



Grant Policies and Process

Anti-discrimination Policy

Illinois Prairie Community Foundation is unable to fund organizations or projects with written policies that discriminate against individuals based on race, color, sex, sexual orientation, gender identity, religious creed, national origin, physical or mental disability, or protected veteran status, or any other characteristic protected by law.

Grant Deadlines

All applications are deactivated at 5:00 p.m. (Central Time) on the last day of the grant cycle. Please plan ahead and give yourself plenty of time to complete the application and ensure that you are able to access the login page with ease.

Review Process

Once your application has been submitted, an initial email is sent indicating that your application has been received. If you do not receive this email confirmation, please refer to the troubleshooting tips within this document.

Funding Announcements Policy

Target disposition dates differ depending on grant cycles. Application for the Women to Women Giving Circle and Youth Engaged in Philanthropy (YEP) grants are in the fall (<https://ilprairiecf.org/fall-grants>). Application for the General, Mirza/Arts & Culture, Williams Music Education and Sol Shulman grants are in the spring (<https://ilprairiecf.org/spring-grants>).

Applications

All applicants are first directed to the grantrequest.com login page prior to accessing an application form.

New Applications

Start a new proposal application by selecting the appropriate link on our website:

- Fall Grant Cycle (Women to Women Giving Circle and Youth Engaged in Philanthropy) – <https://ilprairiecf.org/fall-grants>
- Spring Grant Cycle (General, Mirza/Arts & Culture, Williams Music Education and Sol Shulman) – <https://ilprairiecf.org/spring-grants>

On these pages, you will find links to each specific grant application as each grant type has its own individual grant application. Please make sure to use the correct application to save yourself the stress of having to start over.

New applicants

Enter the email address to be associated with your account. All email correspondences are sent to this address.

Select 'New Applicant?' and the system prompts you to create a password. Please make note of your login ID (email address) and password so that you can login and access any saved applications or requirements in the future.

If you are a grantwriter for multiple organizations, use a different email address for each organization.

If you complete the New Applicant section and receive the error 'Invalid e-mail or password', that email address already has an account. Click the Forgot Password? link below to reset the password.

Returning applicants

Enter your login ID (email address) and password to begin the application process. If you have forgotten your password, click on the Forgot Password? link to have an automated email sent to your email address. If you do not receive this email response, please refer to the troubleshooting tips within this document.

In Progress Applications

Access any saved applications by going to: https://www.GrantRequest.com/SID_5839?SA=AM

Login to grantrequest.com using your account's email address and password.

On the Applications page, click on the application name to continue working on an application you've already started.

Use the Action menu (far right column) to:

1. Delete a duplicate or unsubmitted application
2. Email a copy of an application to someone else to review

Submitted Applications

To view submitted applications, use the dropdown menu to switch from In-Progress to Submitted.

Submitted applications are read only. If you need to make a change, please contact Michele Evans, Grants & Communications Director, at mevans@ilprairiecf.org or 309-662-4477.

Requirements

All grants require the signing and submission of one the grant agreement form before the grant can be approved and any payment is released. The grant agreement form must be read, signed, and submitted by an officer/director/trustee of the organization who is legally authorized to execute a contract on behalf of the organization, such as the Executive Director, CEO, Board President, Managing Director, etc.

1. Login to your grantrequest.com online account using the same email and password your organization used to submit its application.
2. Once logged in, click the Requirements tab at the top of the page.
3. Use the drop-down menu to select between New, In Progress, or Submitted.

New Requirements

Any new requirement forms are listed as a link.

1. Click the form name to open the form.

Once you open the form – whether or not you make changes – it is moved to the In Progress requirements list. If you logout and return later, the form is listed under In Progress.

2. If the form needs to be reviewed by someone else before it can be signed and submitted, click the Email icon in the Action column at the far right.
3. Read through the form, complete the fields at the bottom, and click Finish & Review.
4. Review the fields, then click Submit.

In Progress Requirements

Any requirement forms you have opened and worked on but have not yet submitted are listed here.

Click the form name to open and continue working on it.

Submitted Requirements

After you've reviewed and submitted your report or requirement,

- A confirmation in orange letters is displayed at the top of the page.
- The form is moved to the Submitted Requirements section of the dropdown menu.
- A confirmation email is sent to you.

If you believe you have submitted a requirement, but have not heard back from the community foundation, check in the In Progress section to make sure it was submitted.

Transferring Login Accounts

If an individual has left your organization that had access to application history and a new employee needs access to that information, contact us and we can transfer your organization's application history to a new account.

If multiple people from your organization need to access this information, we recommend you create a general email address with a correlating login to our system so that multiple people can access the information.

Troubleshooting Tips

Limit your use of bullets and other formatting in Note fields of application and requirement forms.

Your email account (user ID) must allow for automated emails so you can receive correspondence from our online grant system. If you are not able to receive automated emails from our system, your email account is identifying our automated emails as spam.

Add the email addresses below to your address book and also notify your information technology (IT) department (or the department that controls system proxy settings) and have them allow for emails from these addresses as well.

mail.grantapplication.com

mail.grantrequest.com

Frequently Asked Questions

I have forgotten my password. How do I reset it?

Click the Forgot Password? link available on the account login page.

Why am I not receiving any emails after clicking on Forgot Password or after submitting applications?

If you do not receive this email please be sure to check your Spam or Junk email folder in your Inbox or ask your email administrator about SPAM filter settings. Any emails from mail@grantapplication.com must not be blocked.

How do I access a saved application so that I can complete and submit it?

Log in to your account at https://www.GrantRequest.com/SID_5839?SA=AM

Can I spellcheck the narrative I include on my application?

Yes. Use the red checkmark icon (where available) to spell check your narrative.

Can I copy and paste into an application that I have started?

Yes. However, the word count feature is not entirely accurate when you do this. It is recommended to enter your essay question answers directly into the application.

How do I know my application was received?

After you submit the application, an email notification is sent stating that the proposal was received. If you do not receive this email please be sure to check your Spam or Junk email folder in your Inbox or ask your email administrator about SPAM filter settings. Any emails from mail@grantapplication.com must not be blocked.

How do I notify you if my contact information changes after I submit my online application?

Please contact Michele Evans, Grants & Communications Director, at mevans@ilprairiecf.org or 309-662-4477.

How do I access an online Requirement?

Log in to your account at https://www.GrantRequest.com/SID_5839?SA=AM .

Then, click the Requirements tab.

Use the dropdown menu to select New.

Why do I not see my Requirements on my account page?

When you first login to your My Account page, the Applications tab is selected. To view any new Requirements, click the Requirements tab and select New, In Progress, or Submitted from the dropdown menu.

What are the funding ranges?

Funding requests differ for different grant types. To see programs that were funded in previous years, visit <https://ilprairiecf.org/grant-recipients>.

Is funding available for multi-year commitments or only single-year commitments?

Funding occurs annually. Receiving funding this year does not disqualify you from being considered for funding in the future.

Do you award grants to individuals?

No. Funding is awarded only to 501(c)(3) organizations.

My organization is not a 501(c)(3), however we do hold a similar tax exempt status. Can we apply?

If you hold a tax exempt status similar to a 501(c)(3) status (such as a university), please submit your tax status documentation with your funding request for review.

Can I speak to someone about how best to partner with this initiative?

Please contact Michele Evans, Grants & Communications Director, at mevans@ilprairiecf.org or 309-662-4477.

I received the following error message when I tried to set up a new account: Invalid e-mail or password.

If you have attempted to login with the wrong password several times, the account is disabled. To reset the password and re-enable the account, click on the Forgot Password? link. An automated email is sent to your email address with a reset link.