-day costs of running an impactful nonprofit.
  - Examples:
    - Staff salaries or training
    - Rent or office needs
    - Technology
    - Marketing
    - Fundraising costs
    - Or other similar expenses.

# 2020 Mission Grant Theme

- **Resilience**

- “The capacity to recover quickly from difficulties” (Oxford).
- Strength, adaptability, perseverance.
- Showcase the resilience of your organization and its work in the community in your application.

## Proposals Must Demonstrate:

- Discussion on an identified community need(s).
  - Details, statistics, etc. Include sources and/or how information was gathered.
- How you address the need.
- A credible plan for financial sustainability.
- How your programs/services will measurably impact the need.
- A communications strategy.
- That any funds received will go toward serving the residents of McHenry County.

# Eligibility

- Eligible organizations include:
  - 501(c)3 public charities in good standing in the state of Illinois.
    - [Internal Revenue Service](#)
    - [Illinois Secretary of State](#)
    - [Illinois Attorney General](#)
  - Faith-based and religious organizations that are registered 501(c)3 public charities are eligible to apply, provided that the funds are used only for a program/project that does not promote or require religious doctrine.



## Eligibility

- Organizations must:
  - Serve McHenry County residents.
  - Be compliant with government reporting.
- Organizations **ARE** eligible if they have received funding in the last three years consecutively.
  - *This previously shared eligibility rule was changed due to COVID-19.*
- 2020 Transformational Grant recipients may not apply.

## Criteria

- Application should align with the 2020 Mission Grant theme: *Resilience*.
- Applicant must serve McHenry County residents.
- Applicant's work addresses a specific and credible need in the community.
- Financial health, leadership, and governance of the applicant.
- Indication of financial sustainability beyond this grant opportunity.
- Alignment with The Community Foundation's mission, values, and priorities.

IMPORTANT!

- **LATE OR INCOMPLETE APPLICATIONS  
WILL NOT BE CONSIDERED.**

# Timeline

## 2020 Mission Grant Cycle

<b>June 3, 2020</b>	<b>Application Process Open</b>
June 3, 2020 and June 9, 2020	Mission Grant Workshops (Virtual)
June 23, 2020 and June 24, 2020	Brown Bag Sessions (Virtual)
<b>July 17, 2020</b>	<b>Application Due</b>
August 21, 2020	Grant Recipients Notified
TBA	Grant Award Celebration

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## Application Process

- All applications and supporting documents must be submitted through GrantCentral.
- Two parts to the application:
  - The applicant's Organizational Profile.
  - The application.

# GrantCentral

[cct.smartsimple.com](http://cct.smartsimple.com)

[TheCFMC.org](http://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](mailto: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](mailto:grants@cct.org).*
  - Organization profile **MUST** be completed and certified/re-certified BEFORE submitting your application.
    - Update contact info and signatory! It's vital!

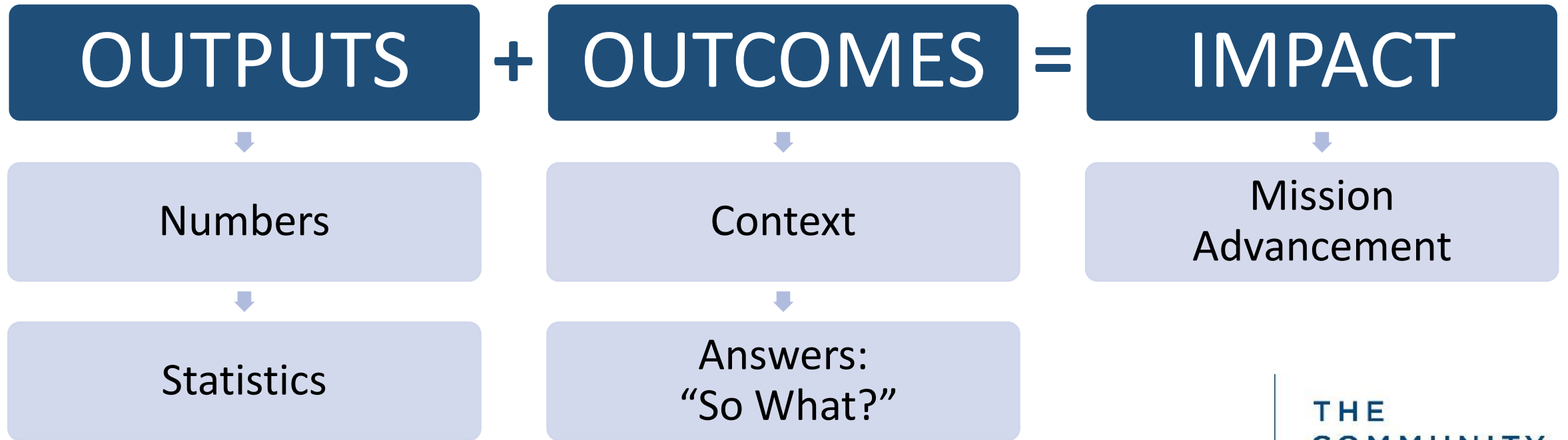
Please refer to [GrantCentral Registration](#) and [GrantCentral Organization Profile](#) handouts.  
Posted on the [Grant Process](#) page of our website under "How to Apply."



# Application Process Applications

- Complete the application through GrantCentral.
  - Be sure to include a McHenry County-specific budget.
  - Address everything on the Informational Document on GrantCentral.
    - Read the guidelines – they are there to help!
  - Identify outputs, outcomes, and impact, and include how they will be measured.
- *Submit your Application and certified/re-certified Organizational Profile by 11:59 p.m. on July 17!*

# 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.
- Final Report
  - Due 1 year after check is received.
  - Brief questionnaire, report on impact, report on actual budget.
- Site Visits
  - 1 during the course of the grant term.

# Communications

- Grantees are expected to **actively** share their work and updates with The CFMC and the community.
  - Includes: stories, photos, videos, outputs/outcomes, and impact, etc.

## Selection Process

- Applications will be reviewed by a panel of community members.
- The CFMC's Grant Committee will make recommendations based on these reviews.
- The CFMC's Board of Directors will make final selections on grant recipients.

# Evaluation Criteria

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

# Grant Writing Tips

## The Cardinal Rules of Grant Writing:

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

## Grant Writing Tips

- Write in 3<sup>rd</sup> 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.
- Embrace the theme.



## Grant Writing Tips

- Be clear on the purpose of the grant.
  - Common feedback, “I didn’t understand what they were trying to do.”
- Include how many people you will impact in McHenry County.
- Include a budget SPECIFICALLY for McHenry County.
- Include your plan for organizational/financial 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?

- Call me!
  - Kelsey Podgorski, Program Manager
  - 815-338-4483
  - [Kelsey@thecfmc.org](mailto:Kelsey@thecfmc.org)
  - [TheCFMC.org](http://TheCFMC.org)

# Questions?

**Didn't get to your question? Please email [Kelsey@TheCFMC.org](mailto:Kelsey@TheCFMC.org).**

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