

# evanston!communityfoundation

## 2023 E-Town Innovation Grant Overview for... Grassroots Community Groups

This document provides information for **grassroots community groups interested in applying for an E-Town Innovation grant**. This includes community groups that are NOT 501c3 nonprofits or DO NOT have fiscal sponsorship from a nonprofit.

If you are with another type of group or organization, download the E-Town Innovation grant guidelines for your type of organization at [evanstonforever.org](http://evanstonforever.org). Questions and required paperwork may differ.

### funding priorities

We want Evanston to thrive as a vibrant, just, and inclusive community. We fund projects that:

- Create real opportunities for Black people, Indigenous people, and People of Color (BIPOC)<sup>1</sup> to make Evanston more equitable
- Meaningfully engage BIPOC community members to identify problems and develop solutions - from program start to finish
- Encourage collaboration between organizations or groups

We fund projects that develop new ideas as well as expand or improve on existing work. Whether a project is new or ongoing, we look to support work that disrupts “how it’s always been done” and centers racial equity at its core.

### who can apply

Projects must serve the Evanston community. Organizations or groups can include:

- New applicants
- Current grantees
- Former grantees
- Previous applicants

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<sup>1</sup> ECF uses the term BIPOC to highlight the unique history of oppression and continual, systemic discrimination that Black and Indigenous people experience within a U.S. context. These systems, built on white supremacy culture, impact all People of Color. As such, ECF prioritizes organizations led by and/or centered on the voices of Black, Indigenous, Latinx, and Asian community members, and those impacted by multiple intersectional systems of oppression

**Note:** Organizations or groups are only eligible for one E-Town Innovation grant per 12-month period. Organizations or groups can apply for and receive other types of ECF grants during the same year.

### funding guidelines

Grant amounts range from \$2,500 – \$20,000.

- Proposed project budgets should be appropriate to the scope
- Grant period is for a 12-month period

These grants do not fund endowments, fundraising or sponsorship of events, or individuals. We also do not fund religious-based projects. Faith-based organizations may apply for projects benefiting the general community.

### what the committee considers

A diverse committee of Evanston residents reviews the applications and decides which projects are funded. Here are the main areas the committee considers when deciding which projects to fund:

#### **Evanston Service**

- How the project serves the Evanston community
- Balance of # of people served and intensiveness of services
- Ability to explain project need

#### **Plan and Impact**

- Community need for the project
- How the project impacts systems

#### **Equity**

- How the project advances racial equity
- How the project creates more opportunities and equitable outcomes for BIPOC Evanston residents

#### **Community Voice**

- Who key stakeholders are + how they are involved

- How BIPOC community voices are centered in the project

#### **Collaboration**

- Strength of collaborations, if applicable
- Roles of any partners

#### **Clarity of Proposal**

- How clearly the proposal explains the overall project
- How effectively the proposal describes what the project intends to accomplish and how to reach these outcomes

#### **Financials**

- Appropriateness of project budget and anticipated use of resources
- How well the group/organization can successfully handle the project

### how to apply

You can find all applications, including questions and materials, in [ECF's online grant portal](#) starting on Monday, July 31st. Applications for the fall 2023 cycle must be submitted through our online grant portal by **Monday, September 11<sup>th</sup>, 2023 at 11:59 PM CST.**

We will announce grant awards in November 2023.

### attachments to submit

Below is a brief overview of documents that your group will need to submit. You can find further details in the grant portal.

<b>Document</b>	<b>Additional Instructions</b>
<input type="checkbox"/> (If applicable) Total Group Operating Budget	Include current annual budget and previous year annual budget if available (Operating Budget template provided if needed)
<input type="checkbox"/> Project Budget Form	Please submit a budget including full costs of your project, indicating which costs ECF would cover. (Template provided)
<input type="checkbox"/> (If applicable) Collaboration Letter of Support	Include a letter of support if working on a joint project (clearly defined roles, partner expectations, etc.) with another group

You will also need to provide a two-sentence summary that describes the project. If your project receives grant funding, we may use this summary in ECF publications.

**Note on reporting:** You will need to submit all project receipts when reporting back to ECF on your project.

### key grant application questions

Below are application questions you will be asked to answer in the grant portal. See the grant portal for specific information about character limitations.

#### **About Your Group**

- What does your group do in Evanston and how does it uplift BIPOC Community members? BIPOC = Black, Brown, Indigenous, People of Color.
- Who is leading your efforts? Please share the names and demographics of your leadership and/or team members. Include race, gender identity, and city where they live.
- If applicable, what is the date of your fiscal year end?
- How much money does your group have on hand (in a bank account or otherwise)?
- About how much does it cost to run all your projects in a year? Tell us about how you raise money for your work.

- Has your group been an Evanston Cradle to Career Community Building grantee in the past? If so, tell us about that project. (If no, it will not affect your grant application).
- Please attach your group's Operating Budget. In case you do not have a template, you can download this Operating Budget Template as guidance to complete this step.

### **About Your Project**

- Amount requested
- Project description: Please share a description of the project you are applying for.
- How did you come up with the idea for this project? How do you know there is a need for this project?
- How is this need being addressed currently in the community? How will your project add to already existing efforts?
- Tell us about your project timeline. What will happen when? (**Note:** You must complete the project within 12 months of the grant award.)
- How will you encourage participation in your project? How will you break down any barriers to participation?
- How will you know that this project has made a difference in the community?

### **How Your Project Centers Racial Equity**

- Tell us how the voices of Black, Indigenous, and People of Color are an integral part of your group's overall decision-making processes. How do you engage (or plan to engage) program participants in your planning processes?
- Tell us about the identities that you are serving with this project. What are the demographics of the Evanston residents you plan to serve with this proposal?

### **questions**

Contact Program Officer Jenny Valdés Del Valle at [valdesdelvalle@evanstonforever.org](mailto:valdesdelvalle@evanstonforever.org).