

## **EFS FOUNDATION**

1695 Larkin Avenue, Elgin, Illinois 60123  
847/289-0513

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### **Grant Guidelines & Application Procedures**

#### **Background**

EFS Foundation was established in 1998 to help and support charitable organizations designed to strengthen a broad spectrum of community projects and programs in Elgin and close surrounding communities.

A twelve member Board of Directors governs the Foundation. The Board is responsible for establishing the policies for grants or donations consistent with the stated purpose for which the Foundation was established. It is anticipated that no more than 20% of each year's total grants may benefit any one eligible organization or project.

The Board of Directors of the Foundation will consider grant requests from all eligible organizations committed to using the funds within Elgin and close neighboring communities. In addition, the Board will make awards and other distributions that meet the purpose of the Foundation. The Board will fund those projects or organizations that can demonstrate the ability to cost effectively deliver services and benefits that meet the needs of the Foundation's service area.

#### **Statement of Purpose**

The purpose of the Foundation is to provide funding to support charitable causes designed to further community development, support community organizations that contribute to the quality of life in Elgin and close surrounding communities.

The primary focus of the Foundation is community development as it relates to community services and housing targeted to low- or moderate-income individuals, cultural grants for the benefit of local performing arts groups along with educational programs that enhance and expand youth development programs and providing scholarship funds to organizations for distribution to local, deserving students.

**Read the guidelines carefully to determine if your activities match the mission of EFS Foundation.**

#### **Organization Eligibility**

To be considered for funding, an organization must meet the following criteria:

- Demonstrate its tax-exempt status under the Internal Revenue Code 501 (c)(3).
- Maintain operations in Elgin or close neighboring communities (Elgin, South Elgin, West and East Dundee, Carpentersville, St. Charles, Hampshire, Huntley).

- Commit to use any funds received from the Foundation for the benefit of the residents residing in the communities listed above.
- Must have been in existence and operating as a 501 (c)(3) for at least two (2) years.
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### **Projects Generally Not Funded**

- Budget deficits or operating expenses for established programs.
- Fundraising events by an organization for the benefit of another organization.
- Project applications submitted by organizations in existence less than two (2) years.
- Projects not related to the tax-exempt function of the organization.

EFS Foundation does not and cannot provide grants to organizations that are:

- . NOT exempt under section 501 (c)(3) of the Internal Revenue Code.
- . Discriminate for any reason, including race, religion, creed, age, sex, sexual orientation or national origin.
- . Religious, except if program or project fits into one of the specified focus areas and is for a non-religious purpose.
- . Seeking funding for programs outside of the Foundation's primary service area.

**If after reading EFS Foundation's statement of purpose, you believe your organization's activities match our Foundation's mission, and you are eligible based on the above eligibility statement, send a letter of inquiry that summarizes your project.**

You will receive a written response notifying you whether a full proposal is invited.

**The Foundation considers only those proposals that are invited in response to a letter of inquiry.**

### **The Letter of Inquiry**

Briefly describe your organization and the project in two pages and address the following:

- Amount of the request
- A summary description of your organization including its background, purpose, objectives and experience in the area for which funds are requested.
- A description of the project and how it addresses the issues identified.
- The outcome expected as a result of the project.
- The target population to be served.
- How the project addresses the needs of the community.
- How the project will be implemented.
- How the project will be monitored to determine the level of success.
- A statement that the project will not duplicate the efforts of other organizations in the service area.
- Attach itemized income and expense budget for the project.

### **Renewal Requests (Repeat Program Funding for Up to Three Years)**

- Organizations seeking renewed funding for previously funded program should readdress the aforementioned questions within the framework of what has been accomplished with current funding.
- How will the project be strengthened, enhanced or expanded if funding is renewed.
- Include brief update of the funded project, a year-to-date grant expense report and information regarding other funding sources that may have been obtained for the project.

### **Criteria for Inquiry and Application Review**

In reviewing letters of inquiry and grant applications, the Board of Directors takes many factors into consideration. The following are considered especially important:

- Does the request fit the guidelines previously stated and is the request a priority for EFS Foundation?
- If this is a request for program funds, what are the plans to provide long term funding after EFS Foundation funding is complete?
- Has the need, method of implementation and evaluation been clearly stated? Have the objectives been stated in specific measurable terms? (Objectives are anticipated results of the project, not statements of goals or planned activities. Objectives should be used when evaluating the project.)
- Can the staff and the board of the agency effectively carry out the project? Is the agency financially viable?

### **Application Requirements if Invited to Submit Full Proposal**

- Complete proposal must be submitted. Any proposal that is submitted incomplete will not be considered.
- Agencies are limited to one grant request within any calendar year generally not to exceed the annual maximum of \$10,000.
- Funding requests should be requested for a one-year period and may be renewed up to three years after the initial funding request with abbreviated documentation (see Renewal Requests above).

**Required Documentation for full Proposal** - Six individual packets, each including all of the following documents, must be submitted. If the technology is available to you, in lieu of individual packets, you may submit your proposal electronically to [efsfoundation@efsfoundation.org](mailto:efsfoundation@efsfoundation.org).

- Application and the 3 to 5 page written proposal
- Articles of Incorporation (unless previously submitted)
- IRS tax-exempt determination letter (unless previously submitted)

- Most recent financial statement
- If an audit from the most recently completed fiscal year is unavailable, please submit an unaudited year-end income and expense report
- Most recent IRS Form 990
- Current annual budget
- Budget outlining the use of the funds being requested
- List of the organization's current board members and their affiliations

### Grant Disbursements

If a grant request is approved, either the grant funds or the date of the payment will be included in the approval letter. Funds will be disbursed according to the schedule approved by the Board of Directors. Unless otherwise stated, grant funds should be expended within a year from the date of the grant approval. **Any change in the expenditure of the grant funds from the original proposal must be approved by EFS Foundation.**

### Submission and Approval

The following is a schedule of application submission deadlines and approximate approval dates:

#### Letter of Inquiry Deadline

February 15<sup>th</sup>  
 May 15<sup>th</sup>  
 August 15<sup>th</sup>

#### Application Deadline

March 31<sup>st</sup>  
 June 30<sup>th</sup>  
 September 30<sup>th</sup>

#### Approval Date

Mid- May  
 Mid- August  
 Mid- November

When an application is received by these deadlines, the Foundation will make every effort to respond by the indicated approval deadline. Those received after the deadline will be reviewed in the next cycle. **Applications may be approved, denied or deferred depending on available resources. Those who are unsuccessful may choose to submit another application in a future cycle. Please do not call the Foundation or request an appointment, in the event additional information is needed you will be contacted.**

The Foundation reserves the right to request additional supporting information at any time. Unless otherwise requested by the applicant, a grant proposal or an analysis of the proposal may be shared with other funding sources. Additionally, advisors, other than Foundation staff and Board of Directors, may review applications for funding. All grants approved by EFS Foundation are made public through various publications. While denied requests are not publicized, the reason for the denial may be shared with other funding sources.

**Letters of Inquiry and Grant Proposals should be submitted to:**

EFS Foundation  
1695 Larkin Avenue  
Elgin, Illinois 60123

Attn: Ursula Wilson  
Executive Director/Corporate Secretary

847/289-0513  
[efsfoundation@efsfoundation.org](mailto:efsfoundation@efsfoundation.org)

An electronic version of the Application for Funding and Grant Guidelines & Application Procedures is available online at [www.efsfoundation.org](http://www.efsfoundation.org)