

1707 St. Johns Avenue
Highland Park, Illinois 60035
847.432.0800
cityhpil.com

June 20, 2017

Dear Purchase of Service Grant Applicant:

This packet contains the application for the City's Cultural Arts Award Purchase of Service Grant. The Purchase of Service Grant aims to broaden public access to arts activities and encourage organizations to be more creative in planning cultural arts projects.

The packet contained herein is an updated application that allows applicants to apply for multiple grants. The purpose of the Highland Park Area Grant Application is to streamline the grant application process of Highland Park organizations that consider funding. Organizations seeking funding may use this grant application for each of the four grant opportunities. Your answers may vary depending on which agency you are applying for, but general information about the agency should stay the same on all applications.

The packet includes the following:

1. Contact Information
2. Instructions
3. Grant Application

The grant application deadline is 4 PM on Tuesday, August 15, 2017. No applications will be accepted after the deadline. You can access the application on the City of Highland Park website, www.cityhpil.com/cac. If you are applying for multiple grants, please make sure copies of the completed application are sent to each organization from which you are requesting grant funding. Answers to specific sections of the application may vary based on your grant requests for each organization.

The City of Highland Park looks forward to assisting your efforts for the community. Please contact Hayley Garard at 847.926.1043 or by email at hgarard@cityhpil.com with questions.

Sincerely,



Hayley Garard
Assistant to the City Manager





City of Highland Park



Highland Park
community foundation

2017-2018

Common Grant Application



Abstract

Working collaboratively, Highland Park's charitable community is pleased to introduce an initiative to streamline the grant application process.

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Common Grant Application

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Contact Information

The following Highland Park Grantor organizations accept the Highland Park Area Grant Application:

City of Highland Park Cultural Arts Commission:

Hayley Garard, Cultural Arts Commission Staff Liaison

City Manager's Office

1707 St Johns Avenue, Highland Park, IL 60035

hgarard@cityhpil.com, 847.926.1043

Deadline: August 15, 2017, submit one original and (8) collated, double sided, and stapled copies (+1 emailed copy). Submit one hard one of each supplemental document.

www.cityhpil.com/CAC

Highland Park Community Foundation:

Highland Park Community Foundation

P. O. Box 398, Highland Park, IL 60035

info@hpcommunityfoundation.com, 847.433.4100

Deadline: July 15, 2017, please use the online form to submit your application

hpcommunityfoundation.com/guidelines-and-procedures/

City of Highland Park Human Relation Commission:

Laura Frey, Human Relations Commission Staff Liaison

Highland Park Senior Center

54 Laurel Ave, Highland Park, IL 60035

lfrey@cityhpil.com, 847.926.1860

Deadline: August 15, 2017, at 4 PM, submit one original and (10) collated, double sided, and stapled copies (+1 emailed copy). Submit one hard one of each supplemental document.

www.cityhpil.com/HRC

YEA! Highland Park:

Attn: Grants Committee

P.O. Box 325, Highland Park, IL 60035

Yeah.org; 224.343.2994

Ken Henry, khenry@kahlaw.com, 312.857.0100

Paula Winter, paula@paulawinterdesign.com, 847.831.5044

Deadline: July 15, 2017

www.yeahp.org/grants.html



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Common Grant Application

Instructions

The purpose of the Highland Park Area Grant Application is to help streamline the grant application process of Highland Park organizations that consider funding for area organizations. Organizations seeking funding complete one grant application and provide additional supplemental information as required by each granting agency. Each Grantor reviews applications for funding based on criteria set forth by each respective organization.

Important Notes:

1. Every Grantor has different reporting deadlines and timetables.
2. Each Grantor may request additional information at any stage in their reporting process.
3. This form may be reproduced in Word.

Instructions:

1. Type and single space all reports with a minimum 10-point font.
2. Answer all of the questions in the order listed.
3. Use headings as provided.
4. Submit the number of copies required by each Grantor.
5. Contact each Grantor to obtain additional information about reporting requirements.

Common Grant Application

General Information

Date Received:
Grant #:
(For Office Use Only)

Organization Name: _____

Contact Person: _____ Title: _____

Address: _____

Phone: _____ Email: _____

Website: _____

Organization (check all that apply)	Funding Amount Request (\$)
<input type="checkbox"/> City of Highland Park Cultural Arts Commission	\$ _____
<input type="checkbox"/> City of Highland Park Human Relations Commission	\$ _____
<input type="checkbox"/> Highland Park Community Foundation	\$ _____
<input type="checkbox"/> YEA! Highland Park	\$ _____

Is your organization: (Check all that apply)

Not-for-profit Corporation 501(c)(3) (attach one copy of Annual Report to Secretary of State)

Internal Revenue Service tax exempt (attach one copy of IRS determination letter)

Nonprofit association (attach one copy of approved bylaws)

Governmental entity

Other: _____



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Organization Description:

General Operating Support Grants Narrative

Respond to the following questions for general operating support grants on attached sheets of paper (please limit the narrative report to two pages (unless otherwise instructed by the Grantor)).

1. Agency Information

Identify your organization's description, mission statement, vision, objectives and an overview of your organization's goals for the year.

2. Challenges

What are your organizational and operational challenges?

Please detail financial challenges on page 8.

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Organization Budget Details

Expenses	Amount
1. Personnel	
a. Employees	
b. Contractors/Professional Services	
c. Other	
2. Operations	
a. Space/Equipment Rental	
b. Travel/Transportation	
c. Promotion	
d. Postage/Printing	
e. Utilities	
f. Supplies/Materials	
g. Professional Services	
h. Capital	
i. Other	
TOTAL EXPENSE	

Revenues (identify as applicable)	Amount
1. Admission (fees)	
2. User Fees	
3. Sales	
4. Membership	
5. Individual Contributions	
6. Corporate Contributions	
7. Foundation Contributions	
8. Government Support/Grants	
9. Anonymous Gifts	
10. Other	
TOTAL PROJECTED REVENUE	

Fiscal Year Financials

REVENUE	
EXPENSE	
NET	

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Fund Balance/Reserves: _____

Total Assets: _____ Total Liability: _____

Identify financial challenges your organization has faced within the last three years. In addition, identify anticipated challenges that may be faced in the near future.

Financials

Send a copy of the following documents to the appropriate contact person by specified deadline date (refer to page 3):

- 501(C)(3) certificate
- Agency budget for current year
- Program budget for this grant
- Form 990 for last fiscal year(if applicable)
- Line-item budget of program to be funded
- Copy of IRS Determination Letter (if applicable)
- Copy of applicant's bylaws
- Most recent financial statements for last fiscal year (last 3 years for new applicants)



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Agency Request

Organizations may apply to more than one of the following Grantor organizations. For each organization you are seeking funding from, identify the grant request and how those funds will be used. **This page should be duplicated for each grant request.**

Please check the organization(s) that you are applying to:

Check the organization(s)

- City of Highland Park Cultural Arts Commission
- City of Highland Park Human Relations Commission
- Highland Park Community Foundation
- YEA! Highland Park

Estimate the number of Highland Park/Highwood individuals benefitting from the current program, or who will benefit in the upcoming year:

Residents Served:

- Highland Park
- Highwood
- Other

Staff:

- Highland Park
- Highwood
- Other

Volunteers:

- Highland Park
- Highwood
- Other

Underserved Population Served by the Program (if applicable):

- Highland Park
- Highwood
- Other

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Describe the program in detail, including its purpose. If you previously received grant money from the organization to which you are applying, please detail how those funds were spent. Include total cost of the program.

How are you measuring the effectiveness of your organization's activities (qualitatively and quantitatively)?

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How long has this specific program been in operation and how much grant money did you receive last year? How were those funds used, were any funds left unspent from this program last year?

What populations will the project reach?

What funding sources support this program? Show significant funders and amounts. Why do you need additional funding?



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What makes the project unique in our community?

Describe how your organization works with community partners.



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How does the program benefit from the use of volunteers?

If you are a recipient of a prior year's grant, include a report of how the funds were used.

Please provide an address where services are rendered.



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Assurances

If a grant is awarded, the applicant assures 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.

Name and Title of Executive Director or Chief Official:

Signature:

Name and Title of Person Submitting Grant Application:

Signature:

Date:

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Board of Directors/ Executive Directors/ Committees

City of Highland Park Cultural Arts Commission

Jeffrey Arena, Chair
Catherine Ricciardelli, Vice Chair
Arthur Feldman
Abby Neumann
Erin Kasdin
Judith Kaufman
Marita Poll

Alyssa Knobel, City Council Liaison
Hayley Garard, Staff Liaison
Terrence Arrington, Student
Representative
Rebecca Melamed,
Student Representative
Beth Keller,
Highland Park Public Library
Representative

City of Highland Park Human Relations Commission

Ellen Gussin, Chair
Cheryl Levi, Vice
Sandra Figueroa Bast
Janet Bernstein
Amy Gudgeon
Nagawa Kakumba
Hamsa Swaminathan

Gail Brown, Moraine Township
Representative
Izzy Arbetter, Student Representative
Jack Eichner, Student Representative
Heather Knobel, Student Representative
Sydney Wexler, Student Representatives
Alyssa Knobel, City Council Liaison
Laura Frey, Staff Liaison

YEA! Highland Park DIRECTORS

Carol Brusslan
Jill Doherty
Bruce Goodman
Ken Henry
Dr. Mark Nolan Hill
Bobbie Hinden
Kerry Leaf
Rick Nelson
Ken Pell
Patty Pell
Cheryl Ryan
Paula Winter

Mayor Nancy Rotering, Honorary Chair

OFFICERS AND EXECUTIVE COMMITTEE

Kerry Leaf, Co-President
Patty Pell, Co- President
Bruce Goodman, Vice President
Ken Pell, Treasurer
Bobbie Hinden, Recording Secretary

Ray Geraci Founder and Chair Emeritus

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Community Foundation

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Peter W. Flanzer, Chairman
Nancy Mills, Vice-Chairman
David Reich, Secretary
David Fairman, Treasurer

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Sofia Alvarez
Jack Blane, Founder
Betsy Brint
Cookie Anspach Kohn
Julie Kraff
Laurie Levin
Cynthia Witten
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Walter R. Nathan
Isaac Nava
Joe Reinstein
Karen Reisin
Kimberly Saccaro
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Ray Geraci, Former Mayor
Daniel Pierce, Former Mayor
Nancy Rodkin-Rotering, Mayor

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