

# **BERWYN DEVELOPMENT CORPORATION, COMMUNITY FOUNDATION COMMITTEE**

## **GRANT GUIDELINES**

The Berwyn Development Community Foundation is a committee within the Berwyn Development Corporation a 501(c)3, which works to increase the economic vitality of the Berwyn community. The goal of the Berwyn Development Corporation Community Foundation Committee is to improve the quality of life in the Berwyn, IL community. We support and advance the educational, cultural and economic interests of the community by:

1. Developing leadership with a dynamic and innovative vision of the future,
2. Linking the business community in partnerships with educational, governmental, and non-profit organizations; and
3. Serving as a vehicle of community betterment and self-sufficiency.

### **ELIGIBILITY CRITERIA:**

Eligible organizations must:

- Project must be headquartered in Berwyn, IL or substantially support the Berwyn population;
- Have non-profit status as evidenced through IRS tax determination letter (501(c)3) or proof of Illinois non-profit business license;
- Not be delinquent on any debt owed to the city including, individual and/or business income tax, individual and/or property tax, assessments or fees and utility obligations; and
- Funds must be used within the same fiscal year that the grant is awarded and the organization must submit invoices prior to any payment by the Berwyn Development Corporation.

When making grant decisions, we give preference to:

- Proposals that will have a positive impact on Berwyn, Illinois.
- Organizations that collaborate or are collaborating with similar organizations, rather than competing.
- Plans that address the root causes of problems, rather than symptoms.
- Plans that make a significant contribution to the economic vitality of Berwyn.
- Plan provides outreach to groups that are sometimes excluded.
- Plans that deliver services directly to those who need them.
- Proposals that are not made by for profit organizations.
- The availability of funding from other sources.
- Whether the organization is efficient, well managed and able to successfully manage the proposal.

The Committee's grant policy generally excludes:

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- Veterans groups and labor organizations (when serving only their own membership);
- Religious organizations (for sectarian programs);
- Capital projects and campaigns;
- Endowments;
- General operating expenses;
- Loans or loan guarantees;
- Special occasion goodwill advertising;
- Multi-year commitments;
- Political or lobbying activities;
- Emergency financial assistance created by a lapse of public support;
- Organizations that practice discrimination based on race, color, religion, national origin, ancestry, age, sex, sexual orientation, marital status, physical or mental disabilities or any other class of individuals that is prohibited by law.

**GRANT CONDITIONS:**

- All materials submitted to the Berwyn Development Corporation become the property of the Berwyn Development Corporation and will not be returned. Information contained in the proposals submitted may be shared with third parties and outside organizations as part of the Berwyn Development Corporation's review process.
- The Berwyn Development Corporation, in its discretion, may request a site visit and/or additional information to assist in its review and evaluation of the proposal.
- The Berwyn Development Corporation reserves the property rights, copyrights and all other rights of reproduction with respect to any intellectual property for which service is provided as a condition of this grant.
- Grant awards must be used strictly in accordance with the proposal and budget submitted in writing to the Berwyn Development Corporation. A grant recipient must petition the Berwyn Development Corporation for permission to make any changes or alternate use of grant funds.
- If there are significant changes in a grant recipient's mission, structure or personnel (especially management staff) during the grant period that grant recipient must notify the Berwyn Development Corporation as soon as possible.
- Grant awards must be used within the same fiscal year that the grant is awarded and the organization must submit invoices prior to any payment by the Berwyn Development Corporation. The Berwyn Development Corporation Community Foundation Committee may grant an extension if there has been a good-faith effort to complete the project.
- Grant recipients are responsible for the proper expenditure of funds and for maintaining adequate supporting records consistent with generally accepted accounting practices.

- Grant recipients must immediately notify the Berwyn Development Corporation if it becomes delinquent on any debt owed to the city including, individual and/or business income tax, individual and/or property tax, assessments or fees and utility obligations.

**REPORTING REQUIREMENTS:**

All grant recipients must submit a detailed final report on their activities within 13 months.

**DEADLINE FOR SUBMISSION:**

Grant applications are reviewed on a rolling period and awards are made based upon budgetary authority and availability.

- **Current Total Amount Budgeted for Grants for FY:** \$10,000
- **Grant Request Amount for FY:** \$500 - \$2,500

You will be notified once your grant has been approved or rejected. The Berwyn Development Corporation may receive more requests than it can fund and there is no guarantee that any particular project or organization will receive funding. The Berwyn Development Corporation reserves the right to modify the budgetary authority or suspend the program at any given time.

**INQUIRIES:**

For more information about the Berwyn Development Corporation Community Foundation Committee's grant guidelines, procedures or a particular proposal, please contact the [Berwyn Development Corporation](#) at [708-788-8100](tel:708-788-8100) or [info@berwyn.net](mailto:info@berwyn.net).

On September 1, 2018, letters of intent for funding during FY19 will be accepted. Those submitting letters that meet eligibility criteria will be sent an application in January 2019.

To learn more about the Berwyn Development Corporation, please go to [www.berwyn.net](http://www.berwyn.net).

**BERWYN DEVELOPMENT CORPORATION,  
COMMUNITY FOUNDATION COMMITTEE**

**GRANT APPLICATION**

Please complete this form and provide the requested information below with your application.

Date \_\_\_\_\_

Name of Project: \_\_\_\_\_

Has organization applied for a Berwyn Development Corporation or Community Foundation Committee grant in the past? \_\_\_\_\_ [Yes] \_\_\_\_\_ [No]. If yes, date(s)? \_\_\_\_\_

Organization is based in Berwyn, IL and supports the needs of Berwyn, IL: \_\_\_\_\_ [Yes] \_\_\_\_\_ [No]

Organization has provided services supporting the needs of Berwyn, IL since: \_\_\_\_\_

**Organization Information:**

Name: \_\_\_\_\_ Year Incorporated: \_\_\_\_\_

Address: \_\_\_\_\_ EIN Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Name of Executive Director/Chief Executive Officer: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Person to receive communications regarding this application:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Grant Information:**

Amount of Grant Request: \$ \_\_\_\_\_ **(Committee has a maximum grant level of \$2,500)**

Submit To: Berwyn Development Corporation Community Foundation Committee  
3322 South Oak Park Avenue, Berwyn IL 60402

# **BERWYN DEVELOPMENT CORPORATION COMMUNITY FOUNDATION COMMITTEE**

## **GRANT APPLICATION**

Please submit responses to the following questions (page limit of 4 pages):

1. Please describe the purpose of the grant you are seeking. What specific activities, project, or item will the grant fund? (not to exceed 300 characters)
2. The BDC's mission statement is as follows:  
Through a shared vision with the community, the Berwyn Development Corporation is committed to those activities that support and contribute to the economic growth and vitality of our proud City.  
  
How does or how will this project align with the mission of the BDC?
3. Evidence how your request meets our eligibility guidelines.
4. Is this project being done in conjunction with or in collaboration with any other organizations? If yes, please list and describe each organization's roles.
5. How many people would be served by the grant received from the Foundation? Explain how they would be served.
6. List the budget for the specific project for which you are seeking funding.
7. List other private and public funding sources for this particular request. Detail amount received and amount to be received and any conditions for the commitments.
8. Describe the standards used to evaluate the success of the project you propose.
9. If you have received a grant from the BDC previously, how was it used, and how was the grant publicized?
10. How will you market the purpose of the funding and publicize the award of this grant?
11. Describe the purpose and size of your organization, its long-range objectives and the short-term goals of the project you want funded.
12. Attach a copy of the IRS Determination Letter 501(c)3 which designates your organization as a tax-exempt, public-supported charity organization or valid business license as a not for profit operation.
13. Attach a listing of the members of your Board of Directors, including their business, government or education affiliations.
14. Attach a copy of your last complete audited financial statement for grant requests of \$1,000 and above (Exceptions may be made for organizations with an annual operating budget of \$100,000 and below). \*Note that budget and financial statements may be requested before a final decision is made.
15. Time frame in which the funds will be used.

**GRANT APPLICATION CERTIFICATION**

The undersigned executive officer of the applying organization hereby certifies that all information included in and attached as part of this application is complete and correct to the best of my knowledge. I certify that the Internal Revenue Service Determination of tax-exempt status has not been revoked, cancelled or modified, and that no funds pursuant to this application will be used for activities prohibited by the 1969 Tax Reform Act, as amended.

I have read, understand and will abide by the Berwyn Development Corporation Grant Guidelines. I understand that the Berwyn Development Corporation will rely on the accuracy of this information. I authorize the Berwyn Development Corporation to make inquiries and verify with any applicable third party any and all financial and other information provided in connection with this application without any additional consent required. Furthermore, we release and grant permission to the Berwyn Development Corporation to use our names, likeness and communicate as they seem fit the award of our grant application.

\_\_\_\_\_  
Applicant Organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

Submission of Application: Grant applications are reviewed on a rolling period and awards are made based upon budgetary authority and availability. The Berwyn Development Corporation reserves the right to modify the budgetary authority or suspend the program at any given time.

Submit To: Berwyn Development Corporation Community Foundation Committee  
3322 South Oak Park Avenue, 2<sup>nd</sup> Floor, Berwyn IL 60402