

***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 Programs and Projects Funded by the Grove Foundation***

- Helping Children Grow
- Senior Suburban Orchestra
- Community Adult Day Center
- Grove Players
- Lyman Woods Wetlands 5<sup>th</sup> Grade Program and the Little Sprouts Program
- SEASPAR Wall of Fame for Special Olympics Athletes, Friday Night Socials, equipment purchases and more
- FISH Pantry
- Sharing Connections
- Hope's Front Door
- DuPage PADS
- NAMI DuPage

**AWARD AMOUNT:**

- 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.

**APPLICATION REQUIREMENTS:**

- Organizations interested in applying for funding from the Grove Foundation must submit a letter 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?

### **APPLICATION SUBMISSION:**

- Response letters (PDF format recommended) must be sent via electronic mail (email) to the Grove Foundation: [info@thegrovefoundation.org](mailto:info@thegrovefoundation.org). We will send an email confirmation when the application has been received. If you do not receive a confirmation within 24 hours, please contact the Grove Foundation immediately! Your application is not considered “accepted” until a confirmation email is sent.
- Deadline for electronic submissions is October 31. No late submissions will be accepted.

<b>Submission Deadline:</b>
<b>Request must be emailed on/by October 31 and a confirmation email must be sent by the Grove Foundation!</b>

### **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>TOTAL POINTS/COMMENTS</b>			

APPROVED: DECEMBER 10, 2010

REVISED: September 5, 2022