

***The Grove Foundation***  
***2016 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.

The Grove Foundation is a 501(c)(3) Illinois not-for-profit corporation; Contributions are tax deductible.

***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 Daycare
- 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
- Helping Girls Navigate Adolescence “Chick Chat” and parent education
- Downers Grove Park District Active Adult Luncheons
- Traveling Vietnam War Memorial Wall
- J. Kyle Braid Leadership Foundation
- Senior Home Sharing

**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 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.

**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
  - 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, teenagers, etc.)
  - 9) Description of how the program/project benefits Downers Grove residents.
  - 10) What percentage of program participants are Downers Grove residents.

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

**Deadline: Must be postmarked by Tuesday, November 1, 2016.**

**APPLICATION REVIEW PROCESS:**

- Applications will be presented at the monthly Grove Foundation Board Meeting.
- 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 following rubric (each criteria is worth 0 to 5 points):

	<i>Criteria</i>	<i>Points</i>
1	Program/project benefits Downers Grove residents.	
2	Project is a program, program materials or community experience (an event, class, or program that is open to community members).	
3	Funds will not be used for day to day operations and overhead.	
4	Organization does not have its own Foundation.	
5	Program is unique, self sustaining and/or serves diverse populations.	
6	Applicant is a small, grassroots organization or, if a large organization, has a clearly defined project to benefit the Downers Grove community.	
7	Applicant responded adequately to all ten application requirements.	
8	Program aligns with the Grove Foundation Mission Statement (see introduction).	

APPROVED: DECEMBER 10, 2010

REVISED: SEPTEMBER 1, 2016