



M c H E N R Y C O U N T Y  
**COMMUNITY**  
F O U N D A T I O N

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## **Full Proposal Grant Application**

*By Invitation Only*

**Deadline for Full Proposal Grants:**  
**Thursday, February 22, 2012 at 4:00 pm**

This year we are allowing full proposal grant applications to be **emailed**. Additional required documents may also be **emailed or mailed**, (*governing organization, financial statements, and auditor's letter*). Changes for this year will lead us to 2013 where the Foundation will begin to accept applications online with the instillation of a new granting system. This year's changes will help support the efforts of reducing whitepaper and postage costs for agencies applying for grant funding. If you have any questions please call Jo Williams, 815-338-4483 or email [Jo@MCCFdn.org](mailto:Jo@MCCFdn.org).

**Emailed documents please address to:** [Jo@MCCFdn.org](mailto:Jo@MCCFdn.org).  
**Subject line should read:** *2012 Full Proposal Application for Review*  
*(One grant proposal per email send)*

**Mailed documents please address to:**  
McHenry County Community Foundation  
101 South Benton Street, Suite 10  
Woodstock, IL 60098  
Attention: Jo Williams

### **Grant Proposal Checklist:**

**IMPORTANT:** If you are mailing grant proposal documents please supply one copy of each of the following information below and **be presented in the order as stated**. **(See Grant Application Cover)**. Additional information and/or a site visit may be required.

**Numbers 1 through 8 should not exceed five pages in total and conciseness will be appreciated.**

1. **Grant Application Cover Sheet:** Typed or clearly printed. The summary form must be filled out complete with all requested information.
2. **Organization Background:** **In this section state briefly:**
  - Your organization's mission, goal(s), history, number of staff, and number of persons served by agency or project.

3. **Proposed Grant Project:** In this section, *describe*:
  - The purpose/benefit of the proposed project and/or the support services you currently provide to community organizations.
  - Indicate desired outcomes of the proposed project and how the program aligns with the mission of the Community Foundation.
  - What geographic area will be impacted, and the results you aim to achieve. If this is an ongoing project, describe the results of the program to date.
4. **Project Methods:** In this section, *describe*:
  - The activities that will accomplish your project's desired outcomes. Indicate other local organizations that are addressing these issues. Specify how your agency will work with them.
5. **Evaluation of Results:** In this section, *describe*:
  - Indicate how you will evaluate the results of your project as it relates to the mission of the organization and the outcomes you hope to achieve.
6. **Funding the Project:** In this section, *describe*:
  - If you have other funding sources or are requesting funding from other sources for your project, please advise and explain how funds from the McHenry County Community Foundation will be used. Indicate potential sources of sustainable funding for this project.
7. **Timetable:** In this section state *briefly*:
  - The schedule with which you expect to achieve your goals (within grant period July 1, 2012 to June 30, 2013).
8. **Grant Project Budget:** In this section, *supply*:
  - Provide a full budget breakdown, detailing your projected overall expenses for the proposed project. If a capital improvement, include bids. Itemize the portion requested from the McHenry County Community Foundation.
9. **Agency Budget:** In this section, *supply*:
  - Include your current year operating budget.
10. **Governing Organization:** In this section, *supply*:
  - Board of Directors or other governing body (names & addresses). This list will include affiliations (e.g. City employee, community volunteer).
11. **Financial Statements:** In this section, *supply*:
  - Financial statements and auditor's opinion letter for your organization's most recent fiscal year. (*no binders, folders, or portfolios*)
12. **Tax-Exempt Status:** In this section, *supply*:
  - Statements from the United States Internal Revenue Service confirming your organization's tax-exempt status, (501 ( c ) ( 3 )).
13. **By-Laws:** In this section, *supply*:
  - Documentation of your organization's current by-laws.

**PLEASE DO NOT PLACE PROPOSALS IN BINDERS OR COVERS OF ANY KIND.**

**You will be advised of the Board's funding decision by the week of May 21, 2012.**

## Tips for Submitting Effective Full Proposals:

**Is there a clear problem in the community that you are trying to solve?** Do you demonstrate or document the need in some way? You should include the local information specific to the identified need.

**To what degree would the proposed project address or solve the identified community need?** When we review your project goals and activities, we will look for a direct connection to the needs you've described. Your project should clearly reduce this need or improve the situation in some notable way.

**Do you describe how you will measure the results and success of your project?** Do you know what tools or resources you will use to evaluate your project, to ascertain whether the project *worked*? The evaluation is aimed to help your organization make the best of your resources.

**We want to see that your agency has the capacity to successfully conduct the project this year and in the future** – by looking at financial information, the project budget, and the human resources (staff and volunteers).

**In the project budget** – we want to see that it reflects the narrative description of your proposed project, and that it is a realistic budget to get the job done. To determine your ability to sustain the project beyond the life of the grant from the Foundation, we examine your other funding sources and financial history. We hope to see income growth over the life of the agency, diverse funding sources (such as grants from foundations, contributions from individuals or government grants), and projects that you have maintained over time.

**The intent of the McHenry County Community Foundation is to fund local programs that meet clearly defined needs in the community and have thoroughly documented plans. If questions arise please contact Jo Williams, Community Program Manager at [Jo@MCCFdn.org](mailto:Jo@MCCFdn.org) or call 815-338-GIVE (4483).**