



Grant Agreement Information/Expectations for Grantees

2022-2023 Grant Cycle

To ensure clarity with our grant recipient we would like interested non-profit organizations to understand the following details relative to Impact Central Illinois' grant funding expectations.

Grant Purpose – If there is a change to the project/program scope as outlined in the non-profit's Grant Application (submitted March 2023) this change needs to be communicated in writing to Impact Central Illinois and approved by us prior to disbursement of grant funds.

Project Budget – A final project/program budget is submitted with each non-profit's Grant Application in March 2023. No substantial changes to this budget can be made without prior written approval from Impact Central Illinois. In this case a substantial change is defined as one greater than \$5,000.

Grant Payments – Grant payments will be determined by the timing of the grantees budgeted expenditures and ability to submit Disbursement Reports. These reports must be received prior to any grant fund payment. Payments can be made in advance or in arrears of expenditures. The funds will be distributed in a maximum of six (6) payments annually.

Grantee Contact – Your Grant Application provides the contact name for project/program communications. If any changes or additional names need to be added please let us know. We anticipate most communication will be done via email. Also, please advise if there is a different person that will be receiving fund payment.

Report Template Form – The Grantee must create a Spending Progress Report and a Metrics Report for submission to Impact Central Illinois prior to any fund distribution and continuing until sixty (60) days after the end of the grant period.

- The Spending Progress Report will report on actual vs. budget expenditures of the project/program coinciding with the final project budget. If there is other funding for the project/program columns should be added for spending on the whole project as well as the Impact Central Illinois portion. This report should show that all funds from prior Impact Central Illinois grant payments been spent before any new grant payments will be issued.
- The Metrics Report will include performance metrics of the project/program being funded. The metrics included should be those that your organization intends to track internally for the funded program/project and should include a written narrative. See example on Impact Central Illinois website for reference. These metrics should also be included in your Grant Application.
- An example of these reports is available on our website – www.impactcentralillinois.org. The grantee should lay out their own budget line items and metrics criteria. These two reports should be in one Excel file with two tabs – Tab 1 being the Spending Progress Report and Tab 2 being the Metrics Report. Please feel free to make changes to the template and utilize it to reflect the specifics of your project/program.

Note: When choosing grant fund payment dates keep in mind that we will require these two reports at least two weeks in advance of the payment date.

Other Documentation Required: In addition to the above, Impact Central Illinois may also ask to see the following documentation prior to completion of a Terms of Grant document. The Impact Central Illinois Terms of Grant document is available on our website:

www.impactcentralillinois.com.

- Interim Financial Statements (most recent available). Note that Impact Central Illinois may request quarterly and audited financial statements during the grant period.
- Certificate of Insurance. With Impact Central Illinois as an additional named insured.

Final Steps: As soon as a Grantee is identified we will begin gathering information to complete a Terms of Grant agreement.

- Once all necessary information is collected, we will send the grantee a draft of the Terms of Grant agreement for final review. An example of our Terms of Grant document is available on our website – www.impactcentralillinois.org.
- When the Terms of Grant agreement has been accepted by the Grantee, Impact Central Illinois' Board of Directors will approve it.

- Upon Impact Central Illinois Board approval, the final Terms of Grant agreement will be signed by the President and emailed to Grantee for signature.
- A color copy of the Terms of Grant agreement should be printed by the Grantee and signed in blue ink.
- The signed document must be scanned in color and emailed to grants@impactcentralillinois.org. The original must then be mailed to Impact Central Illinois.

Thank you for your dedication and commitment to the communities where we live! If you have any questions or concerns, please let us know. We look forward to working with you through our grant application process!

Kristin Zika, Grants Chair
Wendi Ramsay, Finance Chair
Impact Central Illinois
grants@impactcentralillinois.org