



COMMUNITY BUILDING GRANT APPLICATION

Annual Grant Cycles

Community Grant applications are accepted between January 1st and March 15th of each year. Requests are required meet the eligibility requirements set forth in the Community Grant Policy (attached).

Quick Facts

Maximum Term: 12 months (One Grant Per Calendar Year)

Maximum Amount Per Term: \$10,000

Name Of Group/Applicant: _____

Authorized Agent: _____ Phone Number: _____

Address: _____ Email: Address: _____

_____ Sole Proprietorship _____ Partnership _____ Club _____ Corporation

Date organization established: _____ Activities in prior year(s): _____

Description of proposed grant activities (attach as needed) _____

Applying For A Matching Grant (circle one): Yes No

Application. Please attach the following:

- Project Budget, including \$ amount of overhead expenses.
- Financial Report.
- W9 Form.
- Due Diligence-Compliance Form (listing of five highest-paid employees and Board of Directors).

Signature of applicant/authorized agent

Title/Position

Date

Long Grove Community Grants Program

Depending upon available revenues, the Village of Long Grove may, from time to time, include funding in the annual budget for matching community grant requests (“Community Grants”). While it is not possible for every organization to receive funding, those that are in alignment with the Village of Long Grove’s goals and mission are given careful consideration. Community Grants are limited to not-for-profit and community organizations that undertake activities that directly benefit the Village and are located within the Village’s corporate boundaries. Funding requests that include a matching component are given strong preference. We welcome your ideas.

Funding

The Village of Long Grove Community Grants fund:

- Programs that provide activities available to all residents
- Programs that promote community involvement

Restrictions

There are a number of programs and activities that the Community Grants program will not support.

These include, but are not limited to:

- General operating support
- Capital and endowment campaigns (includes requests for infrastructure of any kind, equipment, etc.)
- Individuals
- Travel
- Event fundraisers or sponsorships
- Lobbying of any kind
- Organizations supporting Political purposes, including Political Action Committees (PAC)
- Activities supporting or promoting fraternal, veterans or religious beliefs.
- Organizations that discriminate on the basis of race, gender or sexual orientation/gender identity
- Salaries of existing staff

Annual Grant Cycles

The Village’s Fiscal Year is from May 1st through April 30th. Complete Community Grant applications must be submitted between January 1st and March 15th of each year. Grant requests that meet the eligibility requirements set forth in this policy may be included in the public hearing version of the draft village budgets and considered by the Village Board for approval as part of the annual budget on or before May 1st of each year. Receipt of a grant in prior fiscal years is not an assurance of renewal of a grant, and the Village Board reserves the right to limit funds available for Community Grants as it determines within its legislative discretion.

Quick Facts

Maximum Grant Term	12 months
Maximum Grant	\$10,000

Application

A Community Grant applicant must submit a written application in the form prescribed by the Village, which shall include the following:

- Applicant's name and contact information
- Description of proposed grant activities
- Project Budget Template, including \$ amount of overhead expenses.
- Financial Report
- W9 Form
- Due Diligence-Compliance Form (listing of five highest-paid employees and Board of Directors)
- Required registrations with the State of Illinois
- Organizations to provide the date that they were established and activities they have done in prior year(s.)

Grant Agreement

All Community Grant awards shall be subject to approval of the Village Board in its legislative discretion and shall be conditioned on the grant recipient's execution of a grant agreement in a form acceptable to the Village.