



# Human Relations Commission

## Purchase of Service Grant Program

### GRANT GUIDELINES & REVIEW CRITERIA

#### 2017 - 2018

The Highland Park Human Relations Commission's Purchase of Service Grant Program is available to assist local not-for-profit organizations in providing human welfare services to Highland Park residents.

#### I. PURPOSE AND DEFINITION

Human Relations Commission Purchase of Service Grants provides partial funding for services planned and sponsored by applicants that serve residents of Highland Park. **Unless specially exempted, all funded projects must occur before July 31, 2018.**

- A. Inclusion of in-kind goods and services in preparing the project budget of expenditures and income is required. For the purposes of this application, only those goods and services donated by outside individuals or businesses may be considered as in-kind. These may be defined as any part of a project (professional services, equipment, printing, materials, postage, etc.) that is donated.
- B. The Commission strongly encourages some proportion of matching contributions (either in-kind or cash) and will be considered as part of the review process.
- C. For the purpose of this grant, the following are not eligible for funding:
  1. Ongoing costs of operation.
  2. Purchase of permanent equipment.
  3. Capital Improvement.
  4. An existing deficit from a previous year or previous project.

#### II. ELIGIBILITY

- A. Only not-for-profit organizations, institutions or associations that serve Highland Park residents on a non-sectarian basis may apply.

### III. DEADLINE AND CALENDAR

- A. Deadline for application and all accompanying material is **4:00 PM, August 15, 2017**. Applications missing material will be considered incomplete.
- B. Applications must be received at the Highland Park Senior Center, 54 Laurel, Highland Park, IL 60035, by the deadline date and time.
- C. Grant applications will be reviewed in September. Applicants will be invited to discuss their application at the Human Relations Commission meeting on September 14, 2017, and will be notified of a specific interview time on or before September 8, 2017.
- D. Funded programs must occur before **July 31, 2017**.

### IV. APPLICATION AND REQUIRED ATTACHMENTS

- A. Applications must be submitted on the Common Grant Application form with the required attachments. Failure to adhere to the *Grant Program Guidelines* or failure to provide the required attachments will result in the rejection of the application. **Incomplete or late applications will not receive consideration.**
- B. Organizations may submit only one application for the HRC grant program per grant period.
- B. Applicants must provide the following copies of the completed Common Grant Application:
  - 1. One (1) original and ten (10) copies (double sided, collated, and stapled).
  - 2. A pdf version, e-mailed to the appropriate contact.

- D. Applicants must provide one hard copy and one electronic copy of the following documents with their applications. **Please do not use binders or loose leaf notebooks. Use binder clips to put applications together.**
1. 501 (3) (c) certificate
  2. Internal Revenue Service determination letter
  3. Applicant by-laws
  4. Agency budget for current year
  5. Form 990 for last fiscal year (if applicable)
  6. Financial statements of applicant's most recent complete fiscal year.
- E. Questions and clarification regarding an application and the relevant supporting documents may be presented to the applicant, and the responses received to these questions are a valuable component of the application and will be considered by the Commission in reaching their decision with regard to the application.

## V. GRANTEE CONTRACT

- A. If a grant is recommended to be awarded, the grantee will be required to:
1. Sign a contract with the City of Highland Park and the Highland Park Human Relations Commission.
  2. Assure the Human Relations Commission that they intend to comply with Title VII of the Civil Rights Act of 1964, indicating that no person will be excluded from participation or be denied the benefits of any program, activity or service on the basis of race, sex, sexual preference, color, religion, ancestry, age, national origin or handicap.

- C. Grant applications not complying with these guidelines will not receive funding.
- D. Grantees will be asked to complete a program evaluation, to be completed and returned by July 31, 2018.

## **VIII. REVIEW PROCESS**

Applications are subject to the following levels of review and review criteria:

- A. A representative of the Human Relations Commission has the responsibility for initial analysis of the grant application for:
  - 1. Clarity and completeness of application
  - 2. Compliance with program guidelines
- B. A review panel (Human Relations Commission) will review applications based on the following criteria:
  - 1. What is the size of the Highland Park audience benefited?
  - 2. What is the percentage of Highland Park residents vs. non-residents served?
  - 3. Would the program occur without support from the Human Relations Commission funding?
  - 4. Will matching funds be provided for the program by other services?
  - 5. What percentage is this program's budget of the total organization's budget?
  - 6. Are program costs being offset in part by user fees?
  - 7. Are any special audiences targeted for this program?

- C. The Highland Park Human Relations Commission will review applications at a public meeting to be held in September 14, 2017. Applicants will be invited to discuss their application and will be notified of a specific interview time on or before September 8, 2017.
- D. Grant recommendations by the Human Relations Commission are subject to approval by the Highland Park City Council.