



Village of Vernon Hills
290 Evergreen Drive, Vernon Hills, IL 60061

January 19, 2024

RE: 2024/2025 Social Service Grant Application

The Village of Vernon Hills will be reviewing applications for social service grants for the 2024-2025 fiscal year, May 1 – April 30. As in the past several years, funds are limited; however, the Village understands the vital importance of the services your agency provides our community. At this point in time, we anticipate the grant amount available would be similar to 2023/2024.

With that in mind, we invite you to submit applications for fiscal year 2024-2025 funding. Please find attached an application for social service grant funding. The application can also be found on our website – www.vernonhills.org.

Grant applications should be mailed to the undersigned at the Village of Vernon Hills or emailed to ElizabethK@vhills.org no later than March 1, 2024 for the application information to be used as a basis for determining grant funding.

After review of your application, we will contact you if more information is necessary. Grant recipients for the 2024 program are anticipated to be announced in April 2024, with funding to be distributed in May 2024.

If you have questions during the interim, you can contact Elizabeth Koehl at 847-918-3546 or ElizabethK@vhills.org.

Sincerely yours,

A handwritten signature in black ink that reads "Kevin Timony".

Kevin Timony
Village Manager

KMT/ek

cc: Roger L. Byrne, Village President
Village Board of Trustees



2024
APPLICATION FOR SOCIAL SERVICE GRANT
FUNDING

(Attach additional sheets as needed)

I. Organization Information

Agency/Organization: _____

Name: _____

Address: _____

City: _____

Phone: _____

Contact Person: _____

Title: _____

E-Mail Address: _____

Date of Incorporation: _____

Agency's Fiscal Year: _____

Agency Description: _____

Service Population: _____

Service Area: _____

What types of problems/needs have you identified in the Vernon Hills area and what impacts do they have on the community? _____

II. Service Information

Services Offered: _____

Service Site Locations: _____

Total non-duplicated count of Vernon Hills' residents served: _____

Total non-duplicated count of total service recipients: _____

Average contacts/resident (use most appropriate measure, ex: hours per week/month):

III. Funding Information

Total amount requested: _____

Previous Funds received from Vernon Hills: _____

Amount: _____ Year Received: _____

Funding Sources

Government Funding	FY 22/23 % of Total		FY 23/24 % of Total		Anticipated FY 24/25 % of Total	
	Amount	Revenue	Amount	Revenue	Amount	Revenue

Non-Government Funding	FY 22/23		FY 23/24		Anticipated FY 24/25	
	Amount	Revenue % of Total	Amount	Revenue % of Total	Amount	Revenue % of Total

Client Fees	FY 22/23		FY 23/24		Anticipated FY 24/25	
	Amount	Revenue % of Total	Amount	Revenue % of Total	Amount	Revenue % of Total
TOTAL REVENUE						

IV. Expenditures

	FY 22/23	FY 23/24	Anticipated FY 24/25
Salaries			
Admin/Support			
Direct Services			
Benefits			
Admin/Support			
Direct Services			
Occupancy Related			
Client assistance			
TOTAL EXPENSES			

	FY 22/23	FY 23/24	Anticipated FY 24/25
Total no. of Employees			
Full time:			
Part time:			
TOTAL			
Volunteer Staff			

Coordination with/Distinction from other Service Providers

What services are offered that are unique to this agency/organization? _____

What other agencies in the area offer this same service? _____

What coordination efforts are made to avoid duplication of service? _____

VI. Long Range Plans

Describe any planned: _____

Expansion of services: _____

Expansion of Staff: _____

Expansion of Facilities: _____

Efforts to increase revenue: _____

Efforts to decrease costs: _____

VII. Documentation

Please be prepared to submit copies of the following documentation, if requested.

Budget
Long Range Plan
Audit
Insurance
Brochures