



City of Highland Park



Highland Park  
*community foundation*

# 2017-2018

## Common Grant Application



### Abstract

Working collaboratively, Highland Park's charitable community is pleased to introduce an initiative to streamline the grant application process.

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# Common Grant Application

## COMMON GRANT APPLICATION INFORMATION

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# Common Grant Application

## Contact Information

The following Highland Park Grantor organizations accept the Highland Park Area Grant Application:

**City of Highland Park Cultural Arts Commission:**

Hayley Garard, Cultural Arts Commission Staff Liaison

City Manager's Office

1707 St Johns Avenue, Highland Park, IL 60035

[hgarard@cityhpil.com](mailto:hgarard@cityhpil.com), 847.926.1043

Deadline: August 15, 2017, submit one original and (8) collated, double sided, and stapled copies (+1 emailed copy). Submit one hard one of each supplemental document.

[www.cityhpil.com/CAC](http://www.cityhpil.com/CAC)

**Highland Park Community Foundation:**

Highland Park Community Foundation

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

[info@hpcommunityfoundation.com](mailto:info@hpcommunityfoundation.com), 847.433.4100

Deadline: July 15, 2017, please use the online form to submit your application

[hpcommunityfoundation.com/guidelines-and-procedures/](http://hpcommunityfoundation.com/guidelines-and-procedures/)

**City of Highland Park Human Relation Commission:**

Laura Frey, Human Relations Commission Staff Liaison

Highland Park Senior Center

54 Laurel Ave, Highland Park, IL 60035

[lfrey@cityhpil.com](mailto:lfrey@cityhpil.com), 847.926.1860

Deadline: August 15, 2017, at 4 PM, submit one original and (10) collated, double sided, and stapled copies (+1 emailed copy). Submit one hard one of each supplemental document.

[www.cityhpil.com/HRC](http://www.cityhpil.com/HRC)

**YEA! Highland Park:**

Attn: Grants Committee

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

Yeah.org; 224.343.2994

Ken Henry, [khenry@kahlaw.com](mailto:khenry@kahlaw.com), 312.857.0100

Paula Winter, [paula@paulawinterdesign.com](mailto:paula@paulawinterdesign.com), 847.831.5044

Deadline: July 15, 2017

[www.yeahp.org/grants.html](http://www.yeahp.org/grants.html)

# Common Grant Application

## Instructions

The purpose of the Highland Park Area Grant Application is to help streamline the grant application process of Highland Park organizations that consider funding for area organizations. Organizations seeking funding complete one grant application and provide additional supplemental information as required by each granting agency. Each Grantor reviews applications for funding based on criteria set forth by each respective organization.

### Important Notes:

1. Every Grantor has different reporting deadlines and timetables.
2. Each Grantor may request additional information at any stage in their reporting process.
3. This form may be reproduced in Word.

### Instructions:

1. Type and single space all reports with a minimum 10-point font.
2. Answer all of the questions in the order listed.
3. Use headings as provided.
4. Submit the number of copies required by each Grantor.
5. Contact each Grantor to obtain additional information about reporting requirements.

# Common Grant Application

## General Information

Date Received:  
Grant #:  
(For Office Use Only)

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

| Organization (check all that apply)                                       | Funding Amount Request (\$) |
|---|-----------------------------|
| <input type="checkbox"/> City of Highland Park Cultural Arts Commission   | \$ _____                    |
| <input type="checkbox"/> City of Highland Park Human Relations Commission | \$ _____                    |
| <input type="checkbox"/> Highland Park Community Foundation               | \$ _____                    |
| <input type="checkbox"/> YEA! Highland Park                               | \$ _____                    |

Is your organization: (Check all that apply)

Not-for-profit Corporation 501(c)(3) (attach one copy of Annual Report to Secretary of State)

Internal Revenue Service tax exempt (attach one copy of IRS determination letter)

Nonprofit association (attach one copy of approved bylaws)

Governmental entity

Other: \_\_\_\_\_



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# Common Grant Application

Organization Description:

## **General Operating Support Grants Narrative**

Respond to the following questions for general operating support grants on attached sheets of paper (please limit the narrative report to two pages (unless otherwise instructed by the Grantor)).

### **1. Agency Information**

Identify your organization's description, mission statement, vision, objectives and an overview of your organization's goals for the year.

### **2. Challenges**

What are your organizational and operational challenges?

Please detail financial challenges on page 8.

# Common Grant Application

## Organization Budget Details

| 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                             |        |
| <b>TOTAL EXPENSE</b>                 |        |

| 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                         |        |
| <b>TOTAL PROJECTED REVENUE</b>    |        |

## Fiscal Year Financials

|            |  |
|------------|--|
| REVENUE    |  |
| EXPENSE    |  |
| <b>NET</b> |  |

# Common Grant Application

Fund Balance/Reserves: \_\_\_\_\_

Total Assets: \_\_\_\_\_ Total Liability: \_\_\_\_\_

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

## Financials

Send a copy of the following documents to the appropriate contact person by specified deadline date (refer to page 3):

- 501(C)(3) certificate
- Agency budget for current year
- Program budget for this grant
- Form 990 for last fiscal year(if applicable)
- Line-item budget of program to be funded
- Copy of IRS Determination Letter (if applicable)
- Copy of applicant's bylaws
- Most recent financial statements for last fiscal year (last 3 years for new applicants)





# Common Grant Application

## Agency Request

**Organizations may apply to more than one of the following Grantor organizations.** For each organization you are seeking funding from, identify the grant request and how those funds will be used. **This page should be duplicated for each grant request.**

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

Check the organization(s)

- City of Highland Park Cultural Arts Commission
- City of Highland Park Human Relations Commission
- Highland Park Community Foundation
- YEA! Highland Park

Estimate the number of Highland Park/Highwood individuals benefitting from the current program, or who will benefit in the upcoming year:

Residents Served:

- Highland Park
- Highwood
- Other

Staff:

- Highland Park
- Highwood
- Other

Volunteers:

- Highland Park
- Highwood
- Other

Underserved Population Served by the Program (if applicable):

- Highland Park
- Highwood
- Other

## Common Grant Application

Describe the program in detail, including its purpose. If you previously received grant money from the organization to which you are applying, please detail how those funds were spent. Include total cost of the program.

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

## Common Grant Application

How long has this specific program been in operation and how much grant money did you receive last year? How were those funds used, were any funds left unspent from this program last year?

What populations will the project reach?

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



# Common Grant Application

What makes the project unique in our community?

Describe how your organization works with community partners.



# Common Grant Application

How does the program benefit from the use of volunteers?

If you are a recipient of a prior year's grant, include a report of how the funds were used.

Please provide an address where services are rendered.



# Common Grant Application

## Assurances

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:

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Signature:

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Name and Title of Person Submitting Grant Application:

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Signature:

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Date:

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# Common Grant Application

Board of Directors/ Executive Directors/ Committees

## **City of Highland Park Cultural Arts Commission**

Jeffrey Arena, Chair  
Catherine Ricciardelli, Vice Chair  
Arthur Feldman  
Abby Neumann  
Erin Kasdin  
Judith Kaufman  
Marita Poll

Alyssa Knobel, City Council Liaison  
Hayley Garard, Staff Liaison  
Terrence Arrington, Student  
Representative  
Rebecca Melamed,  
Student Representative  
Beth Keller,  
Highland Park Public Library  
Representative

## **City of Highland Park Human Relations Commission**

Ellen Gussin, Chair  
Cheryl Levi, Vice  
Sandra Figueroa Bast  
Janet Bernstein  
Amy Gudgeon  
Nagawa Kakumba  
Hamsa Swaminathan

Gail Brown, Moraine Township  
Representative  
Izzy Arbetter, Student Representative  
Jack Eichner, Student Representative  
Heather Knobel, Student Representative  
Sydney Wexler, Student Representatives  
Alyssa Knobel, City Council Liaison  
Laura Frey, Staff Liaison

## **YEA! Highland Park DIRECTORS**

Carol Brusslan  
Jill Doherty  
Bruce Goodman  
Ken Henry  
Dr. Mark Nolan Hill  
Bobbie Hinden  
Kerry Leaf  
Rick Nelson  
Ken Pell  
Patty Pell  
Cheryl Ryan  
Paula Winter

Mayor Nancy Rotering, Honorary Chair

## OFFICERS AND EXECUTIVE COMMITTEE

Kerry Leaf, Co-President  
Patty Pell, Co-President  
Bruce Goodman, Vice President  
Ken Pell, Treasurer  
Bobbie Hinden, Recording Secretary

Ray Geraci Founder and Chair Emeritus



# Common Grant Application

## **Community Foundation**

### OFFICERS

Peter W. Flanzer, Chairman  
Nancy Mills, Vice-Chairman  
David Reich, Secretary  
David Fairman, Treasurer

### DIRECTORS

Sofia Alvarez  
Jack Blane, Founder  
Betsy Brint  
Cookie Anspach Kohn  
Julie Kraff  
Laurie Levin  
Cynthia Witten  
Jean Meadows  
Walter R. Nathan  
Isaac Nava  
Joe Reinstein  
Karen Reisin  
Kimberly Saccaro  
Virginia Schulte  
Donald Stewart

### HONORARY DIRECTORS

Michael Belsky, Former Mayor  
Ray Geraci, Former Mayor  
Daniel Pierce, Former Mayor  
Nancy Rodkin-Rotering, Mayor

### ADVISORY BOARD

Richard Cortesi Bruce  
Goodman Elly  
Lieberman Sallyan  
Windt Andrew  
Livingston Patty Pell  
Steve Putzel  
Bruce Sperling