



# DEKALB COUNTY COMMUNITY FOUNDATION

475 DeKalb Avenue, Sycamore, IL 60178

(815) 748-5383 (815) 748-5873 fax

www.dekalbccf.org

## DeKalb County COVID-19 Response Fund (DCCRF) Guidelines and Application Procedures

### PURPOSE

The DeKalb County COVID-19 Response Fund (DCCRF), a component pass through fund within the DeKalb County Community Foundation (DCCF), was created in collaboration with various local funding partners. The Fund's purpose is to be a depository for contributions intended to respond to the effects of COVID-19 in DeKalb County by distributing grants that address preparedness, response, recovery, and/or rebuilding efforts.

### ORGANIZATIONAL FUNDING PARTNERS

Organizational funders who have endorsed the creation of the DCCRF to date and are committed to use their resources either independently or in partnership with the DCCRF to respond to needs in DeKalb County as a result of the COVID-19 pandemic include the DeKalb County Community Foundation; DeKalb County Nonprofit Partnership (DCNP); Kishwaukee United Way; Douglas C. and Lynn M. Roberts Family Foundation; IDEAL Foundation; Horizons Unlimited Foundation; and the DeKalb County Community Mental Health Board. Additional organizational funders are welcome at any time. A DCCRF Advisory Committee, consisting of representatives of the funding partners as well as other key stakeholders, has been established to guide the ongoing efforts of the DCCRF as long as it is needed to be in existence.

### GRANT GUIDELINES

When applying for a grant, please note the following:

- The DeKalb County COVID-19 Response Fund is designed to assist with the needs of nonprofit and public sector service providers that are in direct response to the COVID-19 pandemic.
- Grants shall be made to non-profit and public sector service providers that serve DeKalb County, IL.
- Grants shall be made for operating, program, and capital needs that are in demand because of the COVID-19 pandemic.
- Receiving a grant during any particular grant cycle will not preclude you from receiving a DeKalb County COVID-19 Response Fund grant in the future.
- Preference shall be given to requests that can demonstrate *urgency, timeliness, and impact*.
- Priority areas for funding include requests that are meeting basic human needs of residents in the county, including but not limited to emergency food and basic supplies, interim housing and shelter, primary health care services, utility and financial assistance, supports for children and other vulnerable populations, and nonprofit safety and operations assistance.
- Agencies are encouraged to maximize these dollars through matching grants with other donors when possible.

Grants from the DCCRF shall **not** be used for the following:

- To fund endowments, **contingency funds, reserves, interest**, or taxes.
- For sectarian or religious purposes or for organizations operated primarily for the benefit of their own membership.
- For the payment of political organizations or campaigns.
- To purchase benefit tickets, respond to telephone solicitations, or national fund-raising efforts.
- For any purpose that discriminates as to race, creed, sex, ethnic group, or any other protected class.

## **APPLICATION PROCEDURES**

- Nonprofit and public sector service organizations must submit a brief online grant application through the online grants portal of the DeKalb County Community Foundation accessible at [www.dekalbccf.org](http://www.dekalbccf.org).
- Grant requests shall be reviewed on a rolling basis in order to respond quickly and efficiently during this time of crisis.
- The DCCRF Advisory Committee shall decide on the approval or denial of all requests.
- The DeKalb County Community Foundation shall represent the decisions of the DCCRF Advisory Committee and respond accordingly to all organization requests for funding via the online portal.
- If an organization is approved for funding, funding shall be made available immediately upon receipt of a digitally signed Grant Agreement outlining the parameters of the grant award.
- A brief final report on all funded projects shall be required within three months of the grant award. Other reports on project status and/or accomplishments may be requested by the DeKalb County Community Foundation at any time.

Questions regarding DeKalb County COVID-19 Response Fund Grants should be directed to Tiffany McQueen Lewis, Grants Director, at [tiffany@dekalbccf.org](mailto:tiffany@dekalbccf.org) or by voicemail at (815) 748-5383.