

# COOK COUNTY **STARTING BLOCK GRANTS**



**Building Capacity, Supporting Growth**

**August 2, 2023**  
**Information Session**



# WELCOME

## Introductions

- Avik Das – Executive Director, JAC
- Juandalynn Johnson – Grants Management Director, JAC
- Michelle Gan – Assistant Grants Management Director, JAC
- Kristina Kaupa – Director of Policy, JAC
- Laura Grossman – Public Information Officer, JAC
- Lanetta Haynes Turner – Chief of Staff, Office of the President

## Cook County Grantmaking

- Cook County Justice Advisory Council – Avik Das
- Equity in Grantmaking & Intergovernmental Partnerships - Lanetta Haynes Turner

### Justice Advisory Council

Promoting equitable, human-centered, community-driven justice system innovation and practice that increases community safety and reduces reliance on incarceration.





# AGENDA

- Information Session Goals
- Initiative Overview
- Application Timeline
- Application Requirements
- How to Apply
- Q & A

*Questions may be submitted via the Q & A feature and will be addressed at the end of the session. Time constraints may limit the number of questions discussed in the session. The JAC cannot answer questions specific to a proposed program or organization.*



# GOALS

This information session is designed to:

- **Provide information** about the Cook County Starting Block Grant Opportunity including eligibility criteria and the structure of the initiative.
- **Answer questions** about the grant initiative, application process and requirements.
- **Share resources** for potential applicants including recorded capacity building workshops.
- **Encourage applications** from small, community-based organizations



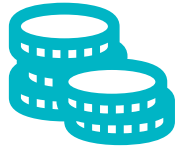
# OVERVIEW

This grant opportunity is open to organizations in different sectors providing a variety of programs. Applications are encouraged from organizations that want to grow and strengthen their operations. Organizations that serve diverse and marginalized populations are encouraged to apply. **This grant is intended for administrative and operational support and not direct service programming.**



## Background

The Starting Block Grant initiative will support small organizations to build internal capacity and develop their infrastructure to promote organizational health, growth, and sustainability.



## Funding

The initiative is being funded by the Cook County Equity Fund and the Justice Advisory Council. The Equity Fund was created to address historic and continued disinvestment and inequities in Cook County. Up to \$5 million in 2-year grants of up to \$100,000 each will be awarded in 2023.

*Note: Awardees may receive advance payment of funding within the first quarter of award of up to 25% of the first year's budget to assist with project expenses.*



## Application

The 2023 application period is August 7 - September 8.

*The deadline for this first round of funding is Friday, September 8<sup>th</sup>.*



# ELIGIBILITY

Applicants must:

- 1 Be a recognized 501(c)(3) non-profit organization
- 2 Have an annual operating budget at or under \$1 million
- 3 Be headquartered in Cook County IL (operating and providing services in Chicago and/or Suburban Cook County)
- 4 Have at least 3 years of experience working at the local level to improve the lives of residents in historically disinvested and vulnerable communities through the provision of services and/or by addressing societal challenges in those communities
- 5 Provide services in a sector that supports residents and ultimately helps to build strong, safe, healthy communities



# EXCLUSIONS



Capacity Building Funds **cannot** support the following activities:

1

Direct service provision

Note: funds *may* be requested for the expansion of infrastructure personnel – Ex. requests to increase part time CFO to full time, hire a data analysts or program management & evaluation

2

Leasing and/or capital infrastructure projects

3

Hardware/equipment

4

Collateral materials (i.e. marketing materials, brochures, flyers, etc.)

5

Donor management software or website development



# SECTORS

Grants will support organizations focused on:



**Arts and Culture**



**Community & Economic Development**



**Education**



**Environment**



**Health (public health, health equity etc.)**



**Housing**



**Human Rights**



**Human Services**



**Transportation**



**Violence Prevention (Community-based violence intervention, Youth Development, etc.)**



**Other**





# CAPACITY BUILDING

Cook County is committed to partnering with community organizations working to promote the health, safety, and success of people and communities. To structure Cook County's capacity building efforts, **7 key aspects of non-profit capacity are defined (Learning For Action, "Point the Way" Study):**

- 1. Vision and impact model** - A clear and detailed description of the impact the organization is trying to create, mapped to organizational activities (e.g., Theory of Change)
- 2. Governance and leadership** - A board and staff leadership that have the skills needed to work effectively together in service of the organization's mission
- 3. Program delivery** - Staff, technology, facilities, and other capabilities needed to deliver programs
- 4. Resource generation** - A strong funding model and the capability to secure resources over time
- 5. Internal operations and management** - Includes technical functions such as IT, financial management, communications, human resources management and strategic planning
- 6. Evaluation and learning** - Tools, processes, infrastructure, and culture that support continuous improvement
- 7. Strategic relationships** - The ability to nurture and maintain the external relationships necessary for success



# TYPES OF SUPPORT

**Starting Block Grants** go beyond traditional grants for organizations to deliver services to clients. This initiative is designed to allow community-based organizations to focus on strengthening how they run. Some areas that applicant organizations can focus on are:



**Organizational Development** such as strategic planning, financial planning, partnership development etc.



**Leadership Development** such as board development, transition planning, strategic professional development and staff training etc.



**Management Capacity Building** including development of operational procedures, management training, optimizing supervision etc.



**Technical Capacity Building** focused on accounting and budgeting, fundraising/development, technology or database improvement, marketing and communications, development of Diversity, Equity, Inclusion, and Justice and health equity plans etc.

*\* These examples are a non-exhaustive list meant to provide context for the Starting Block Grant opportunity. Applicants will tailor their requests for support and funding to the specific needs of the organization.*



# APPLICATION TIMELINE



<b>Monday, August 7, 2023</b>	Grant Application Released on <a href="https://cookcountyil.gov/JACGrants">cookcountyil.gov/JACGrants</a>
<b>Wednesday, August 16, 2023 12-1pm</b>	Pre-Submittal Conference
<b>Wednesday, August 23, 2023</b>	Application submission link and Question & Answers published on <a href="https://cookcountyil.gov/JACGrants">cookcountyil.gov/JACGrants</a>
<b>Friday, September 8, 2023</b>	2023 Application Deadline* submit at <a href="https://cookcountyil.gov/JACGrants">cookcountyil.gov/JACGrants</a>
<b>September – October 2023</b>	Anticipated application review period
<b>October/November 2023</b>	Anticipated Cook County Board Meetings to approve 2023 grant awards

\*Applications received after 9/8/2023 will be considered for a planned 2024 grant award cycle, pending availability of funds.



# APPLICATION CHECKLIST



Component	Items to Include
<b>1 – Grant Application Narrative</b>	<input type="checkbox"/> Responses to questions in Grant Application file
<b>2 – Budget Form</b>	<input type="checkbox"/> Budget Form - (Excel Spreadsheet provided)- Provide a (2) year budget that should include line item expenditures and a detailed narrative for expenditure that justifies the need for the expense.
<b>3 – Financial Qualifications Documents</b>	<input type="checkbox"/> Organization operating budget for the current budget year <input type="checkbox"/> An audited financial statement <input type="checkbox"/> If an audited financial statement is not available, a statement signed by the Chair of the organization’s Board of Director’s indicating the organization’s actual revenues and expenses, and a statement of financial position, for the most recently completed fiscal year
<b>4 – Other Supporting Documentation</b>	<input type="checkbox"/> Organizational chart <input type="checkbox"/> IRS Determination Letter of 501(c)3 status <input type="checkbox"/> Articles of Incorporation <input type="checkbox"/> A Certificate of Good Standing with the Illinois Secretary of State
	<b>*When you submit your application, items within each document category should be submitted together as one file</b>



# EVALUATION CRITERIA

Below are some of the criteria that will be used to score and evaluate applications:



## **Quality of Application**

Are all required application components included for sound evaluation of the application?



## **Community Presence**

Has the organization demonstrated that it is providing services and/or addressing the needs of residents within vulnerable or historically disinvested communities?



## **Need**

Does the applicant clearly articulate their challenges and capacity building needs?



## **Alignment**

Completeness, consistency and clarity in the respondent's execution of all required sections of response, as evidenced by each part of the submission.



## **Budget**

Is the budget appropriate and cost effective? Are budgeted line items justified and aligned with the project narrative?



# HOW TO APPLY

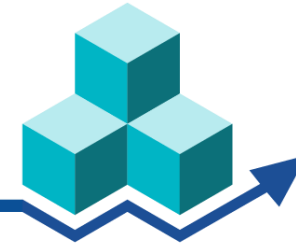


## APPLICATION STEPS:

1. Download the Grant Application file at [CookCountyIL.gov/JACGrants](https://CookCountyIL.gov/JACGrants) *(available August 7)*
2. Read through the instructions in the Grant Application File, prepare your responses to all questions, and gather all required documentation.
3. After August 23, return to [CookCountyIL.gov/JACGrants](https://CookCountyIL.gov/JACGrants) to submit your application by September 8:
  - Follow the instructions on the website for submitting your final application.
  - Input your organization's general information and preferred point of contact for the grant.
  - Complete responses and upload required attachments per the application instructions.
  - *It is recommended to submit early to avoid a potential delay caused by any technical issues resulting from a high volume of last-minute applications.*

***Note: The application submission link will not be available until August 23, 2023.***

COOK COUNTY  
**STARTING BLOCK GRANTS**



Building Capacity, Supporting Growth

Please submit questions using the Q & A chat feature.

**APPLY:** [CookCountyIL.gov/JACGrants](https://CookCountyIL.gov/JACGrants)

**CONTACT:** [JAC.Info@cookcountyil.gov](mailto:JAC.Info@cookcountyil.gov)