



# CHICAGO HOUSING CONSULTING SERVICES

Chicago Housing Consulting Services, Inc. NFP (“CHCS”) Grant Initiative

REQUEST FOR APPLICATIONS FOR CHCS 2020 GRANTS

**Embracing Youth Opportunities**

**Application Deadline December 18, 2020**

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## **CONTEXT AND RATIONALE**

**Initiative Goal:** The *Chicago Housing Consulting Services, Inc. NFP (“CHCS”)*, a not-for-profit 501(c)(4) affiliate of the Chicago Housing Authority (“CHA”), has created a grant making initiative to promote program expansion, capacity building and program implementation in areas of child and youth development, youth education and learning, economic development, social justice and community beautification. As a continuing effort to establish innovative ways to enhance or expand new or existing supportive programs and activities that will help to strengthen neighborhoods, grants will be awarded up to \$10,000 to support enriched quality of life for children and youth ages 12 and under and youth ages 13 to 19.

**Objective:** Award grant funds up to \$10,000 to eligible organizations that are governed by a Board of Directors (or other equivalent governing body) and possess an IRS assigned Federal Employer Identification Number.

## **FUNDING AND SUPPORT**

The *CHCS Grant Initiative* team will: 1) evaluate and score the effectiveness of submitted applications, 2) award grants to eligible organizations for eligible activities, 3) monitor progress of activities as stated on the grant application, and 4) obtain awardee and participant feedback from final reporting and satisfaction surveys. See Scoring Matrix.

## **WHO CAN APPLY**

The CHCS Grant Initiative team will solicit responses from local organizations that have demonstrated: 1) effective operations for at least one year, 2) ability to manage budgets and programs, 3) a structured Board of Directors or governance body, and 4) IRS assigned organizational Employer Identification Number (“EIN”) and an established operating budget less than \$500,000 in 2019.

## **HOW TO APPLY**

***Here you will find the application for the grant opportunity <https://chcsgrantinitiative.thecha.org/> beginning November 16<sup>th</sup>. All applications must be submitted electronically by December 18<sup>th</sup>, 2020. Applications will not be accepted after the specified grant application deadline.***

## **EXPECTED GRANT FINAL OUTPUTS**

CHCS will conduct a site visit within 90 days of the grant start date. The Awardee must submit the final report within 45 days from the end of the grant cycle.

## **CONTACT INFORMATION**

If you have any questions or need additional information, please contact Margaret Jones, Director, Programs, Revenue and Partnerships at (312) 913-7354 or [CHCS@thecha.org](mailto:CHCS@thecha.org)



# CHICAGO HOUSING CONSULTING SERVICES

## Grant Application Review

When reviewing grant applications, the CHCS grant review committee will consider the following guidelines:

- Potential community impact of the grant to support and strengthen neighborhoods.
- Potential funded projects in the fields of interest include: Child and Youth Development, Youth Education and Learning, Economic Development, Social Justice, Community Enhancement and Beautification.
- Local volunteerism and partnership involvement in support of the project.
- Commitment to fiscal responsibility and quality management.
- Grants may not be used for any political campaign or to support attempts to influence the legislature of any government body.

**The grant application must outline** the project goals and objectives, implementation plan, budget, staffing, volunteer component, explanation of how the project will impact the community.

## Please adhere to the following checklist:

1. Completed CHCS application via <https://chcsgrantinitiative.thecha.org/>
2. In separate attachments via the CHCS Grant Portal, provide the following:
  - a. description of your organization including Organizational Chart, Resumes of Key Personnel and description of past organizational success via the CHCS Grant Portal.
  - b. organization's officers and Board of Directors
  - c. budget for the proposed program, sources and uses
  - d. most recent financial statement.

**All applications must be submitted via <https://chcsgrantinitiative.thecha.org/> no later than 11:59p.m. CST, Friday, December 18, 2020. Applications will not be accepted after the specified grant application deadline. LATE SUBMISSIONS WILL NOT BE ACCEPTED.**

Upon submission, your application and materials become the property of CHCS and will not be returned in any form or manner. The application may also be reviewed with other professionals and organizations as the project is assessed for its potential community impact. CHCS operates without discrimination as to age, race, religion, sex, gender, sexual orientation, disability, or national origin in the consideration of grant requests. CHCS funds only grant seekers who do not unlawfully discriminate as to age, race, religion, sex, gender, sexual orientation, disability, or national origin.



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## Application Scoring Matrix

Grant applications will be scored on a one hundred ten (110) point scale by the CHCS Selection Committee based on the categories in the application and need. Up to 10 additional points will be awarded to Remote Programming Capacity operations.

CHCS will award organizations with the highest scores and ranking. When reviewing grant applications, the selection committee will consider the following guidelines:

- Potential community impact of the grant to support and strengthen neighborhoods
- Potential funded projects in the field of interest include: Child and Youth Development, Youth Education and Learning, Economic Development, Social Justice, Community Enhancement and Beautification
- Local volunteerism and partnership involvement in support of the project
- Commitment to fiscal responsibility and quality management
- Grants may not be used for any political campaign or to support attempts to influence the legislature of any government body

### CHCS GRANT APPLICATION SCORING CATEGORIES

#### ORGANIZATION EXPERIENCE, QUALIFICATIONS AND NEED

- Efficiency and effectiveness of organization and key staff include an Organizational Chart (10 pts)
- Experience and credentials of key personnel (5 pts)
- Demonstrated success and accomplishments of the organization (5 pts)

**SUBTOTAL: 20 points**

#### FINANCIAL PLANNING AND NEED

- Financial need (5 pts)
- Project Budget (10 pts)
- Sources and uses of funds (reasonable) (5 pts)

**SUBTOTAL: 20 points**

#### PROJECT PROPOSAL DESCRIPTION

- Clear and concise description of activities to be performed, including any partnerships and volunteerism (10 pts)
- Identify community need for the proposed activity (10 pts)
- Describe the intended impact of the proposed activity (10 pts)

**SUBTOTAL: 30 points**



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## **PROJECT LIKELIHOOD OF SUCCESS**

- Ability to achieve measurable goals (15 pts)
- Strength and detail of implementation strategy (15 pts)

**SUBTOTAL: 30 points**

## **REMOTE PROGRAMMING CAPACITY**

- Ability to migrate to virtual setting (10 pts)

**SUBTOTAL: 10 points**

**MAXIMUM: 110 points**

## **Grant Selection**

The CHCS Grant Review Committee will review all applications. Grant applications will be scored and ranked based on the Application Scoring Matrix. CHCS will allocate funds among applicants based on identified need and maximum score/ranking. All decisions are final.