



## 2024-2025 Community Innovation Fund Grant Program

### Funding Opportunity Announcement

The Harper College Educational Foundation is pleased to announce it is accepting applications for the 2024-2025 Community Innovation Fund Grant Program. This program was established in 2022 with funding from the Chicago Community Trust. This grant program provides funding to non-profit organizations with missions that align with the equity, diversity, and economic mobility goals and outcomes of the Community Innovation Fund Grant program.

#### **Program Goals and Outcomes**

Through grantmaking, the Community Innovation Fund Grant (CIFG) program focuses on providing funding to organizations providing or planning projects, programs, activities, and/or services that align with and support one or more of the following goals and outcomes:

1. **Equity:** Provide equity in living, learning, teaching, and working environments; recognize everyone has a different starting point and individual needs; provide support and access to resources for all members of Harper's community; and find solutions to remedy equity gaps.
2. **Diversity:** Build, strengthen, and maintain a respectful and safe community where inclusivity and open exchange of ideas are encouraged and supported; operate from an individual and collective awareness of the dynamics of social identity and inequality; and identify and remove unjust barriers that limit our realization of an inclusive community.
3. **Economic Mobility:** Improve the ability of underserved and marginalized individuals in Harper's district communities to move up the economic ladder by creating intragenerational mobility through training and education that leads to in-demand, living-wage jobs in regional industries.

The Equity and Diversity Goals for this program are derived from Harper's Equity and Diversity statements and support Harper's efforts to reduce equity gaps by 20% by 2024.

#### **Important Dates**

- Opportunity Announcement: Monday, March 25, 2024
- Webinar: April 3, 2024 (will be recorded)
- **Deadline to submit application: Friday, May 10, 2024**
- Selections Made and Awards Announced: June 2024
- Allocation made after July 1, 2024
- Period of Performance: July 1, 2024 – June 30, 2025

Specific guidelines and application instructions are provided below.

**CIFG Application Instructions**

<p><b>Eligible Organizations</b></p>	<p>The CIFG program is designed to help eligible organizations expand training and educational-related programming, including wraparound support services, that specifically advance equity, diversity, and economic mobility for underserved and marginalized individuals in Harper’s district communities. To make the biggest impact on organizations serving these communities, preference will be given to organizations with annual operating budgets of \$500,000 or less.</p> <p>This program makes grants only to entities that are external to Harper College, including:</p> <ul style="list-style-type: none"> <li>• Nonprofit organizations that have status under Section 501(c)(3) of the U.S. Internal Revenue Code</li> <li>• Public libraries</li> <li>• Community-based organizations</li> <li>• Educational foundations</li> <li>• Community resource centers</li> <li>• Religious organizations providing community services such as food, housing, and healthcare assistance</li> </ul> <p>To be considered, applicants must submit their application along with the organization’s most recent annual audited financial statements, a signed W-9 for the organization, and IRS determination letter verifying nonprofit status.</p> <p>In an effort to support as many projects as possible, the Educational Foundation will consider only one request per year, per organization.</p>
<p><b>Program Focus</b></p>	<p>Grant projects must focus on one or more of the three program goals stated above and include uplifting activities with long-lasting outcomes that are measurable and positively impactful to chronically underserved communities and the individuals who live there.</p> <p>Organizations must perform all grant activities in Harper’s service area. For a map of Harper’s district boundaries, visit <a href="#">Community College District #512</a>.</p>
<p><b>Grant Amounts and Period of Performance</b></p>	<p>The Educational Foundation has allocated \$50,000 for the CIFG program for Fiscal Year (FY) 2024-2025. The maximum award is \$10,000.</p> <p>The grant period of performance for FY 2024-2025 will begin on July 1, 2024, and end on June 30, 2025. Grantees will be allowed a one-year renewal period within the following five years. Organizations must apply each year, even if a multiyear project is proposed.</p>

	<p>Proposed grant activities and budget must only be for the one-year performance period.</p> <p>All funds must be expended by June 30, 2025. Any unused grant funds must be returned to the Educational Foundation at the end of the grant period.</p>
<p><b>Funding Restrictions</b></p>	<p>This grant program does not provide grants to individuals, cannot be regifted or sub-awarded, and does not allow using funds for any of the following:</p> <ul style="list-style-type: none"> <li>- Political campaigns</li> <li>- Lobbying of any kind</li> <li>- Administrative or indirect costs</li> <li>- Capital purchases</li> <li>- Endowment campaigns</li> <li>- Commercial ventures</li> <li>- Religious activities</li> <li>- Private benefit to any individual</li> <li>- A pre-existing pledge</li> <li>- Scholarships</li> </ul>
<p><b>Application Process</b></p>	<p>The FY 2025 CIFG program review committee will consist of reviewers who will assess each section in the 100 point-valued system outlined below. Funded organizations will be selected based on scores in the outlined categories, number of goals supported by project, and demographic diversity. All organizations that receive funding will be notified in June 2024.</p> <p>To be considered for funding, applicants must complete the following sections and upload as an attachment to the online application:</p> <ul style="list-style-type: none"> <li>• Section 1: Application Summary (4 points)</li> <li>• Section 2: Goal(s) Supported Through Project (6 points)</li> <li>• Section 3: Organizational Mission Alignment (8 points)</li> <li>• Section 4: Systemic Barriers Impacting Equity, Diversity, and Economic Mobility (15 points)</li> <li>• Section 5: Project Detail (15 points)</li> <li>• Section 6: Target Audience(s) (12 points)</li> <li>• Section 7: Organization Uniquely Positioned to Catalyze Change (10 points)</li> <li>• Section 8: Project Outcomes and Evaluation Metrics (12 points)</li> <li>• Section 9: Plan for Sustainability Beyond Grant Period (8 points)</li> <li>• Section 10: Project Budget and Justification (10 points)</li> </ul>

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	<p>Sections 1-9 should be no more than eight pages and use a minimum of 11-point font and 1-inch margins. Section 10 is not page limited but should only include a detailed budget and justification for costs. Any additional information will not be considered</p> <p><b>To be considered for funding online applications must be submitted on or before May 10, 2024</b> using this link: <a href="https://harpercollege.formstack.com/forms/2025cifgonlineapplication">https://harpercollege.formstack.com/forms/2025cifgonlineapplication</a>.</p>
<b>Technical Assistance Webinar</b>	<p>A technical assistance webinar will be held on April 3, 2024 from 3:00 pm to 3:30 pm central time. The webinar will be recorded and posted on the CFIG webpage for those who are unable to attend the live session.</p>
<b>Review Process</b>	<p>Each submission will be evaluated using the criteria described in this grant opportunity announcement by nine reviewers. Awards will be decided based on application scores and preference will be given to organizations with annual operating budgets of \$500,000 or less.</p>
<b>Reporting Requirements</b>	<p>Grantees will be required to submit a mid-year report by January 31, 2024, and a final report by July 31, 2024. The final report, which is due within 30 days of the grant end date, must include a full financial report of the funds used and outcomes achieved. Reporting templates will be provided. Grantees will also be invited to present their project outcomes to Harper College leadership and Board of Trustees.</p>

## Grant Proposal

### Section 1: Application Summary (up to 4 points)

This section must include the following:

- Organization name and address
- Type of organization
- Annual operating budget
- Federal tax ID number
- Project title
- Project Manager name, title, email address, and phone number
- Amount of funding requested for one year (Note: this should include Community Innovation Funds amount requested, other funds allocated to this project, and the total project funding for the full grant period)
- Project start and end dates
- Project Executive Summary/Abstract, including goal(s) supported (up to 400 words)

### Section 2. Goal(s) Supported Through Project (up to 6 points)

Identify which CIF program goal(s) will be supported by the proposed project and introduce the activities that will support the goal(s).

1. **Equity:** Provide equity in living, learning, teaching, and working environments; recognize everyone has a different starting point and individual needs; provide support and access to resources for all members of Harper's community; and find solutions to remedy equity gaps.
2. **Diversity:** Build, strengthen, and maintain a respectful and safe community where inclusivity and open exchange of ideas are encouraged and supported; operate from an individual and collective awareness of the dynamics of social identity and inequality; and identify and remove unjust barriers that limit our realization of an inclusive community.
3. **Economic Mobility:** Improve the ability of underserved and marginalized individuals in Harper's district communities to move up the economic ladder by creating intragenerational mobility through training and education that leads to in-demand, living-wage jobs in regional industries.

### Section 3: Organizational Mission Alignment (up to 8 points)

Describe the organization's mission and how that mission aligns with the Community Innovation Fund Goal(s) selected in Section 2.

#### **Section 4: Systemic Barriers Impacting Equity, Diversity, and Economic Mobility (15 points)**

Describe your understanding of systemic barriers impacting equity, diversity, and/or economic mobility in your service area (cite reliable data sources used to support this understanding). Describe how these challenges and/or barriers will be mitigated by the proposed project and explain why they are important to address.

#### **Section 5: Project Detail (up to 15 points)**

Provide a detailed description of the proposed project's concept, goals, and objectives, including activities and tasks that will be completed to achieve project goals. Provide a timeline for completing project activities and tasks, including dates for completion and person responsible.

#### **Section 6: Target Audience(s) (up to 12 points)**

Identify and describe the target audience(s), number of individuals expected to be served, and how diverse participants will be recruited and selected in an equitable and inclusive manner. Describe how the project will be promoted or advertised, if applicable.

#### **Section 7: Organization Uniquely Positioned to Catalyze Change (up to 10 points)**

Explain why your organization is uniquely positioned to address the challenges and/or barriers discussed above. Describe how your innovative project will catalyze change within your service area or community.

#### **Section 8: Project Outcomes and Evaluation Metrics (up to 12 points)**

Describe at least two well-defined, measurable project outcomes expected to be realized during the grant period. Identify the project activities and/or tasks that will support and align with each outcome. Describe how the project will be evaluated and how relevant data will be collected, tracked, and analyzed to assess progress toward project outcomes and for reporting purposes.

#### **Section 9: Plan for Sustainability Beyond Grant Period (up to 8 points)**

Provide a detailed plan for sustaining this project or how this funding will enhance current programming to remain impactful after the Community Innovation Fund grant period has ended (or grant funds have been fully expended).

#### **Section 10: Project Budget and Justification (up to 10 points)**

The project budget must only include costs for the one-year grant period and solely costs that directly support the project being proposed, including any other funding sources received or being considered for this project. Use the budget format below for the detailed costs and provide a budget narrative that justifies the itemized costs for each budget category and the method used for estimating the costs.

**Detailed Budget**

Budget Category and Description	Community Innovation Fund Funds Requested	Other Funding Sources	Total Project Funding
<b>Direct Costs</b>			
<b>Personnel</b>			
Salaries			
Position, Rate, % Time	\$	\$	\$
Position, Rate, % Time	\$	\$	\$
Fringe Benefits			
Position, Rate	\$	\$	\$
Position, Rate	\$	\$	\$
<i>Subtotal Personnel</i>	\$	\$	\$
<b>Materials and Supplies</b>			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<i>Subtotal Materials and Supplies</i>	\$	\$	\$
<b>Contracted Services</b>			
	\$	\$	\$
	\$	\$	\$
<i>Subtotal Contracted Services</i>	\$	\$	\$
<b>Travel and Meetings</b>			
	\$	\$	\$
	\$	\$	\$
<i>Subtotal Travel and Meetings</i>	\$	\$	\$
<b>Printing/Marketing Materials</b>			
	\$	\$	\$
	\$	\$	\$
<i>Subtotal Printing/Marketing Materials</i>	\$	\$	\$
<b>Other Miscellaneous Costs</b>			
	\$	\$	\$
<i>Subtotal Other Miscellaneous Costs</i>			
<b>Total Project Cost</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
	<b>Community Innovation Fund Funds Requested</b>	<b>Other Funding</b>	<b>Total Project Funding</b>

**Budget Justification**

Provide a detailed narrative that justifies costs for each budget line item, including relation to project narrative goals and objectives and calculations for how costs were determined.