

DESIGNS FOR DIGNITY is accepting Impact Grant Applications for projects in the greater Chicago area.

APPLICATION TIMELINE

DESIGNS FOR DIGNITY has a rolling application cycle with applications reviewed quarterly. Site visits are determined by the D4D Impact Grant Committee.

PLEASE NOTE: ONLY COMPLETED APPLICATIONS WILL BE CONSIDERED FOR AN AWARD.

A DESIGNS FOR DIGNITY Impact Grant is NOT a financial grant. We provide the following pro bono DESIGN services:

- Interior Design
- Lighting Design
- Graphic Design
- Landscape & Garden Design

ALL IMPACT GRANT RECIPIENTS are financially responsible for transportation costs associated with the delivery and storage of their donated materials, finishes and furnishings for their respective project. (Examples of anticipated costs are outlined in our FAQ document.) The **STANDARD FEE FOR SERVICE**—\$5,000 to \$25,000, based on the scope of the project—will cover costs of securing donated goods, warehousing and delivery to the project site. This fee is due within **30 DAYS** of the official Impact Grant Award.

BEFORE you begin the application process, please review the FAQ + SAMPLE BUDGET document (next page) to see if your project meets the minimum requirements to be considered for an award.

Applicants are encouraged to contact the Designs for Dignity office, if further information is needed.
 office: (800) 351-6354 — or — email: grants@designsfordignity.org

The functionality of this INTERACTIVE PDF is designed to work with both Adobe READER and ACROBAT applications.

TERMS AND CONDITIONS

- We require the client to sign a hold harmless agreement form, and provide proof of insurance coverage for their space and the activities that take place within it.
- We require a designated contact person who is fully aware of the project’s parameters.
- We require that DESIGNS FOR DIGNITY be allowed to take “before” and “after” photographs of the space, which may be used in promotional and marketing materials. Where appropriate, we would like to capture clients or staff using the transformed space(s).
- We require our clients to complete brief evaluations at the end of the project about the process and results. This may require that you solicit feedback from your clients or staff to measure the impact of this project.
- Nonprofit Grantee must provide a testimonial letter or statement for promotional purposes.
- Nonprofit Grantee agrees to list DESIGNS FOR DIGNITY as a donor in printed materials, groundbreaking ceremonies and open houses for the project site.
- Nonprofit Grantee agrees that DESIGNS FOR DIGNITY be mentioned as a donor or project partner in press/media opportunities.
- We will provide you with a small plaque of recognition stating the design services were provided by DESIGNS FOR DIGNITY.
- If the scope of services or funding stated in DESIGNS FOR DIGNITY Impact Grant Application changes after a Impact Grant Award is made, DESIGNS FOR DIGNITY will reassess whether or not to proceed with the project.
- We will include our grant recipients’ addresses on our mailing list and hope that you will attend our fundraising events.
- Each organization is responsible to pay the FEE FOR SERVICE determined, which covers procurement, storage and transportation of donated materials. Beyond this fee, projects come in all shapes and sizes depending on the needs of each individual organization. You will work closely with DESIGNS FOR DIGNITY and your design team to develop a project and a budget that meets your needs before beginning the project. This fee is due within 30 DAYS of Impact Grant Award announcement.

DESIGNS FOR DIGNITY transforms nonprofit environments through pro bono design services and in-kind donations—EMPOWERING LIVES THROUGH DESIGN.

DESIGNS FOR DIGNITY was founded on the belief that every individual should have access to environments that support the wellness of the human spirit. Design is a transformational force in human life. Our physical surroundings directly impact how we feel, react, aspire and engage. Spaces of hope, dignity, and comfort are foundations for nurturing the growth and success of every human being. Limited resources often prevent nonprofits from creating environments that preserve dignity for the people they serve.

WHAT EXACTLY IS AN IMPACT GRANT?

A DESIGNS FOR DIGNITY Impact Grant provides pro bono services from interior designers to nonprofit organizations seeking to transform their physical spaces, empowering them to better serve their constituents.

IS THIS A FINANCIAL GRANT?

THIS IS NOT A FINANCIAL GRANT. An Impact Grant is comprised of pro bono design services and advocacy for securing pricing and donated goods. D4D works to solicit donated products and materials necessary to fulfill project goals, and most projects receive some donated materials.

However, suitable materials are not always available because of fluctuations in the flow of donations. In that case, D4D will make every effort to assist the organization in purchasing the necessary furniture or materials at a preferred price.

WHAT IF THE PROJECT INVOLVES ELECTRICAL, PLUMBING OR OTHER CONSTRUCTION ISSUES?

As with furniture procurement, D4D will assist organizations in identifying qualified professionals to perform these services. However, the Impact Grant DOES NOT cover costs associated with these services.

IF I AM RECEIVING DONATED ITEMS, ARE THEY 100% FREE?

The donated materials are free, but the recipient organization is financially responsible for a STANDARD FEE FOR SERVICE that covers the cost of procuring the materials, storing them, and transporting them to the site. This fee will be due within 30 DAYS of the official Grant Award.

HOW DO I KNOW HOW MUCH MY ORGANIZATION WILL BE RESPONSIBLE FOR PAYING?

Each organization is financially responsible for a STANDARD FEE FOR SERVICE, which covers costs associated with procurement, storage and transportation of donated materials.

****PLEASE NOTE:** In addition to the STANDARD FEE FOR SERVICE, each organization is responsible for construction, installation and miscellaneous costs to complete each project. ******

WHY CAN'T I HIRE MY OWN MOVING COMPANY TO DELIVER THE MATERIALS?

D4D has a longstanding relationship with an experienced moving company that provides services at a significant discount from the market rate. Accepting the Impact Grant includes committing to using our movers for donated items.

Projects come in all shapes and sizes, and they depend on the specific needs of each individual organization. If awarded, you will work closely with D4D and your design team to develop a project and a budget that meets your needs before beginning the project. The examples below are NOT intended to serve as a cost estimate for any future project, but rather to illustrate what a project summary could look like for one project.

PROJECT A - EXAMPLE		
LINE ITEM	VALUE	APPLICANT'S COST
Design Service Hours	80,000	0
D4D Inventory	104,857	0
D4D Service Fee	10,000	10,000
Table Bases	2,716	1,218
Furniture Installation	882	882
Sourced Flooring	2,592	0
Fabric Donation	980	0
Furniture Reupholstry	570	570
Tile	2,633	918
Tile Installation	4,500	4,500
Sourced Window Treatments	610	0
TOTAL	210,339	18,088

PROJECT B - EXAMPLE		
LINE ITEM	VALUE	APPLICANT'S COST
Design Service Hours	80,000	0
D4D Inventory	229,710	0
D4D Service Fee	25,000	25,000
Furniture Installation	12,075	12,075
New Furniture	61,096	61,096
Miscellaneous Parts	119	119
TOTAL	396,000	98,290

PLEASE NOTE: These examples DO NOT account for construction, labor or other related costs.

If you have questions regarding any portion of this application, please contact the DESIGNS FOR DIGNITY office: (800) 351-6354 • DESIGNSFORDIGNITY.org

PROJECT OVERVIEW

Name of Organization:
(as registered with the IRS)

Name of Project:

Please provide a BRIEF OVERVIEW of the proposed project:

ORGANIZATION ADDRESS:

Street Address:

City: State: Postal Code: Country:

Is your organization an IRS 501(c)(3) ORGANIZATION? This is required to be considered for a DESIGNS FOR DIGNITY Impact Grant.
 YES NO

Year FOUNDED: EIN #:

Number of FULL-TIME staff: Number of PART-TIME staff:

Number of VOLUNTEERS regularly involved in the organization:

How long has your program been operating in its CURRENT LOCATION?

PROPOSED PROJECT ADDRESS:

Street Address:
(if different from above)

City: State: Postal Code: Country:

SQUARE FEET of proposed project:
(if available) Is the project space in this application: OWNED RENTED IF RENTED, when does the lease end?
(MM/DD/YYYY)

THESE ANSWERS SHOULD ONLY REFER TO THE PROGRAM(S) INCLUDED IN THIS IMPACT GRANT APPLICATION.

Which of the following POPULATIONS does your organization serve? (Checking all that apply)

LOW INCOME MINORITIES PEOPLE WITH DISABILITIES
 VETERANS LESBIAN, GAY, BISEXUAL, TRANSGENDER, & QUESTIONING HOMELESS

Please note the PERCENTAGE of each of the following populations. (The following percentages should equal 100%.)

Women: Men: Youth: Older Adults:

As a DIRECT RESULT of this project, do you expect to see an increase in... (Check ALL that apply)

NUMBER OF PEOPLE SERVED ABILITY TO WORK MORE EFFICIENTLY NUMBER OF EMPLOYEES
 TYPES OF SERVICES PROVIDED SENSE OF WELL-BEING FOR PEOPLE SERVED STAFF RETENTION
 OTHER IF OTHER, please describe:

Does the proposed project in this Impact Grant Application serve either of the following populations?
 LOW INCOME MINORITIES NEITHER

What is the PRIMARY USE(S) of the space in this application?

PROGRAM/DIRECT SERVICES CLINICAL EDUCATIONAL COMMUNITY GATHERING
 HOUSING OFFICE/ADMINISTRATIVE PERCENTAGE of the space to be used
for office/administrative functions:

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PROJECT OVERVIEW

SCOPE OF DESIGN SERVICES REQUESTED

The DESIGNS FOR DIGNITY Impact Grant includes comprehensive pro bono design services. While we do not specifically award furniture or finishes as a part of this grant, we typically are able to provide some donated furniture and finishes for our design projects. PLEASE NOTE, THIS IMPACT GRANT NOT A FINANCIAL GRANT.

Please check the services you are requesting in this Impact Grant Application:

- SPACE PLANNING FURNITURE SELECTION LIGHTING DESIGN
 FINISH SELECTION (E.G. FLOORING, PAINT, ETC.) GRAPHIC DESIGN LANDSCAPE/GARDEN DESIGN

OTHER IF OTHER, please describe:

ANTICIPATED start date of the proposed project:
(MM/DD/YYYY)

IF APPLICABLE, required completion date for project:
(MM/DD/YYYY)

FUNDING

If you have any questions regarding the funding section of this application, you are encouraged to contact Designs for Dignity.

Do you have an ESTABLISHED BUDGET (*) for the proposed project?

YES NO

(*) Please include STANDARD FEE FOR SERVICE in budget total.

IF YES, identify established budget: (*)

IF YES, funding available from:
(MM/DD/YYYY)

IF YES, funding available until:
(MM/DD/YYYY)

IF YES, identify funding source(s):

IF NO, please indicate the ANTICIPATED funding (amount):

IF NO, identify ANTICIPATED funding source(s):

ANTICIPATED funding available from:
(MM/DD/YYYY)

ANTICIPATED funding available until:
(MM/DD/YYYY)

When would you receive confirmation of ANTICIPATED funding?
(MM/DD/YYYY)

Do you have a PROFESSIONAL or PERSONAL ASSOCIATION with any member of the DESIGNS FOR DIGNITY board or staff?

YES NO

Please provide the NAME(s) and ASSOCIATION:

How did you learn about the DESIGNS FOR DIGNITY Impact Grant?

APPLICANT / PRIMARY CONTACT PERSON:

First Name: Last Name: Title:

Phone: - - Email Address:

MARKETING / COMMUNICATIONS CONTACT PERSON:

First Name: Last Name: Title:

Phone: - - Email Address:

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ADDITIONAL INFORMATION

Summarize your organization's PURPOSE(s) and/or MISSION STATEMENT:

Briefly describe KEY PROGRAMS:

Does your organization currently have a written NON-DISCRIMINATION POLICY regarding the services you provide?
PLEASE NOTE: This is not a request for a non-discrimination policy regarding employment.

YES NO

Does your organization have any formal or informal RELIGIOUS AFFILIATIONS?

YES NO

Please provide further details regarding these affiliations:

Does your organization offer any RELIGIOUS-BASED PROGRAMS?

YES NO

Please describe the nature of these programs:

Is participation in these programs mandatory to receive services at your organization?

YES NO

INDIVIDUALS SERVED

Total number of individuals served by the organization per year:
(This may involve programs / locations not included in this application.)

Total number of UNDUPLICATED individuals served by the organization per year:
(This may involve programs / locations not included in this application.)

Total number of individuals served per year specifically at the site location:

Total number of UNDUPLICATED individuals served per year specifically at the site location:

PROJECT TYPE

This answer should only refer to the program(s) included in this Impact Grant Application. We are specifically looking for services provided at the location(s) of the proposed project.

Which of the following areas does your organization PRIMARILY address: (check up to 3)

- | | | |
|--|---|--|
| <input type="checkbox"/> HOUSING | <input type="checkbox"/> EDUCATION | <input type="checkbox"/> ECONOMIC SECURITY |
| <input type="checkbox"/> FOOD SCARCITY | <input type="checkbox"/> ENVIRONMENTAL SUSTAINABILITY | <input type="checkbox"/> HEALTHCARE |
| <input type="checkbox"/> SOCIAL SERVICES | <input type="checkbox"/> LEGAL PROTECTION | <input type="checkbox"/> VIOLENCE PREVENTION |
| <input type="checkbox"/> ARTS & CULTURE | | |

GEOGRAPHIC AREA SERVED BY YOUR ORGANIZATION

These answers should only refer to the program(s) included in this Impact Grant Application.

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ADDITIONAL INFORMATION

OTHER PRO BONO / HIRED SERVICES

This section addresses professional services from an entity other than DESIGNS FOR DIGNITY.

Have you applied—or plan to apply—for pro bono / hired architectural or design services from other organizations or companies?

YES NO

Please name the organization(s):

Have the services been awarded?

YES NO

IF NO, please state when a decision will be made regarding the request(s):
(MM/DD/YYYY)

Please check the services you have requested from other organizations or companies:

- SPACE PLANNING FURNITURE SELECTION LIGHTING DESIGN
 FINISH SELECTION (E.G. FLOORING, PAINT, ETC.) GRAPHIC DESIGN LANDSCAPE/GARDEN DESIGN
 OTHER IF OTHER, please describe:

Please name all other community groups, organizations and/or companies that are/will be involved with this project:

Does this application have the support of your Executive Director and Board President/Chair?

YES NO

If the DESIGNS FOR DIGNITY Impact Grant Committee selects your organization for a site visit, would a representative from your Board be available?

YES NO

BOARD PRESIDENT / CHAIR:

First Name:

Last Name:

I accept ALL TERMS AND CONDITIONS as stated within this Impact Grant Application.

Phone: - -

Email Address:

REQUIRED DOCUMENTATION

The following digital information is REQUIRED to be considered for a DESIGNS FOR DIGNITY IMPACT GRANT.

Please provide the following documentation in addition to the completed application via email to: grants@DESIGNSFORDIGNITY.org

- Verification of INTERNAL REVENUE CODE 501(C)(3) TAX-EXEMPT STATUS.
- Most recent FISCAL YEAR AUDITED FINANCIAL STATEMENT.
- List of the organization's BOARD OF DIRECTORS and their affiliations.
- PROOF OF INSURANCE for the site and all activities taking place on premises.
- A LIST OF CONTRACTORS, SUBCONTRACTORS, FURNITURE MANUFACTURERS, FURNITURE DEALERS and/or SUPPLIERS the organization has engaged for this project or would want to have considered for this project, if applicable.
- Any additional COLLATERAL MATERIALS to describe your organization. (e.g. brochures, leaflets, information on annual fundraisers, etc.)
- EXISTING FLOOR PLANS and/or DRAWINGS, if available. For garden projects, please submit a PLAT OF SURVEY. (CAD or PDF)
- Any ADDITIONAL ITEMS which describe the project. (e.g. photographs, drawings, renderings, etc.)
- ESTABLISHED BUDGET for the proposed project.
- NON-DISCRIMINATION POLICY of the Applicant Organization.
- LOGO OF ORGANIZATION. (PDF, EPS or AI files preferred.)
- Please provide a 25-WORD DESCRIPTION of applicant organization. (DOCX or DOC file format.)