

***The Grove Foundation***  
***Annual Grant Program/Project Application***  
*www.thegrovefoundation.org*

**Mission Statement:**

The Grove Foundation enriches the lives of community members by identifying, supporting, and promoting recreational, educational, and community experiences through innovative and collaborative efforts.

***What is the Grove Foundation?***

- A not-for-profit organization registered with the State of Illinois. The Grove Foundation has been supporting the Downers Grove community since 1991 in the following ways:
  - Providing financial support for educational, recreational and social programs in the Downers Grove community.
  - Developing and implementing its own programs such as Helping Children Grow, a fifth-grade recognition program.
  - Supporting grass roots programs with grants to assist in their operations.
  - Developing and conducting fundraisers to support local community programs through financial grants.
- A not-for-profit organization that accepts land donations by private citizens or businesses thereby providing tax benefits. The donated land could be given back to suitable organizations in Downers Grove such as the Park District, School District or Village.

***Examples of Grants Awarded by the Grove Foundation***

- DuPage PADS
- Family Shelter Service
- Grove Players
- Hope's Front Door
- Literacy DuPage
- National Alliance on Mental Illness (NAMI)
- SamaraCare
- SEASPAR Wall of Fame for Special Olympics Athletes, Friday Night Socials, equipment purchases and more
- Senior Suburban Orchestra
- Sharing Connections
- Navigate Adolescence/Helping Girls Navigate Adolescence (HGNA)

**AWARD AMOUNT: \$100-1,000**

- Award amounts generally range from \$100-1,000. Awards cannot exceed \$1,000 although exceptions may apply.

**PROGRAM/PROJECT GUIDELINES:**

- Program/project must benefit Downers Grove residents.
- Program/project must align with the Grove Foundation's Mission Statement.
- Programs, Program Materials and Community Experiences are eligible for grants. A Community Experience is an event, class, or program that is open to community members.
- Organizations with their own Foundation will generally not be supported.
- Programs and projects that are unique, eventually self-sustaining and/or serve diverse populations are preferred.
- Smaller, "grassroots," local programs and projects are preferred. Large agencies or organizations (with substantial budgets) must clearly indicate the revenue and expenses associated with the Downers Grove program requesting funding.
- Funds cannot be used for day-to-day operations or overhead.
- The Grove Foundation Board reserves the right to make exceptions to the Program/Project Guidelines.

**2020 Note: We are especially interested in funding organizations who have been affected by COVID-19 or who have developed a program/project to support those affected by the pandemic. Please see #11 below.**

**RECIPIENT REQUIREMENTS:**

- Recipients will be required to submit a letter describing how the grant affected the program/project funded by the Grove Foundation. Recipients are encouraged to attend a Grove Foundation meeting to share their program report.

**APPLICATION REQUIREMENTS:**

- Organizations interested in applying for funding from the Grove Foundation must submit a letter via U.S. Mail to the Grove Foundation detailing their request. The letter must include the following:
  - 1) Organization Name
  - 2) Contact information of applicant (telephone and email required)
  - 3) Organization History and Background
  - 4) Other activities in which the organization is involved
  - 5) Grant amount requested
  - 6) Specific and detailed program/project revenue, expenses and description of how the grant will be used (Note: it cannot be used for day-to-day operations or overhead.)

- 7) How the program/project currently is being funded.
- 8) Who will benefit from the program/project (senior citizens, teens, etc.)
- 9) Description of how the program/project benefits Downers Grove residents.
- 10) What percentage of program participants are Downers Grove residents.
- 11) Special Note for 2020: Indicate ways your organization has been affected by COVID-19 and/or how the grant will be used to support those impacted of this virus.**

APPLICATION LETTERS MUST BE MAILED TO: The Grove Foundation P.O. Box 1072  
Downers Grove, Illinois 60515. *Email applications will not be accepted.*

<b>Deadline: Must be postmarked by October 30</b>
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**APPLICATION REVIEW PROCESS:**

- Applications will be reviewed by the Grant Committee and a recommendation will be made to the Board of Directors.
- Organizations may present their idea to the Grove Foundation Board, if prior arrangements are made.
- Organizations may be asked to attend a Grove Foundation meeting to answer questions about their program.
- Applications will be evaluated according to the attached rubric.
- Guide to Rubric Scoring:
  - 1-2 Incomplete/not addressed
  - 3-5 Somewhat meets
  - 6-9 Meets expectations
  - 10 Exceeds expectations

REQUIREMENTS	CRITERIA	Points Possible	SCORE
Organization Name and Contact Information of Applicant	Complete name clearly indicated. Information includes different forms of contact is provided. Note: phone, email, website etc.	10	
Organization History and Background	History and Background information is updated clear and precise.	10	
Other activities in which the organization is involved in.	Diversified activities are engaged in providing support to other non-profit organizations.	10	
Grant Amount Request	Request is precise. Cannot exceed \$1000 although exceptions may apply.	10	
Specific and detailed program/project revenue, expenses and description of how the grant will be used.	Explanation of how the grant will be used is clear and concise for an event, class, or program open to community members. (Note: not for day-to-day operations or overhead.)	10	
How the program/project currently is being funded. If program/project is new, please indicate that (will not be penalized).	Smaller, "grassroots" local programs are preferred. Large organizations (with substantial budgets) must clearly indicate the revenue and expenses associated with the DG program requesting funding. Please indicate if your organization has its own Foundation.	10	
Who will benefit from the program/project?	Target audience is clearly stated with numbers of people.	10	
Description of how the program/project benefits Downers Grove residents.	Descriptions provides at least three ways the program/project benefits Downers Grove residents.	10	
What percentage of program participants are Downers Grove residents?	1-25% = 3-5 point (somewhat meets) 26%-75% = 6-9 points (meets expectations) 76%-100% = 10 points (exceeds expectations)	10	
Program or project aligns with the Grove Foundation Mission Statement.	The GF exists to enrich the lives of community members by identifying, supporting, and promoting recreational, educational, and community experiences through innovative and collaborative efforts.	10	
<b>2020 Only: COVID-19 Impact (bonus points given)</b>	Needs are due to the effect of Covid-19 or helping those affected by Covid-19.		
TOTAL POINTS/COMMENTS			

APPROVED: DECEMBER 10, 2010

REVISED: SEPTEMBER 16, 2020