



Opportunity Grant Application

(updated 10.10.18)

Opportunity Grants are available to assist local organizations in need of funding for special one-time projects or to meet emergency needs. Opportunity grants support requests of up to \$1,000, and may be applied for anytime, however, organizations can only submit one Opportunity Grant request within a 12-month timeframe (regardless of whether the previous request was approved or denied). Grant requests that align with CFCI grantmaking principles will receive priority. Refer to www.communityfoundationci.org under "For Grant Seekers" to learn more about grantmaking principles.

Opportunity Grant Priorities and Eligibility

Grants are made to nonprofit organizations in good standing as determined by the IRS. Funds are to be used for short term and urgent funding needs such as:

- Unforeseen event that has or will significantly interrupt essential services
- Special event or project. (Unique, one-time opportunity to benefit a significant number of citizens)
- Organizational capacity opportunities (trainings, conferences, strategic planning, board development and education)

Opportunity Grant Restrictions

- Items considered part of the organization's general operating expenses
- Direct personnel expenses associated with on-going programs
- Meeting budget shortfalls or covering previously assumed costs
- Providing direct financial assistance to individuals
- Any political campaign or to support attempts to influence legislative issues of any government body
- Support of ongoing program costs
- Organizations that are outside the CFCI service area
- Organizations may only submit one application within a 12-month timeframe

Applying For a Grant

- Applications must be typed.
- CFCI will not consider incomplete applications.
- A copy of the organization's IRS (Federal) tax-exempt letter must be included with the application.
- Grants received after the 25th of the month will be included with the following month's applications.
- Once an organization submits an Opportunity Grant request, whether it is funded or not, the organization may not submit again for 12-months following the request submission date.
- Applicants may be contacted for additional information.
- Applicants will be notified within two weeks of submission on the status of the application.

Submit completed application (with tax-exempt letter) via email or by mail to the address below
Questions? Please contact Sarah Fletcher at sarah@communityfoundationci.org



**COMMUNITY
FOUNDATION**
OF CENTRAL ILLINOIS
Opportunity Grant Application

Name of Organization: _____

Contact Person/Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____

Email: _____ Website: _____

Project/ Purpose of Opportunity Grant Request (50 words or less):

Anticipated Project Start Date:

Anticipated End Date:

Total Project Cost:

Amount Requested from CFCI:

Staff Verification

Both signatures must be included to be considered for funding.

Print Name, Primary Contact Signature Date

Print Name, Executive Director Signature Date



Please include the following headings in your description of 1000 words or less:

1. What is the mission of organization?
2. How does the project fulfill the mission?
3. What is the main goal of the project?
4. What action steps will be taken to meet the goal?
5. How does this project fit into the opportunity grant priorities?
6. What is the timeline and when will it be complete?
7. Please share the details of what the amount requested will be used for. If the amount requested does not cover the total project expenses, please list other funding sources.
8. What target population will be served and how many people will be served?