

**MORaine TOWNSHIP**  
**777 Central Avenue • Highland Park, Illinois 60035 • 847-432-3240**  
**GRANT PROGRAM**

**2006-2007 Grant Guidelines & Review Process**

Mission Statement

“Moraine Township government administers public funds to provide responsive, efficient and compassionate services and support for residents in need. The Township provides general assistance, property assessment, cemetery maintenance, and election and record-keeping functions.”

Eligibility & Scope

The Moraine Township Grant Program is available to not-for-profit organizations providing programs and/or services on a non-sectarian basis for the benefit of people residing and/or working in Moraine Township. Programs and/or services provided should complement the mission of, but not duplicate services provided by, Moraine Township.

The Moraine Township Grant Program gives special priority to addressing needs of the elderly, youth, persons with disabilities, and lower income groups.

Restrictions

- A. Not-for-profit organizations, institutions or associations that serve Moraine Township residents and/or workers on a non-sectarian basis may apply.
- B. Individuals are not eligible for direct grants.
- C. Public schools and other taxing bodies (including their subsidiaries) are not eligible for direct grants.
- D. The Grant Program will consider general operating, program, and project support; and in limited cases, capital expense proposals.

Deadline & Calendar

- A. Deadline for application is March 1, 2006 for funding to be awarded in FY06-07 (April 1, 2006 to March 31, 2007). Applicants must submit one copy of the completed application, as well as all required supplementary documents.
- B. Deliver (do not fax) by March 1 to the Moraine Township office, 777 Central Avenue, Highland Park IL 60035. Incomplete or late applications will not be considered.
- C. Grant applications will be reviewed and decided upon within two months.

Application Remarks & Attachments List

- A. Organizations may submit only one application per grant period.
- B. Applicants must provide one copy of the following information with their application (items 1 through 3 as applicable):
  - 1. proof of not-for-profit incorporation status
  - 2. copy of IRS determination letter
  - 3. copy of applicant's approved by-laws (if non-profit association)
  - 4. financial statement for last complete fiscal year (990 or auditor's report)
  - 5. most recent complete agency budget, preferably for the proposal year
  - 6. project/proposal budget for this grant

Review Process

A Citizen Grant Committee will review all applications and make recommendations to the Board of Trustees. Applicants in the final round will be asked to appear in person before the Board of Trustees. Applications will be evaluated on the basis of how successful the applicant is expected to be in meeting the stated goals of their proposal; complementing the mission of Moraine Township; filling a unique or undermet need; having client/beneficiary and community support; and demonstrating sound fiscal management.

**Moraine Township**  
Grant Proposal Form

Submit one complete copy by March 1, 2006 to  
Mari Barnes, Supervisor  
Moraine Township • 777 Central Avenue • Highland Park, Illinois 60035

**I. General Information**

Organization Name: \_\_\_\_\_  
Organization Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Hours \_\_\_\_\_  
E-Mail address: \_\_\_\_\_ Web site: http://www. \_\_\_\_\_  
Chief Administrative Officer: \_\_\_\_\_ Title \_\_\_\_\_  
Contact Person (if different): \_\_\_\_\_ Title: \_\_\_\_\_  
Address (if different): \_\_\_\_\_ Phone: \_\_\_\_\_

Number of persons residing/working in Moraine Township your group serves & the approximate agency population Moraine clients constitute:

overall: # \_\_\_\_\_ % \_\_\_\_\_  for this proposal: # \_\_\_\_\_ % \_\_\_\_\_

This is a request to fund:  general operating  program  project  capital expense

Amount Requested from Moraine Township Grant Funds for FY06-07: \$ \_\_\_\_\_

**II. Proposal Narrative Requirements**

Please submit a narrative divided into categories conforming to the order listed below, addressing the following points. Brevity is appreciated, but use what you need to make your case according to the Moraine Township Grant Guidelines.

- introduce your organization (purpose, history, audience, governance, overall programs)
- proposal description (location, dates, target audience, etc.)
- proposal goal(s) and how you will evaluate its success
- community involvement (e.g., use of volunteers, client demand for services, coordination with other agencies, etc.)

**III. Attachments**

- nonprofit status document(s), as appropriate, per Guidelines
- agency fiscal reporting forms, as appropriate, per Guidelines (990, audit)
- budgets for overall agency and for this proposal budget (if separate), showing
  - (1) income sources - individuals, corporations, foundations, businesses, government, board fundraising; fees; and in-kind
  - (2) percentage of the proposal budget Moraine Township is being asked to fund

**IV. Assurances**

If the grant is awarded, the applicant assures the Moraine Township Board of Trustees 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 on the date supplied below.

Chief Administrative Officer: \_\_\_\_\_

Program Director (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

*This form may be replicated by applicant. Please do not use smaller than 10 point Times font.*