

EFS FOUNDATION

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

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 and support community organizations that contribute to the quality of life in Elgin and close surrounding communities.

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

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 or provide services in Elgin or close neighboring communities (Elgin, South Elgin, West and East Dundee, Carpentersville, Hampshire, Huntley-Kane Co.).
- 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.

Projects Not Funded

- Budget deficits 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.

EFS Foundation considers only those first-time proposals that are invited in response to a Letter of Inquiry.

NOTE: The Letter of Inquiry is necessary only if EFS Foundation has not previously funded your organization or if your organization has been funded in the past and the program for which you are now seeking funding has not been previously funded by EFS Foundation.

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.

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?

Full Proposal Application Requirements

- 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 not to exceed the annual maximum of \$10,000.
- Funding requests should be requested for a one-year period only. Multi-year funding will not be considered.

Note: Approval to submit a full grant proposal does not guarantee funding.

Required Documentation for full Proposal – Two full packets, including all of the following documents, must be submitted via mail or hand delivered to the Foundation’s office.

- Application
- 3 to 5 page written proposal
- Articles of Incorporation (unless previously submitted) including amendments thereto and showing State and County’s Filing Stamps
- IRS tax-exempt determination letter (unless previously submitted)
- Most recent financial statement
- Most recent audit. 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 submission deadlines and approximate approval dates:

Letter of Inquiry Deadline
Close of Business (3:00 p.m.)

January 15th
March 31st
June 30th

<u>Application Deadline**</u> <u>Close of Business</u>	<u>Approval Date</u>
March 31 st	End of May
June 30 th	End of August
September 30 th	End of 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. 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.

****NOTE: Organizations requiring funding during the first quarter of the upcoming year should submit a full grant proposal no later than the September 30, application deadline for consideration at EFS Foundation's November Board meeting.**

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
www.efsfoundation.org