

# THE MONROE FOUNDATION

1547 South Wolf Road

Hillside, IL 60162

Tel: 773.315.9720

Email: [ommonroe@themonroefoundation.org](mailto:ommonroe@themonroefoundation.org)

Website: [www.themonroefoundation.org](http://www.themonroefoundation.org)

***Mission Statement:** The Monroe Foundation*

*is a publicly supported not-for-profit agency that seeks to educate, link and fund community development projects within low-income communities in the City of Chicago*

## **The Monroe Foundation P.A.C.T Project Community Development Application for Technical Assistance Membership**

### **Benefits of Membership**

As a member of **The P.A.C.T Project (Partnership Assisting Community Transformation)**, you will participate in workshops and receive one-on-one technical assistance in all aspect of not-for-profit organizational development, including Grant-Writing, Board of Directors/Leadership Development/Community, and Enterprise Development, and introduce your projects to Chicago area Corporate Charitable Giving Program and Chicago area Foundations Program Managers that are seeking emerging community development programs to potentially support, through the foundation's PACT Project Meeting With A Grant Maker Program. (**Note: Eligibility Rules Applies**)

### **Benefits of Joining P.A.C.T**

- Grant Writing, Fundraising and Grants Research Development and Preparation Consultations
- Board Training and Leadership Development Workshops on Organizational Development
- Consultation in Program Development and Implementation
- Presentations to Chicago area Funders through the foundation's "**Meeting With A Grant Maker**" Program that connects you "face to face" with Chicago area funders for existing 501© Nonprofits ready for funding

**The P.A.C.T Project** will also provides specialized workshops and consultations in the areas of:

- Starting an Illinois Not-for-Profit Community Development Organizations
- Applying for 501(c)(3) Status With the Internal Revenue Service (IRS)
- Small Business Development/Entrepreneurship/Lending
- Grant Writing and Applying for Grants
- Community Organizing/Community Advocacy/Leadership Development
- Community Reinvestment/Banking/Lending Agreements (CRA)/Economic Development Strategies

### **The P.A.C.T Project Annual Membership Fee \$ 1000 REGISTRATION**

To become a member of the **The Monroe Foundation's PACT Project** and receive technical assistance and training in developing projects that Chicago area grant makers are seeking to support, the annual membership fee is \$ 1000 and entitles you to group training and **25 hours of one-on-one technical assistance in not-for-profit grants resources and organizational development during the membership year.**

### **The Monroe Foundation P.A.C.T Project Team:**

**Otis Chandler Monroe, III:** Mr. Monroe is the President of the Monroe Foundation, has helped over 30 community, faith-based agencies obtain over \$10 million dollars in grants, contributions from foundations and corporate giving programs.

**Athena Williams:** Executive Assistant to the CEO, is a community resource specialist, project manager, and coordinator of membership services for the Monroe Foundation. Ms. Williams most recently served as Fundraising Manager for Ald. Emma Mitts of the 37<sup>th</sup> Ward of Chicago.



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## **The Pact Project Application for Technical Assistance/Member Questionnaire** **Please fill out all information requested that might apply.**

1. Name of Organization or Individual: \_\_\_\_\_

Office Location: \_\_\_\_\_ Website: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

2. Who else may be contacted for additional information: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Business: \_\_\_\_\_ Home: \_\_\_\_\_

3. Purpose of Organization or Project: \_\_\_\_\_

### **4. Check the technical assistance you are in need of from PACT Project:**

- Starting an Illinois not-for-profit organization
- Develop By-laws for the Organization
- Board Development and Training
- Develop a Fundraising Plan
- Preparing Requirements for 501(c)(3) Filing
- Accounting System Design
- Organizational Planning/Strategic Planning
- Community Organizing

5.  Meet with Chicago area foundation representatives  
 Grant-writing Consulting  
 Project Development (Specify Below)

(1) Affordable Housing Development (2) Youth Programs (3) Day Care Center (4) Educational Programs (5)  
Small Business/Economic Development Projects (6) Other



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## **Organizational Information (Check all that applies)**

501 (c)(3) Letter from IRS

- Tax Identification Number
- Articles of Incorporation
- Certificate of Good Standing From Secretary of State
- I.R.S. Form 990
- Financial Statements
- Organizational Audit
- Board of Directors
- None of the Above

7. Date group established/organized: \_\_\_\_\_

Target Population served: \_\_\_\_\_

Community/area serviced: \_\_\_\_\_

8. If membership organization, number of members: \_\_\_\_\_

Officers/Directors of the Organization: (Note: Please attach a list of all Officers and Directors, including address **(IF APPLICABLE)**)

a. Does your Organization have an operating budget?       Yes       No

b. What is the operating budget of your Organization?      \$ \_\_\_\_\_

9. How did you hear about **The P.A.C.T Project**? \_\_\_\_\_

\* \* \*

I have read and understood the technical services of membership within **The Monroe Foundation PACT Project**.

We are a \_\_\_\_\_ start-up organization.

We are a \_\_\_\_\_ existing not-for-profit/tax-exempt organization

Signature: \_\_\_\_\_



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Date: \_\_\_\_\_

**Please make check or money order payable and send to:**

**The Monroe Foundation**

**P.A.C.T Project**

**1547 South Wolf Road**

**Hillside, IL 60162**