



City of Highland Park



Common Grant Application

HIGHLAND PARK AREA COMMON GRANT APPLICATION 2018 - 2019

The Common Grant Application has been designed to streamline the grant application process for agencies applying for one or more of the local grants including: City of Highland Park Cultural Arts Commission Purchase of Service Grant, City of Highland Park Human Relations Commission Purchase of Service Grant, Highland Park Community Foundation Grant, and YEA! Highland Park Grant.

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Grantor Agency Information

The following Highland Park Grantor organizations accept the Highland Park Area Common Grant Application (CGA):

City of Highland Park Cultural Arts Commission (CAC):

Hayley Garard, Cultural Arts Commission Staff Liaison
City Manager's Office
1707 St Johns Avenue, Highland Park, IL 60035
hgarard@cityhpil.com
847.926.1043

Grant Details: www.cityhpil.com/CAC

Deadline: August 15, 2018

Submission Specifics: Please send your completed Cultural Arts Commission Common Grant Application with two attached pdfs in a single email to hgarard@cityhpil.com. The first pdf should contain your completed CAC CGA application; the second pdf should contain ALL required supplemental information.

City of Highland Park Human Relation Commission (HRC):

Laura Frey, Human Relations Commission Staff Liaison
Highland Park Senior Center
54 Laurel Ave, Highland Park, IL 60035
lfrey@cityhpil.com
847.926.1860

Grant Details: www.cityhpil.com/HRC

Deadline: August 15, 2018

Submission Specifics: Please send your completed Human Relations Commission Common Grant Application with two attached pdfs in a single email to lfrey@cityhpil.com. The first pdf should contain your completed HRC CGA application; the second pdf should contain ALL required supplemental information.



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Highland Park Community Foundation (HPCF):

Highland Park Community Foundation

P. O. Box 398, Highland Park, IL 60035

info@hpcf.org

847.433.4100

Grant Details: <http://hpcf.org/guidelines-and-procedures/>

Deadline: July 15, 2018

Deadline for first-time applicant letter: June 15, 2018

Submission Specifics: Please send your completed Highland Park Community Foundation Common Grant Application with two attached pdfs in a single email to info@hpcf.org. The first pdf should contain your completed HPCF CGA application; the second pdf should contain ALL required supplemental information.

First-Time Applicants Please Note: The Highland Park Community Foundation requires all *first time applicants* to submit a one-page letter by June 15, 2018, stating the need for the grant, the target population, and the cost of the service or program to be funded. Additional documentation is required. Information for first time applicants can be found at <http://hpcf.org/first-time-applicants/>

YEA! Highland Park (YEA!):

YEA! Highland Park Grants Committee

P.O. Box 325, Highland Park, IL 60035

YEA! HP: 224-707-0016

Ken Henry: 312.857.0100

khenry@kahlaw.com

Grant Details: www.yeahp.org/grants.html

Deadline: July 15, 2018

Submission Specifics: Please send your completed YEA! Highland Park Common Grant Application with two attached pdfs in a single email to khenry@kahlaw.com. The first pdf should contain your completed YEA! CGA application; the second pdf should contain ALL required supplemental information.



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The purpose of the Highland Park Area Grant Application is to streamline the grant application process for Highland Park organizations.

- Each grant making organization reviews applications for funding based on their own specific criteria.
- Most organizations receive requests for more funding than they are able to approve.
- Supplemental information *may* only be viewed by a sub-committee, so please ensure the application is complete, including all budget information.
- All answers must be confined to the space allotted.

Instructions:

1. This Grant Application may be used to apply for funds from any of the Common Grant Application participating agencies.
2. For specific criteria, guidelines, and procedures for each grant, please refer to each Grantor's website. (See page 2-3)
3. Section I of this common grant application should remain the same on each application submitted, however Section II may vary based on the specific grant you are applying for.
4. Every Grantor has their own deadline and timetables, please refer to and adhere to these. (See page 2-3)
5. Each Grantor may request supplemental information and may request additional information at any stage in their evaluation process; please adhere to these requests.
6. Adhere to submission specifics as required by each Grantor.
7. If required, please contact each individual Grantor to obtain additional information.



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Supplemental documents for inclusion with each application submission

Email a single pdf including each of the following documents to the appropriate contact person, by specified deadline date (see page 2-3): Each agency may request hard copies.

1. Copy of 501(C)(3) certificate or IRS Determination Letter
2. Copy of applicant's bylaws
3. Agency budget for current year
4. Form 990 for last fiscal year (if applicable)
5. Most recent financial statements for last fiscal year (last 3 years for new applicants)



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SECTION I: GENERAL INFORMATION

(Section I will be the same for each application submitted)

Date Received: Grant #: <div style="text-align: right;">(For Office Use Only)</div>

Organization Name:

Contact Person:

Title:

Address:

Phone:

Email:

Website:

Is your organization: (Check all that apply)

Not-for-profit Corporation 501(c)(3)

Internal Revenue Service tax exempt

Nonprofit association

Governmental entity

Other:

Please check each of the organization(s) that you are applying to:

	Funding Amount Requested
City of Highland Park Cultural Arts Commission	\$ _____
City of Highland Park Human Relations Commission	\$ _____
Highland Park Community Foundation	\$ _____
YEA! Highland Park	\$ _____



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Agency Narrative

Agency description:

What was your agency's start date?

Agency mission statement:

Agency objectives:

Agency goals for the year:



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Ongoing agency financial challenges:

Please identify specific recent financial challenges your organization has faced within the last three years. In addition, identify anticipated challenges that may be faced in the near future:

Does your agency currently have any organizational or operational challenges? Please elaborate. Have there been any significant organizational or staff changes over the past year? If so, please describe those changes.

How does your agency collaborate with other community partners?

How does your agency benefit from the use of volunteers?



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How do you measure the effectiveness of your organization's activities (qualitatively and quantitatively)?

Estimate the number of Highland Park/Highwood individuals who will directly benefit from your agency in the upcoming year. (Either through using services, staffing or volunteering.)

Number of Participants:

_____ Highland Park

_____ Highwood

_____ Other

Number of Staff:

_____ Highland Park

_____ Highwood

_____ Other

Number of Volunteers:

_____ Highland Park

_____ Highwood

_____ Other

Number served from

Underserved Population

(please identify specific populations):

_____ Highland Park _____

_____ Highwood _____



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Agency Budget Details – ALL financial tables MUST be completed. (Applicants must also submit their annual agency budget as a supplemental document.)

Expenses	Amount
1. Personnel	
a. Employees	
b. Contractors/Professional Services	
c. Other	
2. Operations	
a. Space/Equipment Rental	
b. Travel/Transportation	
c. Promotion	
d. Postage/Printing	
e. Utilities	
f. Supplies/Materials	
g. Professional Services	
h. Capital	
i. Other	
TOTAL EXPENSE	

Revenues (identify as applicable)	Amount
1. Admission (fees)	
2. User Fees	
3. Sales	
4. Membership	
5. Individual Contributions	
6. Corporate Contributions	
7. Foundation Contributions	
8. Government Support/Grants	
9. Anonymous Gifts	
10. Other	
TOTAL REVENUE	



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Agency Projected Net:

Revenue (total agency revenue from page 10)	
Expense (total agency expense from page 10)	
Net	

Fiscal Year Financials:

Fund Balance / Reserves	
Total Assets	
Total Liability	



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Section II: Application-Specific Information

(This information may change, based on the specific Grantor to which this application is directed.)

Agency Request

Identify the Grantor that *this* specific application is intended for (please check one only):

City of Highland Park Cultural Arts Commission

City of Highland Park Human Relations Commission

Highland Park Community Foundation

YEA! Highland Park

With this application, for which area are you seeking funding (please check one only):

Funding Support for General Operating Expenses (only HRC and HPCF)

Funding Support for a Specific Program (CAC, HRC, HPCF, and YEA!)

Updated 6/29/18: HPCF will NOT consider requests for General Operating Expenses



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If you are seeking funding for General Operating Support, please answer the following questions.

Did you receive general operating support last year?

If yes, how much, from where and how was it allocated?

If you are seeking funding for a Specific Program, please answer the following questions.

Program title:

Program Address:

Program date(s):

Program description:

Program purpose:



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What populations will this program reach? (Please be specific, Senior, Youth, Minorities, low income, etc...)

What unique needs does the program address?

How long has this specific program been in operation?

How much grant money did you receive from this grantor last year? How were those funds used and were any funds left unspent from this program last year?

What funding sources support this program? Show significant funders and amounts. Why do you need additional funding?

What will you do if you receive either no grant funding or partial grant funding from this grantor?



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Program Specific Budget Details - ALL financial tables MUST be completed.

Expenses	Amount
1. Personnel	
a. Employees	
b. Contractors/Professional Services	
c. Other	
2. Operations	
a. Space/Equipment Rental	
b. Travel/Transportation	
c. Promotion	
d. Postage/Printing	
e. Utilities	
f. Supplies/Materials	
g. Professional Services	
h. Capital	
i. Other	
TOTAL EXPENSE	

Revenues (identify as applicable)	Amount
1. Admission (fees)	
2. User Fees	
3. Sales	
4. Membership	
5. Individual Contributions	
6. Corporate Contributions	
7. Foundation Contributions	
8. Government Support/Grants	
9. Anonymous Gifts	
10. Other	
TOTAL PROJECTED REVENUE	

Program Projected Net:



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Revenue (total program revenue from page 15)	
Expense (total program expense from page 15)	
Net	

Section III: Assurances and Signatures

If a grant is awarded, the applicant assures that the funds will be administered by the applicant; that any funds received under this grant shall be used solely for the described activities; that the applicant has read and will conform to the program guidelines; that the filing of this application by the undersigned, officially authorized to represent the applicant organization, has been duly approved by the governing board of the applicant organization.

Name and Title of Executive Director or Chief Official:

Signature:

Date:

Name and Title of Person Submitting Grant Application:

Signature:

Date: