

**For more detailed application guidelines, instructions, deadlines, and program information visit [www.cfnil.org/grants/youth](http://www.cfnil.org/grants/youth)**

We recommend that you make two copies of the application: a master copy and a copy that is available for collaboration. Type your answers into the application available for collaboration, then paste the answers into the master application to ensure that there is no confusion between members.

There are three methods of submitting an application: email this form to IYWT's advisor, Sarah Lambert, at ([slambert@cfnil.org](mailto:slambert@cfnil.org)); mail this form to the Community Foundation of Northern Illinois; or complete a Google Form with the grant application.

If you are unsure that your application was received, please contact the Community Foundation at (779) 210-8207 to ensure that your application was received. CFNIL and In Youth We Trust will not accept proposals submitted after 5 pm on the day the application is due.

### **Questions?**

Contact the Community Foundation of Northern Illinois at (815) 962-2110.

Office hours: Monday through Friday, 8:30 am - 5:00 pm

Location: 946 North 2nd Street, Rockford, IL 61107



# **ORGANIZATION**

**What is the name of your youth group, club, or organization?:**

**Youth Group Street Address:**

**City:**

**State:**

**Zip Code:**

**County:**

**What is your group's purpose and primary activities?:**

**How have your previous projects fared? Has your group been successful in their past endeavors?:**

**What is the name of your sponsoring or parent organization?:**

**Sponsoring or Parent Organization Street Address?:**

**City:**

**State:**

**Zip Code:**

**Type of organization:**

**EIN of parent organization:**

# **PRIMARY YOUTH CONTACT**

**First Name:**

**Last Name:**

**Date of Birth:**

**Street Address:**

**City:**

**County:**

**State:**

**Zip Code:**

**Home Phone:**

**Cell Phone:**

**Email:**

**What is the best time to reach you?:**

**Please provide a list of everyone under the age of 19 who is working on your project:**

# **PRIMARY ADULT CONTACT**

This is the adult in charge of your group or a representative from the parent organization. He or she will be the person CFNIL contacts in regard to your application.

**First Name:**

**Last Name:**

**Street Address (if different from sponsoring organization):**

**City:**

**County:**

**State:**

**Zip Code:**

**Work Phone:**

**Cell Phone:**

**Email:**

**What is the best time to reach you?:**

# PROJECT OVERVIEW

What is the title of your project?:

How much money are you requesting?:

What is your project idea?:

Describe in detail the steps you will need to take in order to complete your project. Include activities, deadlines and who in your group will be responsible for completing each task:

Task One:	
Task Two:	
Task Three:	
Task Four:	
Additional Tasks, Due Dates, and People:	

Estimated Project Start Date:

Estimated Project End Date:

Where will your project take place?:

How is this project inspired and driven by youth?:

How many people will plan and implement this project?:

How many of those planning/implementing the project are 19 years old or younger?:

Are you working in collaboration with or receiving advice or assistance from any

**other organizations?:**

**With whom are you collaborating, and what part(s) are your partner(s) playing in your project?:**

**Do you need any special documents or permissions to complete or participate in your project?:**

**What do you need, and who will be responsible for obtaining it?:**

**How will you promote this project?:**

**How will you give recognition to the volunteers and partners involved in your project?:**

**When you promote any grant you receive, you enhance the credibility and visibility of your organization. How would you promote a grant from the Community Foundation?:**

**Is there anything else you'd like us to know about your project?**

**How will your project improve your community? What do you hope to achieve?:**

**How will you measure your project's success?:**

**If the project doesn't succeed, what will be done to improve outcomes in the future?:**

**List any additional ways the community will benefit from the project, and how you will know you've succeeded:**

**How many people will benefit from this project?:**

**How did you determine this number?:**

**Describe the population or groups who will benefit from your project:**

**What county will your project primarily serve?:**

**How will the members of your group benefit from implementing this project?:**

**How will you measure the project's benefit to the group?**

## **FINANCES**

Please upload your proposal budget as a PDF and attach it in an email.

Your proposal budget must use CFNIL's Budget Template for In Youth We Trust found at [cfnil.org/grants/youth](http://cfnil.org/grants/youth)

**BUDGET NARRATIVE:** Explain how each expense relates to the proposal's goals. See [cfnil.org/grants/youth](http://cfnil.org/grants/youth) for more information, including a sample narrative.



## **The following information is for demographic data collection purposes only.**

Choose responses like "multi," "all," or "other" only if there isn't clearly a distinct group primarily benefitting from the project.

**What is the primary age group that will benefit from your project?:**

**Which genders will primarily benefit from your project? (Female, Male, Unspecified):**

**Which ethnic group will primarily benefit from your project?:**

**How did you find out about In Youth We Trust?:**

By signing below, I agree to the following terms and conditions of the Community Foundation of Northern Illinois (hereafter "FOUNDATION") on behalf of my organization (hereafter "GRANTEE"). Additionally, I certify that I am authorized to agree to these terms and conditions.

1. To use the funds only for the designated purpose as described in the grant application and subsequent grant notification letter and not for any other purpose without the FOUNDATION's prior written approval.
2. To not expend any grant funds for any political or lobbying activity or for any purpose other than one specified in section 170(c)(2)(b) of the Code.
3. To notify the FOUNDATION immediately of any change in (a) GRANTEE'S legal or tax status, (b) GRANTEE'S executive or key staff responsible for achieving the grant purposes, (c) GRANTEE'S ability to expend the grant for the intended purpose, and (d) any expenditure from this grant for any purpose other than those for which the grant was intended.
4. To maintain books and records adequate to demonstrate that it maintained the grant funds in a separate fund dedicated to the purpose for which the grant is made, and to maintain records of expenditures adequate to identify the purposes for which, and manner in which, grant funds have been expended.
5. To give the FOUNDATION reasonable access to the grantee's files and records for the purpose of making such financial audits, verifications, and investigations as it deems necessary concerning the grant, and to maintain such files and records for a period of at least four years after completion or termination of the project.
6. To return to the FOUNDATION any unexpended funds or any portion of the grant that is not used for the purposes specified herein.
7. To allow the FOUNDATION to review and approve the content of any proposed publicity concerning this grant **prior to its release** and to recognize the FOUNDATION in all publicity materials related to the funded project or program, as specified in the Grantee Communication Guidelines, which will be included in the grant notification letter.
8. To allow the FOUNDATION to include information about this grant in the FOUNDATION's periodic public reports, newsletter, news releases, social media postings, and on the FOUNDATION's website. This includes the amount and

purpose of the grant, any photographs you have provided, your logo or trademark, and other information and materials about your organization and its activities.

9. To submit a written report summarizing the project promptly following the end of the period during which you are to use all grant funds and to submit any interim reports the FOUNDATION may require. Your reports should describe your progress in achieving the purposes of the grant and include a detailed accounting of the use and expenditure of grant funds.

The FOUNDATION reserves the right to discontinue, modify or withhold any payments under this grant award or to require a total or partial refund of any grant funds if, in the FOUNDATION's sole discretion, such action is necessary: (a) because you have not fully complied with the terms and conditions of this grant; (b) to protect the purpose and objectives of the grant or any other charitable activities of the FOUNDATION; or (c) to comply with the requirements of any law or regulation applicable to you, the FOUNDATION, or this grant.

**Please provide the signatures of the persons applying for the application:**

**I, \_\_\_\_\_, agree to the above-stated terms and conditions, and I certify that I have authority to do so on behalf of the applying organization.**