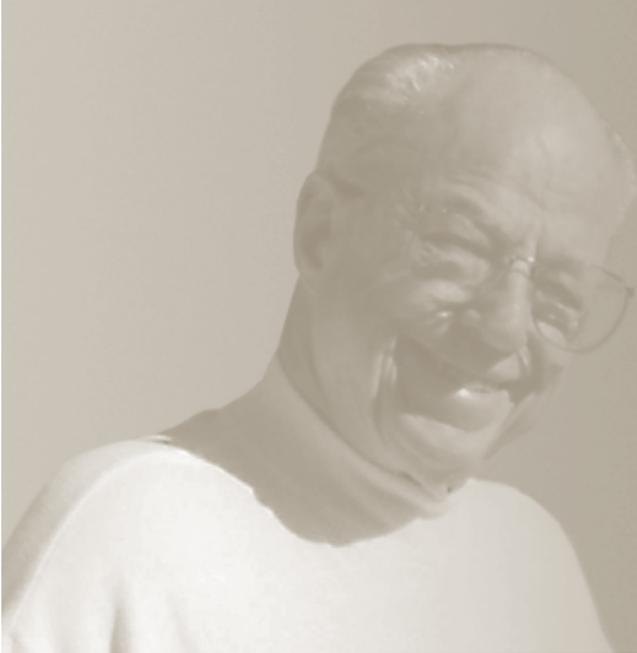# DUNHAM FUND

Grant Application Guidelines

OUR MISSION

The mission of the Dunham Fund is to honor the legacy of John C. Dunham. In that spirit, the Fund supports organizations that work to make the world a more comfortable, safer place for mankind to live and prosper, giving special consideration to Aurora area organizations engaged in providing education and to organizations engaged in assisting individuals to attain heights they may not have attained without the benefit of such assistance.

WELCOME!

Thank you for exploring the Dunham Fund as a potential supporter of your organization's work.

Organizations must have 501(c)3 status to be considered for a grant. We encourage grant applications that match our service area, areas of interest and preferences. Please explore the document further.

8 East Galena Boulevard, Suite 202
Aurora, IL 60506
Tel: 630-844-2774
Fax: 630-844-440
www.dunhamfund.org

Questions may be sent to: info@dunhamfund.org.

The John C. Dunham Legacy Continues

Today, the Dunham Fund Board of Advisors honors John Dunham's charitable wishes through grantmaking programs that celebrate education, community development, innovation and collaboration in the Aurora area. The Board of Advisors has established grant evaluation criteria that are unique to the Fund. They urge potential grantees to study the following Dunham Fund grantmaking goal before formulating a strategy to secure Dunham funding. Those grant proposals that closely adhere to the Dunham Fund's grantmaking areas of interest and application criteria are most likely to be considered for and receive funding.

Applying for a Dunham Fund Grant

All applicants for a Dunham Fund grant *must* complete an online application. It is strongly recommended that the grant applicant review this guide before beginning the online application process at **www.dunhamfund.org**. The guide contains some helpful information about the Fund's grantmaking goals and funding priorities and should facilitate the preparation of materials and gathering of data for online entry.

The Dunham Fund's Grantmaking Goal

The Dunham Fund's primary grantmaking goal is to measurably and permanently impact the Dunham Fund service area through support of new or uniquely enhanced educational and community development programs and capital projects that address a documented need. These programs and capital projects must be innovative, collaborative and potentially self-sustaining, while being purposefully designed to effect positive change through close alignment with the missions of the grant seeking organization and the Dunham Fund.

Grantmaking Areas of Interest

EDUCATION

Because education is one of the keys to providing individuals with the long term capability to help themselves, Dunham Fund primarily focuses on education within formal academic settings such as licensed early childhood education, K-12, college, and graduate school, including STEM (Science, Technology, Mathematics and Science) education, workforce development, and other accredited professional certifications.

COMMUNITY DEVELOPMENT

As a working definition, the Dunham Fund describes community development as the expansion of infrastructure, capital, resources, human capital or aggregate capability available to the community on a long term basis that provides support for stronger social or economic interaction and performance. Ultimately, a more capable community will provide a more comfortable, safer place to live and prosper.

Funding Preferences

Dunham Fund prefers to provide one-time, startup funding for new or uniquely enhanced educational or community development programs and capital projects. The Fund has, however, also provided support for already established innovative and collaborative program enhancements and service and capital expansion. The Fund will occasionally provide unsolicited, proactive support for emergency situations and challenge grants for the development of new programs to address a critical need in the service area. Favoring the venture capital model, the Dunham Advisors do not advocate that the Fund become a permanent source of funding for a program and encourage organizations through challenge grants and matching funds to seek program sustainability from other sources.

Dunham Fund Service Area

Preference is given to grant applicant organizations located within the Dunham Fund service area. Organizations outside the service area may apply for grants, but proposed projects must demonstrate a significant impact in the service area. The Dunham Fund service area is defined in the John C. Dunham Trust Agreement as the area in Illinois lying within Kane, DuPage and Kendall Counties that is bounded on the north by Illinois Route 38, on the east by Illinois Route 59, on the south by U.S. Route 34 and on the west by Illinois Route 47, hereinafter referred to as the "Aurora area".

Grantmaking Cycles

The Fund has two grant cycles annually.

APPLICATION TIMETABLE	GRANT CYCLE 1	GRANT CYCLE 2
Submission of online Dunham Fund Grant Applications	February 1st	July 1st
Scheduled Dunham Fund applicant interviews, if applicable	March thru June	August thru November
ALL applicants will receive notification regarding the status of the application, regardless of the outcome	by July 15th	by December 15th

Grant monies will be released following the recipient's proof of project or program start-up.

Restrictions and Clarifications

1. The Dunham Fund prefers to make one year grants, currently limited to $1 million. If multi-year grants are awarded, each year is limited to $1 million.

2. The Dunham Fund encourages the participation of others in funding projects, and often provides matching funds and challenge grants in an attempt to stimulate increased response from other sources.

3. Grants from the Dunham Fund are generally **NOT** made:

   a. For organizations not based or having substantial operations in the State of Illinois

   b. To organizations that are not current with federal, state and local regulatory obligations

   c. For programs and projects that don't significantly impact the Dunham Fund service area. Example: At least 25% of the organization's participants in the proposed Dunham Fund grant program or project must reside or receive services in the Fund's service area or a capital project must substantially benefit the service area.

   d. For projects that duplicate existing services

   e. For any purpose that discriminates as to race, creed, sex, or ethnic group

   f. To fund contingency funds, reserves or endowments

   g. To fund general operations or ongoing, permanent funding for existing or previously Dunham funded programs

   h. To fund religious organizations or governmental entities

   i. For the payment of interest or taxes

   j. To cover deficit spending or a shortfall in other funding sources

   k. For obligations previously incurred

   l. To purchase benefit tickets, respond to telephone solicitation or national fundraising efforts

Tips for a Successful Grant Application

- Before submitting a grant application to the Dunham Fund, you may contact the Executive Director to discuss your proposed project. It can be most helpful to both organizations if your program concept or project is previewed before completing the online application.

- Have your organization's Tax ID number available to gain access to the application.

- Save your application initially using the name of your organization as its title.

- There are several preliminary questions in the application which establish your organization's eligibility to submit a grant application. Answering "No" to the questions regarding program emphasis in Education or Community Development and provision of services within the State of Illinois may disqualify your organization from grant consideration. It is highly recommended that you contact the Dunham Fund Executive Director to establish eligibility before completing the remainder of the application.

- The application can be revised and saved as many times as needed until the applicant is satisfied with the application and submits the final version for consideration by the Dunham Fund Board of Advisors.

- Carefully review additional information provided in the application to help you answer each of the questions more effectively. You will note that some questions limit the answers to a specific word count.

- The online application must be submitted by February 1st or July 1st for the first and second grant cycles respectively (see Timetable on page 3).

- After submission of the online application, representatives from your organization may be invited to make an oral presentation of your program or project to the Board of Advisors.

- Regardless of the outcome, all applicants will receive notification regarding the status of their application by July 15th (Cycle 1) or December 15th (Cycle 2).

About the Online Application

LOGIN

Once you have accessed the online application at www.dunhamfund.org you will be asked to click on "New Applicant?" and then prompted to enter your e-mail address and establish a password (at least five characters, including letters and numbers). You will also be asked to enter your organization's Tax ID number.

Once you have logged in as a new applicant on the Dunham Fund website and have answered the preliminary eligibility questions, you will be sent an e-mail indicating that your application account has been created and that you may log in at anytime using your e-mail and password.

When you login from that e-mail, you will enter the applications page. Click on the new application to begin data entry. With subsequent logins, you can click on "in progress applications" or "submitted applications" from the "show" drop-down box on the right-hand side of the applications page.

It is also recommended that you add mail@grantapplication.com to the safe senders list in your mailbox to ensure that you receive all system communications.

PRELIMINARY QUESTIONS TO ESTABLISH ELIGIBILITY

As a New Applicant, you will be asked three preliminary questions regarding your organization's eligibility for a Dunham Fund grant. Answering "No" to the questions regarding program emphasis in Education or Community Development and provision of services within the State of Illinois may disqualify your organization from grant consideration. It is highly recommended that you contact the Dunham Fund Executive Director to establish eligibility before completing the remainder of the application.

The three preliminary questions are:

1. Have you read our Grant Application Guidelines? (There is a link in the application to the Guidelines.)

2. Does your request support funding for either Education or Community Development?

3. Will your request provide services within the State of Illinois?
(For example, it is highly recommended that at least 25% of the organization's program participants reside or receive services in the Fund's service area or, if a capital project, the project must primarily benefit the service area.)

WEBSITE NAVIGATION TOOLS

1. In the upper-right-hand corner of each section of the application there are three options:

   Contact Us allows you to e-mail the Dunham Fund with questions about the application process;

   Resources takes you to the Grants page of the Dunham Fund website for additional information, and;

   Exit allows you to exit the application without saving any current additions or revisions.

2. There are also six tabs at the top of each section which can be accessed in order or randomly to enter new information or make revisions to your application. The tabs are entitled:

   - Before You Begin
   - Organization Information
   - Contact Information
   - Program or Capital Project Information
   - Attachments
   - Review My Application

3. At the end of each section of the application are two options to either **Save and Finish Later** or go on to the **Next** section. Be sure to click on **Save and Finish Later** when you have ended your entries for the day and intend to return to the application for further revisions.

4. At the end of the application's **Attachments** section the options are **Save and Finish Later** or **Review and Submit.** If you click on **Review and Submit,** you are taken to the **Review My Application** section for a final review and a **List of Problems Indicated** with your application. You may have failed to make some required entries to the application. **Required information is highlighted by a red asterisk (*).**

5. On each section page there are also options for:

> **Printer Friendly Version,** where you may save and print copies of your "in progress" or "final" application for review, and;

> **E-Mail Draft,** where you may share the application with others in your organization for review and recommendations for revision.

6. Some other tips:

- Limit your use of bullets and other text formatting in the application.
- You can copy and paste information to the application as needed.

SECTION ONE: INTRODUCTION

This introductory section includes helpful information about Grant Deadlines and the Online Application

SECTION TWO: ORGANIZATION INFORMATION

You will be asked to enter the following information:

General Information

- Legal name of your organization
- Organization name
- Tax ID
- Tax status (select one)
- Address, City, State, Zip Code
- Phone and Fax Numbers
- Web Address (if applicable)

Background Information

- Mission and Vision (Response limited to 300 words)
- Brief History of the organizations activities
  - Please include:
    - Year the organization was founded
    - Number of employees
    - Primary age group(s) served
  - Describe past programs or projects which have allowed you to fulfill your mission, being particularly specific about successful projects and outcomes.

Prior Dunham Fund Grant Information

Enter information in spaces provided on the application for the following:

- List all grants received from the Dunham Fund by date, dollar amount, and project program title.
- List all grants denied by the Dunham Fund by date, dollar amount, and project program title.

<div style="background:navy;color:white">SECTION THREE: CONTACT INFORMATION</div>

Organization Primary Contact

You will be prompted to enter information regarding the primary contact at the organization:

- Prefix, first, middle and last name of primary contact at the organization
- Title
- Office Phone, extension, and mobile phone number
- E-mail address

Grant Request Primary Contact

You will be prompted to enter information regarding the primary contact for the grant request. If the grant request contact is the same as the organization contact, you will NOT need to re-enter the following information. If it is not the same, you must enter the information for the request contact.

- Prefix, first, middle and last name of primary grant request contact at the organization
- Title
- Office Phone, extension, and mobile phone number
- E-mail address

<div style="background:navy;color:white">SECTION FOUR: PROGRAM OR CAPITAL PROJECT INFORMATION</div>

You will be asked to select one of the options for the following questions:

1. Is the grant request for a Program, Capital Project, or Other (Select one.)

2. Is the grant request for a New Program, Project, or Other or an Enhancement to an existing Program, Project, or Other. (Select one.) The two choices will be New or Enhancement.

- Enter a **Program, Project** or **Other Title**

- Enter a **Program, Project,** or **Other Description** (Response limited to 500 words)

Tip to help respond to this question: Briefly describe the proposed new or enhanced Educational or Community Development program or project, including objective, implementation and significance in solving a documented community need.

- Enter the **Amount Requested, the Project Start and Project End Dates,** and **Annual Payouts Requested**

Tip to help respond to this question: The Dunham Fund prefers to make one year grants, currently limited to $1 million. If multi-year grants are awarded, each year is limited to $1 million. There is a calendar provided to select the start and end dates.

- **Statement of Need** (Response limited to 150 words)
  Identify and document community need in the Dunham Fund Service Area. You cannot eventually prove a program's success without quantifying the overall need. This question also offers the opportunity to upload any Supporting Documents related to your Statement of Need.

- **Positive Change** (Response limited to 250 words)
  Explain how this project will affect positive change in the communities the organization serves.
    - What will change?
    - How will the program or project affect the change?

- **Activities and Outcomes**

  Strategies of the Project/Project/Other (Response limited to 250 words)
  Define specific activities, interventions, services and /or programs that serve your audience.

  Example: *"The project offers after school reading tutoring to X number of children who are currently reading below grade level. The tutoring consists of tewnty one-hour sessions over ten weeks."*

  Projected Indicators (Response limited to 250 words)
  Provide measurable approximations of what a program is trying to achieve; quantitative data that will demonstrate progress towards an outcome.

  Intermediate Outcomes (Response limited to 250 words)
  Define the expected outcomes of the project in terms of positive change resulting from activities. Provide short or medium-term changes that an initiative or program produces. Achievement of outcomes contributes to long-term impact. You may refer to past performance, expected outcomes, and desired outcomes in order to define a successful project.

  Example: *"We expect that X% of the students will be reading at grade level by the end of the project. Others implementing this program have seen Y-Z% increase in students able to read at grade level."*

  Long-term Associated Impact (Response limited to 250 words)
  Aside from defined outcomes, programs may have secondary positive effects that may or may not be quantifiable. These may include benefits to program participants or to your organization. Provide long-term or aggregate changes that the program aims to produce; the desired end result.

  Example: *"Students who read at grade level perform better in other subjects and are more likely to graduate. This project will also allow our organization to improve our ability to report outcomes for all our projects."*

- **Innovation** (Response limited to 250 words)
  What makes your program or project innovative?

Tips to help respond to this question:

Innovation is characterized by the application of new or different strategies, processes or methods. When evaluating innovation, questions such as these will be asked:

· Is the project or program itself addressing a new problem or an existing problem in a unique way?

· Are the strategies, processes or methods used in a project or program completely new? Have they ever been tried before?

· Are the strategies, processes or methods being applied to a new problem?

· Are existing strategies, processes or methods being applied for the first time in the Dunham Fund service area?

Even if an ongoing program is considered innovative, it may be considered that because of the way the program started. By definition, it is not new as it continues, unless some new component of the program is innovative.

- **Collaboration**
Explain the extent of your program's or project's collaboration with other organizations providing similar or supportive services. Examples of collaborative partners include:

> **Funded Collaborators** (Response limited to 150 words)
> If you receive this grant, will other organizations receive funding from you as part of the program or project? For example, some activities may be provided by another nonprofit and you will pay for that with this grant. Select Yes or No. Please describe any funded collaborations.

> **Contributing Collaborators** (Response limited to 150 words)
> Will other organizations contribute to the program or project through contribution of tangible resources (e. g., payments or personnel assigned to your program)? Select Yes or No. Please describe any contributing collaborations.

> **Other Collaborators** (Response limited to 150 words)
> Are other organizations contributing in ways such as joint programming, referrals, complementary programs, etc.? Select Yes or No. Please describe other collaborations.

- **Mission Alignment** (Response limited to 250 words)
Indicate how the proposed program or project objectives align with the applicant organization's mission and Dunham Fund's mission and grantmaking areas of interest (see Grant Application Guidelines pages 1–3).

> ***Tips to help respond to this question:***
>
> *The proposal should be explicit about how the program or project supports the mission of the applicant organization. Lack of the program's alignment with organizational mission and Dunham Fund mission and grantmaking areas may be cause for the evaluators' concern since they could assume that the nonprofit may not have the expertise or knowledge to properly implement and effectively execute a non-mission related project.*

- **Promotion** (Response limited to 250 words)
Highlight any Dunham Fund naming opportunities and outline a plan to announce and recognize a grant award from the Dunham Fund.

PROGRAM CLASSIFICATION

You will be asked to select from a number of options related to your program or project:

1. **Geographical Area Served** by your program or project

2. **Program Area** addressed by the project

You will select one or more of the following categories that best describe your organization's PROGRAM OR PROJECT:

> - Under **Community Development,** you may select one or more of the following options:
> Arts, Children's Museum, Environment, Food, Healthcare, Housing, Museum (Other); Public Safety, Public Spaces, Recreation, Shelter, Technology, Workforce Development.

> - Under **Education,** you may select one or more of the following options:
> Early Education, K-12, STEM (Science, Technology, Engineering and Mathematics), Technology, University-College, Workforce Development

> ***Tip to help respond to this question:*** *See Dunham Fund service area map at www.dunhamfund.org. At least 25% of the clients served in the proposed program or project must reside or receive services in the Dunham Fund Service area.*

SUSTAINABILITY AND FUNDING

- **Sustainability** (Response limited to 250 words)
  Are there plans to continue the program after the program end date listed above? Select YES or NO.

  If YES, please describe plans to secure funding to continue the program including how you would use successful outcomes, potential sources of funding interested in those outcomes, and potential income sources created by the program.

- **Funding** (Response limited to 250 words)
  Will this request completely fund the program or project? Select YES or NO.

  If NO, what percentage of funding is requested from Dunham Fund? (Enter numeric %)
  What other funding has been committed to date? (Enter Numeric Value)
  List the sources of that committed funding including amounts committed and type of funder (e. g., foundation, government, private sector).

  In addition to currently committed funders and Dunham Fund, what other sources of funding will you seek for this program or project? Please list the potential sources of funding you plan to approach including amounts sought and type of funder (e. g., foundation, government, private sector).

SECTION FIVE: ATTACHMENTS

You will be asked to include the following attachments with your online application. Attachments must be in PDF or jpeg format:

- Organization Budget (Submission is highly recommended)
- Program or Project Budget (Submission is highly recommended)
- 990 Form
- IRS Letter of Determination **(This attachment is required.)**
- Annual Report
- Names and titles of organization leadership including trustees, directors, board and staff officers

SECTION SIX: REVIEW MY APPLICATION

At the end of the application's Attachments section the options are **Save and Finish Later** or **Review and Submit**. If you click on Review and Submit, you are taken to the **Review My Application** section for a final review and a **List of Problems Indicated** with your application. You may have failed to make some required entries to the application. **Required information is highlighted by a red asterisk (*).** Review your application carefully and **Update** it with any corrections or revisions before submitting the application to the Dunham Fund. The application must be submitted by February 1st or July 1st for the first and second grant cycles respectively.

> **The review and approval process takes an average of three to six months from the time of the submitted grant application. Grant seekers are encouraged to begin the process at least three months before the funding is needed for the proposed program or project.**
>
> **Questions may be sent to: info@dunhamfund.org.**