



Village of Grayslake

Community Involvement Grant Program Outline

Overview

The purpose of the Community Involvement Grant Program is to offer public support for Grayslake-based non-profit organizations with Village sponsored grants, which are used to enhance the missions of each organization and add to the overall wellbeing of the community. The program seeks to form strong ties between the Village and its residents by demonstrating our commitment to groups that add to our quality of life and provide a positive impact on the community.

A formalized grant process will bring structure to what has previously been an ad hoc approach to Village support of local organizations. This plan allows the Village to account for the awarding of a limited number of grants within the annual budget process through a specific dedicated line item. In addition, developing a set of criteria for the awarding of grants places all qualifying organizations on a level playing field due to pre-established processes that each group will have an equal opportunity to follow.

Criteria

The criteria for qualifying organizations is as follows:

- The applicant must demonstrate that the use of the grant money will be in a manner that will primarily benefit the public
 - The way that the grant money will benefit the public, including, but not limited to, whether the grant money will help the local economy, promote health or education of Grayslake residents, promote harmonious relations between different racial or economic groups within Grayslake, promote or provide recreational or environmental services to Grayslake community members, abate nuisances within the Village, or provide social services for member of the community (poor, elderly, or endangered youth).
- The applicant is a local not for profit organization or association that primarily operates within the geographic boundaries of the Village of Grayslake, Illinois. Other governmental units or taxing districts are not eligible for the Community Involvement Grant Program.
- The mission of the organization is to provide arts and cultural awareness, educational, recreational, environmental, community or social services to members of the Grayslake community.
- Applicants must adhere to all application process requirements, including submission timelines and requests for materials
- Upon being awarded a grant, the organization agrees to present to the Village of Grayslake an evaluation of the program, including an overview of its success, participation rate and impact on the community. This evaluation must be presented within one year of the awarding of the grant.
- Applicants may apply for one grant per fiscal year, regardless of the awarding of grants in prior years.

Mayor: Rielt Taylor
Trustees: Shawn M. Vogel ~ Ronald L. Jarvis ~ Kevin D. Waldenstrom ~ Elizabeth Davies ~ Adam R. Shores ~ Lalena Magretta
Village Clerk: Cynthia E. Lee

Application Process

The grant application process is as follows:

- The period for submitting a grant application for each fiscal year will open on the first business day in January and close on the last business day in February prior to the start of the fiscal year in which the grant will be awarded
- Applicants will submit the following material as part of the application process:
 - A completed application form issued by the Village of Grayslake
 - A proposed budget for the project or program for which the grant is being requested

Review and Award Process

The grant review and award process is as follows:

- At the conclusion of the application submission period, all applications will be compiled by Village staff and presented to the Mayor and Trustees for review.
- The Village Board will review each application and base its decision to award a grant on the merits of the application and the criteria outlined above.
- The Village Board will discuss and vote on grant awardees as part of its annual budget meeting in late March prior to the start of the fiscal year in which the grant will be awarded.
- There will be \$10,000 allotted for grants each year.
- The amount of any individual grant shall not exceed \$2,000.
- The Village Board has sole discretion as to how the available grant funding will be awarded, and to whom, each year.
- There is no guarantee that an organization will be awarded a grant, regardless of whether the total amount of grant money has not yet been allocated.
- Upon approval by the Village Board in March, award checks for selected organizations will be made available within the first quarter of the fiscal year in which they are being awarded.



Village of Grayslake
Community Involvement Grant Program Application for Grayslake Organizations

Date of application: _____

**Application must be submitted between the first business day in January and the last business day in February*

Name of organization: _____

**Organizations must operate primarily within the geographic boundaries of the Village of Grayslake*

Name of contact for organization: _____

Phone number & E-mail for contact: _____

Mission of the organization: _____

Purpose for grant funding: _____

**Please use the attached program outline sheet for additional space and attach any other additional pages as needed*

Total budget for the project / program grant funding is being requested for: _____

**Please complete the attached budget detail sheet*

Amount of grant money requested (maximum of \$2,000): _____

Please indicate which public purpose the activity / organization promotes (check all that apply):

- Economic Development / Community Promotion in Grayslake**
- Promotion of Health / Education in Grayslake**
- Social Services for Members of the Community (Youth, Elderly, Poor)**
- Promotion of / Provision of Recreational Services to Grayslake Community Members**
- Promotion of / Provision of Environmental Services to Grayslake Community Members**
- Promotion of / Provision of Community Arts / Cultural Awareness to Grayslake Community Members**

Has additional funding been requested / secured for this activity? **Yes** **No**

If yes, what other organization(s) has funding been requested or secured from?



Program Budget Detail

REVENUES	
Item	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Total Projected Program Revenues	\$
----------------------------------	----

EXPENSES	
Item	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Total Projected Program Expenses	\$
----------------------------------	----



Recipient Acknowledgement

I hereby certify that I am the authorized representative for the applicant organization (the "Organization"), and that the Organization is a local not for profit organization or association that operates primarily within the geographic boundaries of the Village of Grayslake, Illinois. I also agree that the Organization has adhered to all of the application process requirements, including submission timelines and requests for materials as outlined in the Village of Grayslake Community Involvement Grant Program Application for Grayslake Organizations.

The Organization agrees to complete all of the requirements as outlined in the provided Village of Grayslake Community Involvement Grant Program Outline, including but not limited to providing an evaluation of the program, including an overview of its success, participation rate, and impact on the community to the Village of Grayslake within one year of any grant award.

I understand that I have no entitlement to the grant money that I am requesting in this application, and that it is within the Village's discretion to approve or deny this or any grant application. I further understand that the Village's decision with regards to this grant application is final. On behalf of myself and the Organization, I hereby waive any and all claims against the Village, its employees, officials, and representatives related to this application, including claims that now exist and claims that may exist in the future.

Name: _____

Signature: _____

Date: _____