

# Village of Long Grove Community Building Grant Program

March 14, 2023

As part of the annual budgetary process, the Village of Long Grove may set aside a portion of funds to be used as Community Building Grants. These funds are intended to be used to support Long Grove based community groups, service organizations, and not-for-profit organizations that serve to enrich the quality of life for the residents and visitors to the Village of Long Grove.

## Eligibility Criteria for Grant Requests

The applying organization must primarily serve the residents of Long Grove. Priority is given to programs and projects most likely to have a positive impact on residents and the Village as a whole. Only single year grants will be funded. Funds available will be limited to the total amount specified for Community Building Grants in the current Village Budget.

## Grant Guidelines and Requirements:

- The overall budget for a particular event or program must accompany the application in the format provided through the grant application.
- The event or program must occur within the Village of Long Grove.

In reviewing grant requests, the Village Board will give careful consideration to:

- Programs and events which connect individuals and families to our community
- Programs and events that enhance community vitality
- Programs and events that promote educational, recreational, art, cultural, and humanities needs in our community
- The possibility of using the grant to match funds from other sources
- The ability of the organization to obtain the necessary additional funding to implement the project and to provide or obtain ongoing funding after the grant has been expended
- Potential impact of the grant and the number of individuals in Long Grove who will benefit
- The ability of the organization to provide financial records when requested
- The ability of the organization to provide periodic status updates to the Village after the grant has been made

Community Building Grant Fund requests will not be considered:

- To taxing bodies or for-profit organizations
- To programs that do not fall within the Village of Long Grove or directly benefit the residents
- To organizations that discriminate on the basis of race, creed, gender, or sexual orientation
- For General operating support
- For Capital and endowment campaigns (includes requests for infrastructure of any kind, equipment, etc.)

- For Event fundraisers or sponsorships
- For Lobbying of any kind
- For Organizations supporting Political purposes, including Political Action Committees (PAC)
- For Salaries of existing staff

### **Proposal Process**

Organizations must provide a written request for a grant, stating the specific project/use for the intended funds. The deadline for requests will be 60 days prior to the program or event. Requests made after this date will be considered if funds remain in the Community Grant budget. The maximum grant for any one organization is \$10,000 per Village Fiscal Year, which is from May 1 through April 30. All requests for Community Building Grant Funds will be considered by the Long Grove Village Board, which reserves the right to limit funds available for the Community Grants and has final authority to approve or deny any grant request within its legislative discretion.

### **Release of Grant Funds**

Awarded grant funding is reimbursable funding after the event or program has concluded. It is based on itemized receipts from actual event or program expenditures.