

# CBOT Foundation Grant Program

Application Form

## I. Introduction

The CBOT Foundation is pleased to provide funding opportunities for non-profit organizations through our grant program. The CBOT Foundation is specifically interested in organizations and projects that support children in need, education, seniors, wildlife, social and human services within the global communities where we live and do business. All such non-profit organizations that meet the eligibility guidelines below are encouraged to apply. Members and employees that comprise our exchange community are welcome to sponsor an organization applying for funding through the CBOT Foundation grant program although all applications will be considered on their own merit. To be considered for a grant, applicants must use this format, follow the guidelines and include all requested materials. For more information, please visit our website, [www.cbtfoundation.org](http://www.cbtfoundation.org)

Completed applications should be sent to:

CBOT Foundation  
Dawn Andersen

c/o Henning & Carey  
141 W. Jackson Suite 1404  
Chicago, IL 60604

Requests will be evaluated on the basis of programs and services offered, population served, experience of the organization, visibility opportunities, measurable impact, quality of management and management practices, other corporate support, and financial status. Please visit the CBOT Foundation website for application deadlines. Grant decisions are made by the CBOT Foundation's Board of Directors.

## II. Eligibility

- All organizations requesting support must be tax-exempt under Section 501 (c)(3) of the Internal Revenue Code.
- Organizations must demonstrate that they do not restrict services or discriminate in any form on the basis of race, religion, ethnic origin or sexual orientation.
- The organization has significant interest in the following areas: Youth, education, seniors, wildlife, social and human services.
- Be administered in and dedicated to the benefit of the Chicago area.
- Not be one that contributes funds to ancillary organizations.

### III. Excluded organizations and purposes

The CBOT Foundation generally does not fund the following:

- Organizations without tax-exempt status
- Exclusionary organizations
- Private foundations
- Operating or capital expenses
- Individuals
- Political candidates and lobbying organizations
- Religious, fraternal, social or other membership organizations providing services to their own constituencies
- Memorials, endowments or multi-year pledges
- Fundraising efforts to benefit other organizations
- Fundraising activities related to individual sponsorships (e.g., walk-athons, marathons)
- Special events such as conferences, symposia and sports tournaments
- Athletic teams
- Video/film production

### IV. Grant Application

#### A. General Information

Name of Organization

Tax I.D. #

Street Address

City  State  Zip

Contact Person  Title

Telephone and Direct Extension

E-mail Address

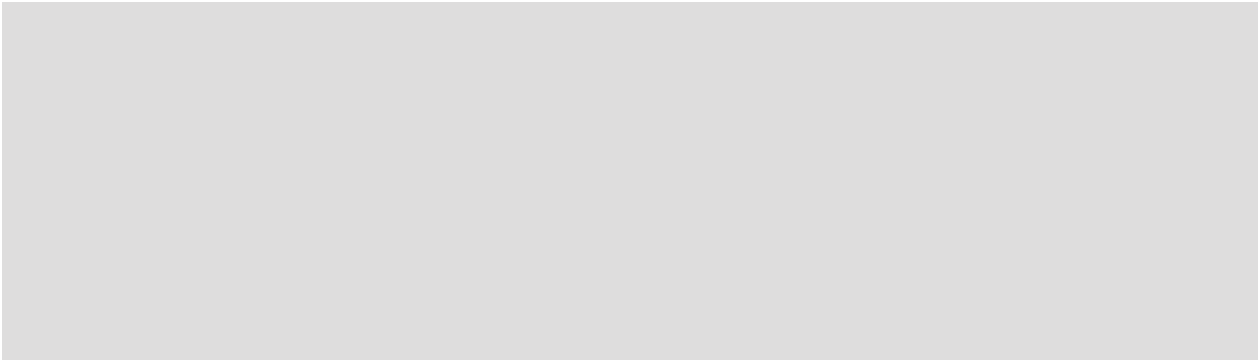
Web Site Address

Geographic Area(s) Served

Amount of Request

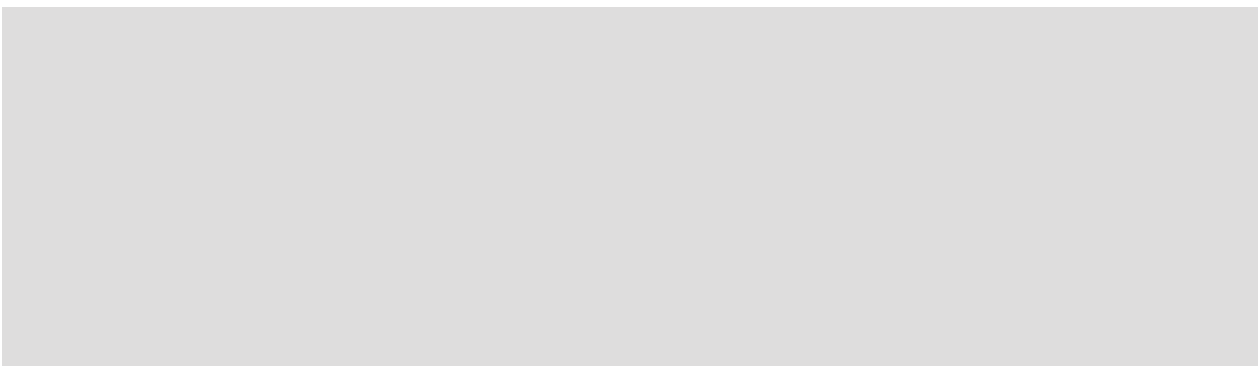
## B. Organization Background

Mission statement and brief history of the organization:



## C. Visibility

Please include a discussion of how the organization will acknowledge the CBOT Foundation's support and visibility opportunities.



## V. Grant Narrative

The following information should be included as an attachment and limited to no more than three pages:

- Organization's activities focus on:
  - youth
  - wildlife
  - education
  - social and human services
  - seniors
  - other (please explain)
- intended use of funding
- target populations and number served
- time schedule for implementation
- description of intended results
- evaluation and measurement criteria

## VI. Additional Attachments

(No application will be considered without the following attachments; these materials will not be returned):

- A copy of the IRS tax-exempt 501 (c)(3) letter
- A list of the Board of Directors and their affiliations
- A complete copy of the organization's most recent IRS Form 990 (must be within past two years). If organization is 990 exempt, a financial report/independent audit including sources of revenue, income, and expenses with specific information as to program support, administrative and fundraising costs should be submitted.
- A completed W-9
- Annual report, if available
- List of the organization's major funding sources
- Explanation of any deficits or changes in funding, if applicable