



**COMMUNITY & NON-PROFIT GRANT PROTOCOL**

Issued May 2023

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### ***Introduction***

Possible program funding for social services is available through the Joliet Township Government Community & Non-Profit Grants. Organizations that provide valuable services to the community may receive grant funding in accordance with the following guidelines. This practice is permitted by [Section 85-13 of the Township Code. 60 ILCS 1/85-13.](#)

This section permits townships to contract with such organizations to provide services not already rendered by the township:

- I. Ordinary and necessary maintenance and operating expenses for the following:
  - a. Public safety (including law enforcement, fire protection, and building code enforcement).
  - b. Environmental protection (including sewage disposal, sanitation, and pollution abatement).
  - c. Public transportation (including transit systems, paratransit systems, and streets and roads).
  - d. Health, including mental, behavioral, eye, dental, or other healthcare.
  - e. Recreation.
  - f. Libraries.
  - g. Social services for the poor and aged.
- II. Ordinary and necessary capital expenditures authorized by law.
- III. Development and retention of business, industrial, manufacturing, and tourist facilities within the township.

Due to the limited availability of funds, an organization that meets eligibility requirements shall only apply once per fiscal year. The fiscal year begins April 1st and concludes March 31st. It is the applicant's duty to determine the timing appropriate to your grant request.

### ***Mission Grant Purpose***

The purpose of the grant program at Joliet Township Government is to provide financial support to Community and Non-Profit Agencies that actively contribute to the fulfillment of Joliet Township's mission and services. This grant initiative aims to foster positive and sustainable change within the community by investing in programs that align with the Township's core values and strategic objectives.

Emphasizing alignment with the Joliet Township Government mission and services is crucial for ensuring that the grant funds are directed towards initiatives that share the Township's vision for community development, well-being, and inclusivity. The grant program seeks to:

### **Advance the Mission:**

The primary purpose is to support projects and initiatives that directly contribute to the realization of Joliet Township Government's mission. This may include enhancing the quality of life for residents, addressing specific community needs, and promoting social and economic well-being.

**Address Community Priorities:**

By focusing on key areas such as youth development, services for veterans, health, and wellness. While including the principles of equity, and inclusivity, the grant program aims to address identified priorities within the Joliet Township Government community.

**Encourage Innovation and Collaboration:**

The grant program encourages innovative approaches and collaborative efforts within the community. It seeks to support initiatives that bring together diverse stakeholders, fostering a cooperative and collective approach to addressing challenges.

**Promote Sustainability:**

Grants are awarded to agencies whose programs demonstrate a commitment to the Township's long-term impact and sustainability. This includes projects that have a clear plan for continued success beyond the grant period, ensuring lasting benefits for the community.

**Enhance Community Well-Being:**

The ultimate purpose is to enhance the overall well-being of the Joliet Township Government community. This involves supporting initiatives that improve living conditions, promote health and wellness, and create opportunities for personal and social development.

***Scope and Focus Areas***

The focus areas for grant applications under the Joliet Township Government grant program include programs that address specific community needs in the realms of youth development, veteran services, health, and wellness. The overarching goal is to promote public health outcomes by supporting initiatives that contribute to the well-being of individuals across various age groups.

**Youth Programs:**

To empower and support the positive development of youth within the Joliet Township Government community.

**Potential Program Areas:**

- Educational enrichment programs.
- Mentorship and leadership development initiatives.
- Recreational activities promoting physical and mental well-being.
- Counseling and support services addressing youth challenges.

**Veteran Services:**

To enhance the quality of life for veterans and address the unique needs of the aging population in Joliet Township Government.

**Potential Program Areas:**

- Health and wellness programs tailored for veterans.
- Social engagement activities to reduce isolation.
- Accessible transportation services.
- Home-based support and assistance programs.

**Health and Wellness:**

To improve overall community health and well-being by addressing specific health-related challenges and promoting healthy lifestyles.

**Potential Program Areas:**

- Health education and awareness campaigns.
- Access to preventive healthcare services.
- Mental health support and counseling services.
- Nutrition and fitness programs

***Public Health Outcomes***

The grant program aims to achieve the following public health outcomes through the supported initiatives.

**Improved Health Literacy:**

Enhance community members' understanding of health issues, preventive measures, and available resources.

**Increased Access to Healthcare:**

Facilitate better access to healthcare services, particularly for underserved populations, leading to improved health outcomes.

**Enhanced Social Connectedness:**

Reduce social isolation among veterans and youth, promoting mental and emotional well-being.

**Healthier Lifestyles:**

Encourage and support community members in adopting and maintaining healthier lifestyles, contributing to long-term well-being. Positive Mental Health Impact: Support programs that address mental health challenges and provide resources for coping and resilience.

## **Section 1- ELIGIBILITY CRITERIA**

### ***Organizational Criteria***

The requesting Community Agencies and Organizations must have been in existence for at least one year and must service residents within Joliet Township Government boundaries.

#### **Non-Profit Status Verification:**

Applicants must provide official documentation verifying their non-profit status. This may include a valid 501(c)(3) designation from the IRS or any other relevant documentation confirming the organization's legal status as a non-profit entity.

#### **Alignment with Joliet Township Government Mission and Physical Boundaries:**

Organizations should align their mission with Joliet Township Government's and commit to serving within its physical boundaries. These cover the NW quadrant at Theodore and Gaylord to the NE quadrant at Rosalind and Farrell Rd, to the SE quadrant at Cherry Hill and Schweizer Rd, and the SW quadrant at Laraway Road and Centerpoint Way of Joliet Illinois.

This ensures that the programs directly address the needs of the local community.

#### **Clear Demonstration of Impact (Description of Program):**

Applicants should provide a comprehensive description of their program, emphasizing how it aligns with Joliet Township Government's mission and services. This should include details about the program's objectives, target beneficiaries, and anticipated outcomes. Evidence of past impact or a detailed plan for measuring and demonstrating the program's effectiveness is crucial.

### ***Program Criteria***

#### **Alignment with Focus Areas:**

Programs must directly address the identified focus areas of youth and veterans within the Joliet Township Government community. Applicants should clearly articulate how their proposed initiatives cater to the unique needs and challenges faced by these specific demographics.

#### **Clearly Defined Goals and Objectives:**

Applicants must articulate clear and measurable goals and objectives for their proposed programs. These goals should align with the overall mission of the Joliet Township Government and the specific focus areas, providing a roadmap for assessing the program's success and impact.

#### **Evidence of Effectiveness and Sustainability:**

Applicants should provide evidence of the effectiveness of their past programs or similar initiatives. This could include data on outcomes, testimonials, or other relevant indicators. Additionally, the proposal should outline a sustainable plan for the program, demonstrating how the benefits will



endure beyond the grant period and continue to positively impact the community.

### ***Application Process***

#### **Completed Application Form:**

Applicants are required to submit a fully completed application form. The form should capture essential details about the organization, the proposed program, and how it aligns with the Joliet Township Government mission and focus areas.

#### **Budget Detailing the Use of Funds and Financial Statement:**

A detailed budget outlining the intended use of funds must accompany the application. This should provide a clear breakdown of expenses related to program implementation, including personnel costs, materials, outreach, and any other relevant expenditures.

A current financial statement for your organization to assist the board in evaluating the need and accountability of the applicant.

#### **Program Impact Assessment:**

Applicants must include a comprehensive impact assessment of the proposed program. This assessment should outline the expected outcomes, the number of beneficiaries, and any anticipated long-term effects. Additionally, details on how the program aligns with public health outcomes and the overall well-being of the community should be highlighted.

### ***Submission***

#### **Submission Request:**

Due to the limited availability of funds, an organization that meets eligibility requirements shall only apply once per fiscal year. The fiscal year begins April 1st and concludes March 31st. It is your duty to determine the timing appropriate to your grant request.

#### **Submission Through an Online Portal or Designated Location:**

Applications can be submitted through the Townships' online portal <http://www.joliettownship.net/services/grant-application/> . The online portal will facilitate a streamlined submission process, ensuring efficiency and accessibility for all potential applicants.

### ***Review Process***

#### **Initial Review:**

Upon receiving applications, the Township Supervisor will conduct an initial review to ensure that all submission requirements are met. This phase involves a preliminary assessment of alignment with the Joliet Township Government mission, completeness of the application, and adherence to the submission guidelines.

**Second Review:**

Applications that have passed initial review will be presented in the subsequent regularly scheduled board meeting.

Applications that have not passed initial review will be contacted with up to three attempts to discuss the application.

**Section 2- EVALUATION CRITERIA**

***Alignment with Mission and Focus Areas***

This criterion assesses the extent to which the proposed project aligns with the mission of Joliet Township Government. The mission reflects the core values, goals, and priorities of the Township, and applicants are expected to clearly demonstrate how their project contributes to the realization of these mission-driven objectives.

**Mission Statement Integration:**

Applicants should explicitly reference and integrate elements of the Joliet Township Government mission statement within their project proposal. This includes showcasing an understanding of the Township's overarching goals and how the proposed project directly contributes to fulfilling them.

**Community Impact:**

The project should have a demonstrable and positive impact on the community, directly aligning with the mission's focus areas.

Applicants should articulate how their initiative addresses specific community needs and contributes to the betterment of residents within Joliet Township.

**Consistency with Joliet Township Government Values:**

Evaluation will consider the extent to which the project embodies the values upheld by Joliet Township Government. This includes principles of equity, inclusivity, and community well-being. Applicants should highlight how their project aligns with and promotes these values.

**Contribution to Township Objectives:**

The evaluation will assess how well the proposed project contributes to achieving the strategic objectives outlined by the Joliet Township Government Grant. This involves a clear demonstration of how the project aligns with Township priorities and supports the broader vision for community development.

This should provide a clear breakdown of expenses related to program implementation, including personnel costs, materials, outreach, and any other relevant expenditures.

***Board Revision***

**Diverse Representation from the Community:**

The Township Board includes members with diverse backgrounds, experiences, and perspectives, reflecting the demographics and interests of the Joliet Township community. This diversity ensures a comprehensive understanding of community needs and fosters inclusivity in decision-making.

Their background expertise will enable them to make informed decisions during the evaluation

process and contribute valuable insights to the overall grant program.

**Evaluate Grant Applications:**

The Township Board is responsible for thoroughly reviewing and evaluating grant applications submitted by Community and Non-Profit Agencies. This evaluation process involves assessing the alignment of proposals with the Joliet Township Government mission, focus areas, and predetermined evaluation criteria. Members will use a point system to provide quantitative assessments.

**Site Visits:**

The Township Board may conduct site visits to applicants if applicable. These visits serve to gain firsthand insights into the proposed programs, interact with project stakeholders, and assess the feasibility and impact of the initiatives within the community. Site visits contribute to a more comprehensive understanding of each program.

**Provide Recommendations:**

Following the evaluation process, the Township Board is responsible for compiling specific strengths and weaknesses of each proposal and a rationale for the proposed funding decisions- evaluation sheet.

**Promote Transparency and Accountability:**

The Township Board is responsible for ensuring that all decisions are well-founded, fair, and aligned with the established evaluation criteria.

**Regularly Review and Update Evaluation Criteria:**

The Township Board should periodically review and, if necessary, update the evaluation criteria to ensure they remain relevant and aligned with the evolving needs of the Joliet Township Government community. This ongoing review process contributes to the continuous improvement of the grant program.

***Recommendation and Approval***

**Final Approval of Grant Awards:**

The Township Board will maintain transparency throughout the decision-making process, ensuring that their considerations are aligned with the goals and values of Joliet Township Government. The Board may seek additional information from the grant applicants as needed to make informed decisions.

The Township Board will make the final determination and reserves the right to review and, if

necessary, update the evaluation criteria to ensure they remain relevant and aligned with the evolving needs of the Joliet Township Government community. This ongoing review process contributes to the continuous improvement of the grant program.

Applicants whose applications pass the first and second reviews will receive notification regarding the subsequent regularly scheduled board meeting date on which their applications will be considered.

**Public Announcement:**

The Township Board will work with the Township Communications team to make public announcements regarding the grant awards. This may include press releases, website updates, and other means of community communication to celebrate the recipients and highlight the positive impact of the funded programs.

## **Section 3-MONITORING AND REPORTING PROTOCOL**

### ***Annual Progress Report from Grantees***

Grantees are required to submit a comprehensive Annual Progress Report detailing the status of their grant-funded program. The Annual Progress Report should include updates on program activities, achievements, challenges faced, and the overall impact on the community. The report should also address any deviations from the initially proposed plan and provide a detailed account of how the grant funds were utilized.

### **Financial Accountability for Grant-Funded Program:**

Grantees must include a section in their Annual Progress Report dedicated to financial accountability. This section should provide a breakdown of how the grant funds were allocated, demonstrating adherence to the budget submitted during the application process. Any variance or unexpected changes in financial utilization should be explained, ensuring transparency and accountability.

### **Documentation of Key Performance Indicators (KPIs):**

Grantees should report on any key performance indicators (KPIs) established during the initial application process. This could include quantifiable metrics related to the program's goals and objectives. Regular tracking and reporting on KPIs will assist in assessing the program's effectiveness and alignment with the Township's mission.

### **Narrative and Visual Representation:**

The Annual Progress Report should include both narrative descriptions and visual representations (such as charts or graphs) to enhance the clarity of the information provided. Visual aids can help Township officials and stakeholders quickly grasp the program's impact and outcomes.

### **Township Check-In Meetings:**

Township officials will schedule periodic check-in meetings with grantees to discuss progress, address any challenges, and provide additional support if needed. These meetings will facilitate open communication and collaboration between the Township and the funded agencies.

### **Discussion of Successes and Challenges:**

During check-in meetings, grantees will have the opportunity to discuss both successes and challenges encountered in implementing their programs. This dialogue will allow for proactive problem-solving, resource allocation adjustments, and shared learning experiences.

### **Feedback on Township Support:**

Grantees are encouraged to provide feedback on the support and resources provided by the Township. This feedback loop ensures that Township assistance is tailored to the actual needs of the agencies, fostering a collaborative and supportive partnership.

### **Performance Review and Compliance Check:**

The Township will conduct periodic performance reviews and compliance checks to ensure that grantees are meeting the agreed-upon reporting requirements and utilizing grant funds in accordance with the established guidelines.

**Addressing Non-Compliance:**

In cases of non-compliance or deviations from the grant agreement, the Township will work collaboratively with the grantee to address issues, provide guidance, and, if necessary, implement corrective measures to bring the program back into alignment.

**Maintaining Clear Communication Channels:**

Grantees and the Township will maintain clear communication channels to address any concerns, share updates, and ensure that both parties are informed and aligned throughout the grant-funded program.

**Section 4- COMMUNICATION**

***Notification Process***

Grantees will be promptly notified of the outcomes of their grant applications. Notification will be delivered through an official communication channel, such as email or formal letters. The communication will include details on whether the application was successful, the amount awarded, and any additional information or requirements.

**Responding to Unsuccessful Applicants:**

Unsuccessful applicants will receive constructive feedback on their applications. The feedback will aim to provide insights into the decision-making process, highlighting strengths and areas for improvement. This feedback is designed to support applicants in future endeavors and foster a transparent and learning-oriented process.

***Public Announcements***

**Township Communicates Grant Awards to the Public:**

The Township will make public announcements regarding the grant awards. This may include press releases, updates on the Township's official website, and posts on social media platforms. Public announcements will highlight the funded programs, the positive impact expected, and the overall contribution to the community.

**Recognition of Grantees:**

Public announcements will include recognition of the grantees, acknowledging their commitment to community service and the alignment of their programs with the Township's mission and focus areas. Grantees will be showcased as valuable contributors to the well-being of Joliet Township.

**Celebrating Community Impact:**

The public announcements will emphasize the broader community impact of the funded programs, reinforcing the Township's dedication to supporting initiatives that positively influence the lives of Joliet Township residents. This celebration serves to inspire community engagement and support for the grant program.



## **Section 5- ADAPTATION AND REVIEW**

### ***Feedback Mechanism***

#### **Collect Feedback from Grantees and the Community:**

The Joliet Township Government is committed to continuous improvement and values the input of grantees and the broader community. A structured feedback mechanism will be established to gather insights on the grant process, communication, and overall experience from both grant recipients and community members.

#### **Methods of Feedback Collection:**

Grantees and community members will be provided with opportunities to share feedback through confidential surveys, enabling open and honest responses.

#### **Analysis of feedback:**

Feedback collected from grantees and the community will be analyzed to identify recurring themes, areas of success, and potential areas for improvement.

#### **Evaluation of outcomes:**

The Township Board will assess the outcomes of previously funded projects, considering their impact on the community and the alignment with the Township's mission.

#### **Legal and regulatory compliance:**

The protocol will be reviewed to ensure ongoing compliance with relevant laws, regulations, and best practices in grant management.

#### **Implementation of Improvements:**

Based on the findings from the feedback and review process, the Township Government will implement necessary improvements to the Grant Protocol. This may involve updating application procedures, refining evaluation criteria, or enhancing communication processes. Any significant modifications to the Grant Protocol will be communicated to all stakeholders, including potential applicants, to ensure transparency and clarity regarding the changes.

## **Section 6- CONCLUSION**

Joliet Township Government reserves the right to change any provision of these guidelines as needed to ensure they remain relevant and aligned with the evolving needs of the Joliet Township Government.



**Acknowledgment of Receipt - Community & Non-Profit Grant Protocol**

I acknowledge that I have received a copy / have been given access to the **Joliet Township Community & Non-Profit Grant Protocol (“Protocol”)** issued May 2024. I understand that I am responsible for reading all guidelines and procedures in this Protocol, that are provided to me during the course of my grant application.

I also understand that the purpose of this Protocol is to inform me of the Joliet Township Government’s community grant guidelines, and it is not a contract of funding. I understand that the Joliet Township Government has the right to change any provision of this Protocol at any time and that the applying agency will be bound by any such changes.

I acknowledge receipt of the Protocol AND UNDERSTAND THAT IT IS NOT A CONTRACT OF FUNDING.

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Full Name (please print)

\_\_\_\_\_  
Title

Please sign and date one copy of this acknowledgment and return it to [acampa@joliettownship.net](mailto:acampa@joliettownship.net).