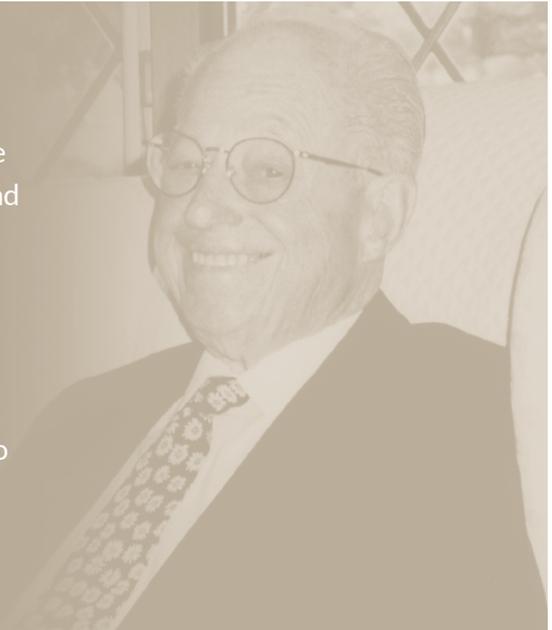# DUNHAM FUND

2019 Grant Application Guidelines

At the Dunham Fund, we strive to honor John C. Dunham's vision for building a healthy, thriving community with our grantmaking program. We encourage non-profit organizations who are dedicated to our community and located within our service area to apply for grant funding. This document is created to help navigate the application process.

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.

The 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. 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.

DUNHAM FUND

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Applying for a Grant

All applicants for a Dunham Fund grant *must* complete an online application. It is strongly recommended that the grant applicant review this guide and contact the Dunham Fund's Program Director 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.

Grantmaking Goal

The Dunham Fund's primary grantmaking goal is to measurably and permanently impact the Dunham Fund service area through support of programs in the area of education and community development and through capital support. These programs and 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.

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.

Areas of Interest

EDUCATION

Because education is one of the keys to providing individuals with the long term capability to help themselves, the 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.

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".

Online Grant Process:
Requests that exceed $50,000

We accept Letters of Inquiry (LOIs) with online submission deadlines of **February 1st** (Cycle 1) and **June 1st** (Cycle 2) for grant requests that exceed $50,000.

Please review the application process information below and contact Lindsay Cochrane, Program Director, with any questions. Email: lcochrane@dunhamfund.org

STEP 1: **ASSESS ELIGIBILITY AND FIT**
Organizations seeking Dunham Fund support must meet the following criteria:

- Be a tax-exempt under Section 501(c)(3) of the Internal Revenue Service Code or have a fiscal sponsor that has a 501(c)(3) status.

- Engage in work that aligns with the Dunham Fund's mission and priority areas.

- Provide services in the Dunham Fund service area. *See map HERE.*

STEP 2: **LETTER OF INQUIRY (LOI)**
If an organization's request is more than $50,000, a Letter of Inquiry (LOI) is required to be considered by the Board of Advisors to submit a full proposal. Sign into the Dunham Fund's online portal to complete the LOI application. Deadlines to submit an LOI are **February 1st** (Cycle 1) and **June 1st** (Cycle 2). LOIs will be reviewed by the Dunham Fund's Board of Advisors.

STEP 3: **GRANT PROPOSAL**
Following the LOI submission, organizations will be notified if they have been invited to submit a full proposal. Directions for submitting the full proposal will be sent in the proposal invitation.

STEP 4: **GRANT AWARDED**
If your grant is approved by the Dunham Fund's Board of Advisors, you will be notified by the Program Director and receive an award letter and grant agreement. This grant agreement must be signed prior to receiving the awarded funds.
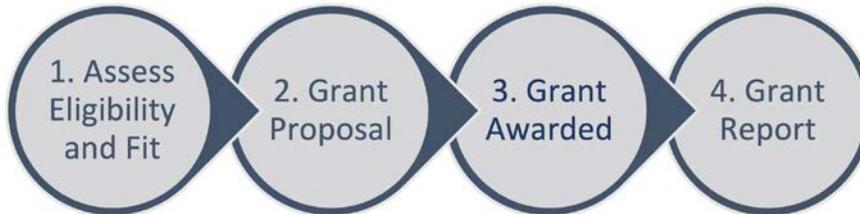
STEP 5: **GRANT REPORT**
At the conclusion of the grant, funded organizations will be expected to submit a financial and program report. Specific information regarding reporting requirements will be outlined through the submission process and in the grant agreements.

Requests that are $50,000 or less

We accept grant requests through online submissions at any time during the calendar year for grant requests that are $50,000 or less. Please note that letters and emails sent directly to the Dunham Fund requesting support for programming or sponsorships will no longer be accepted.

Please review the application process information below and contact Lindsay Cochrane, Program Director, with any questions. Email: lcochrane@dunhamfund.org

STEP 1: **ASSESS ELIGIBILITY AND FIT**

Organizations seeking Dunham Fund support must meet the following criteria:

- Be a tax-exempt under Section 501(c)(3) of the Internal Revenue Service Code or have a fiscal sponsor that has a 501(c)(3) status.

- Engage in work that aligns with the Dunham Fund's mission and priority areas.

- Provide services in the Dunham Fund service area. *See map HERE.*

STEP 2: **GRANT PROPOSAL**

If an organization's request is $50,000 or less, an application must be submitted through the Dunham Fund's online portal. Sign into the portal to complete the application. Applications are reviewed by the Board of Advisors and organizations will be notified of the status of their request within 30 days of submission date.

STEP 3: **GRANT AWARDED**

If your grant is approved by the Dunham Fund's Board of Advisors, you will be notified by the Program Director and receive an award letter and grant agreement. This grant agreement must be signed prior to receiving the awarded funds.

STEP 4: **GRANT REPORT**

At the conclusion of the grant, funded organizations will be expected to submit a financial and program report. Specific information regarding reporting requirements will be outlined through the submission process and in the grant agreements.

Restrictions and Clarifications

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

- 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. 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 are encouraged to contact the Program 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 Program 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 Letter of Intent (LOI) must be submitted by **February 1st** or **June 1st** for the first and second grant cycles respectively. *See information on page 3.*

- Regardless of the outcome for all grants that exceed $50,000, all applicants will receive notification regarding the status of their request by **June 15th** (Cycle 1) or **November 15th** (Cycle 2).

- Applicants with a request of $50,00 or less may submit an application at any time throughout the year. Applicants will receive notification regarding the status of their application within 30 days of submitting.

About the Online Grant 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?**

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.

PRELIMINARY QUESTION TO ESTABLISH GRANT TYPE

This question will determint which application you will complete:

1. **If your request exceeds $50,000,** you will fill out an LOI to be considered to submit a full proposal.

2. **If your request is $50,000 or less,** you will fill out a shortened application.

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 150 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.

SECTION TWO: CONTACT INFORMATION

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

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 150 words for the LOI and 500 words for the shortened application.)*

    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**

    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** *(only for the shortened application and 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.

- **Measurement/Evaluation**

    Strategies of the Project/Project/Other *(Response limited to 500 words)*

    Please list specific measurable outcomes expected, and describe how you will evaluate perfomance on these outcomes, including measuring, monitoring and reporting.

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

    - **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.

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.*

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)
- 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: Holly Sambucetti at hsambucetti@dunhamfund.org.

Thank You

for exploring the Dunham Fund as a potential supporter of your organization's work. We champion the efforts of non-profit organizations that work tirelessly to help all individuals meet their full potential. We look forward to learning more about your organization and your work to impact our community.

DUNHAM FUND

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