



Letters of Intent are due by **Friday, November 21, 2025**. Selected applicants will be invited to complete a detailed application. Following a majority recommendation by the **Gurnee Cares Commission**, requests will proceed to the **Village Board** for final approval. Awards are anticipated to be approved in February 2026.

Applicant Information	Organization Name	Website
	Organization DBA Name	Federal Tax ID#/ or EIN# (Most recent IRS Form 990 will need to be provided in the next step)
	Applicant (Authorized Agent) Name: Title: Phone: Email: Office Address:	
Program Information	Program name and description (attach extra page if necessary):	

Program Information	Primary area of need (select one that best fits) ☐ Food Security & Nutritious Essentials ☐ Transportation Assistance ☐ Utility & Financial Aid ☐ Senior Support ☐ Housing & Homelessness Prevention ☐ Child & Family Support ☐ Mental Health & Substance Use
	Describe how your program will benefit the Gurnee community (Please Include the following) - Demographics of those served, total clients/households expected, and the proportion who are Village of Gurnee residents. - How will you reach the Gurnee community and reduce barriers to participation?
Funding Request	Does your organization use a fiscal agent? (If so, please explain)

Funding Request	How will you use these funds and how much will each part cost? (Show your estimated budget in the worksheet below. You can explain details here.)		
Grantees will be eligible for up to 25% of the awarded amount in advance. If you plan to receive 25% of the award money upfront, please explain how it will be used.			
Estimated Budget Worksheet (please attach a separate sheet if needed)			
	Expense Type	Description	Estimated Amount
	Total Program Budget: \$ _____		Grant Amount Requested: \$ _____

Applicant's Acceptance of Grant Terms & Conditions, including:

Reimbursement Process:

- Grantees may receive up to 25% of the awarded amount as an advance. Remaining funds will be disbursed on a monthly reimbursement basis.
- If awarded a Gurnee Cares Grant, the applicant must submit paid receipts within 30 days of each expenditure. All required documentation, including photographs of the completed program, must be submitted to gurneecares@village.gurnee.il.us The Village will process reimbursement for the approved amount upon receipt of all documentation. The organization must also submit a completed W-9 form.

Each applicant ensures:

- Program funds will be utilized within 12 months of the award date.
- Receipts will be submitted monthly for reimbursement.
- Funds may only be used for items approved as part of the grant award.
- A Form 990 or proof of non-profit status must be provided to verify non-profit status.
- Expenses already funded by another governmental program or grant source are not eligible for reimbursement.

I, Applicant, attest that the statements on this form are true and complete. I understand that if at any time my program fails to comply with any applicable laws or regulations it will be ineligible for a Grant, and I agree to forfeit all rights pursuant to recovery of claims or damages.

Applicant Signature

Date (mm/dd/yyyy)

Please submit completed Letter of Intent with signatures and all required documentation to: gurneecares@village.gurnee.il.us

**More information about Gurnee Cares can be found here:
<https://www.gurnee.il.us/gurneecares>**