



## Village of Lena

### Grant Policy, Program, and Application Form

(Revised: July 29<sup>th</sup> 2025)

#### I. Grant Policy Overview

Under the concept of community relations, the Village of Lena Board of Trustees provides limited financial assistance to state-registered not-for-profit (NFP) organizations that are physically located within the village boundaries and whose activities promote the image and well-being of the Village.

All such financial assistance will be treated as a grant request and must be submitted according to the procedures outlined in this policy. The Board will only disburse grant funds that have been specifically designated and appropriated for that purpose.

#### II. Annual Grant Fund Allocation

- A maximum of \$5,000 per fiscal year (May 1 to April 30) will be appropriated for the Village's Grant Program.
- Unused funds will revert to the General Fund and will not roll over into the next fiscal year.
- The maximum amount awarded per organization per year is \$2,000.

#### III. Application Requirements & Timeline

All grant requests must:

- Be submitted between January 2nd and March 1st for the upcoming fiscal year.
- Use the official application form.
- Be submitted to the Village Office.

Each application must include:

1. A completed application form (see attached Form).
2. Proof of not-for-profit status, including:
  - Illinois Secretary of State registration number (NFP#)
  - IRS 501(c)(3) Determination Letter
  - Confirmation of good standing with the Illinois Attorney General's Charitable Trust Bureau.
3. A statement describing how the grant will promote the Village's image or well-being.
4. A list of scheduled events (if applying for multiple events in the same fiscal year).

#### IV. Grant Disbursement & Accountability

- Funds will be disbursed during the 1<sup>st</sup> board meeting of the following fiscal year in May.
- Any misappropriation of funds may result in a full refund of the grant and a 2-year suspension from eligibility.

Please submit completed applications and documents to the Village Office at:

#### Village of Lena

122 E. Main St  
Lena, IL 61048  
815-369-4016

# Village of Lena Grant Application



Name of Organization \_\_\_\_\_ NFP # \_\_\_\_\_

Address \_\_\_\_\_ Date of Application \_\_\_\_\_

POC \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Date of Event \_\_\_\_\_

Amount Requested (\$1,000 max per request) \_\_\_\_\_

Event Title \_\_\_\_\_

**Describe how the grant funds will be used to benefit the Village:**

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Checklist of Required Attachments	For Internal Use Only
<input type="checkbox"/> IRS 501 C3 Determination Letter <input type="checkbox"/> Confirmation of good standing <input type="checkbox"/> Financial Statement (current AG990-IL)	Date Received _____ Final Board Decision <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove Amount Approved

I certify that the information provided is true and complete and that I agree to comply with all provisions of the Village of Lena Grant Program.

Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_