APPLICATION QUESTIONS AND DOCUMENTS: Community Institutions

***If you are a Community Institution, here are the documents you will need to gather:***

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| **Document** | **Additional Instructions** |
| * Current fiscal year operating budget
 | Include current annual budget with revenue sources |
| * Prior fiscal year operating budget, with Budget-To-Actuals
 | Include prior fiscal year operating budget including revenue sources and budget-to-actuals |
| * Project Budget Form
 | Please submit a budget including full costs of your project, indicating which costs ECF would cover. (Template provided) |
| * Board Roster
 | Include each member’s name, race, gender identity, and city of residence |
| * *(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 organization |
| * *(If applicable)* Fiscal Sponsorship Letter
 | Include a letter explaining fiscal sponsorship relationship |

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 Organization

* What is your organization's mission and scope of work?
* What is the need or challenge your organization is designed to meet? How did you come up with the idea for this project?
* If you are an organization working with a fiscal sponsor, please provide their name and information, and please upload a letter of agreement.
* Please be prepared to provide board & staff demographic information.
* Please attach a roster of board members or governing body. Include name, race, gender identity, and city of residence.
* If you are working with a fiscal sponsor, please upload their leadership list (e.g. taskforce, steering committee, advisory board, etc.)

## About Your Project

* Amount requested
* Project Description: Please share a description of the project you are applying for.
* How is this need being addressed currently in the community? How will your project add to already existing efforts?
* How will you encourage participation in your project? How will you break down any barriers to participation?
* What is your plan? How will you bring it to life? What is your anticipated timetable? (**Note:** You must complete the project within 12 months of the grant award.)
* How will you know your project is successful?

## How Your Project Centers Racial Equity

* Tell us who do you plan to serve through this project
* About how many people do you expect to serve through this project? (if unsure, please give your best estimate)
* What percentage of people served through this project do you expect to be Evanston residents?
* What percentage of people served through this project do you expect to be BIPOC?
* How will this project advance Racial Equity?
* Tell us how the voices of Black, Brown, Indigenous, People of Color are an integral part of your organization's overall decision-making processes. How do you engage program participants in determining your current and future programming?

**About Your Financials**

* What is the date of your fiscal year end? For example: ECF’s fiscal year runs from 1/1 - 12/31
* Please upload your organization's ***current*** fiscal year operating budget including revenue sources (if you have it).
* Please upload your organization's ***prior*** fiscal year operating budget including revenue sources and budget-to-actuals.
* Please share a brief budget narrative to address any significant variances in the annual operating budget or actuals (optional).

questions

Contact Program Officer Jenny Valdés Del Valle at valdesdelvalle@evanstonforever.org.

***If you are a Community Grassroot Group, here are the documents you will need to gather:***

|  |  |
| --- | --- |
| **Document** | **Additional Instructions** |
| * *(If applicable)* Total Group Operating Budget
 | Include current annual budget and previous year annual budget if available (Operating Budget template provided if needed) |
| * Project Budget Form
 | Please submit a budget including full costs of your project, indicating which costs ECF would cover. (Template provided) |
| * *(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 |

# 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](https://evanstonforever.org/files/6816/6800/3949/ECF__Operating_Budget_Template_ETOWN_2023.xlsx) 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.

***If you are a Business with a Charitable Purpose, here are the documents you will need to gather:***

|  |  |
| --- | --- |
| **Document** | **Additional Instructions** |
| * Project Budget Form
 | Please submit a budget including full costs of your project, indicating which costs ECF would cover. (Template provided) |
| * Current fiscal year operating budget
 | Include current annual budget with revenue sources |
| * Prior fiscal year operating budget, with Budget-To-Actuals
 | Include prior fiscal year operating budget including revenue sources and budget-to-actuals |
| * Ownership Chart
 | Include each owning member’s ownership share, as well as name, race, gender identity, and city of residence. (Ownership Chart Template provided if needed) |
| * *(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 organization |

# 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 Business

* What is your business EIN #?
* Tell us about your business and your service to the community.
* What is the date of your fiscal year end? For example: ECF’s fiscal year runs from 1/1 - 12/31
* (provided in the system) Ownership Chart Template: Once completed, please upload in this section. Please include each member ownership’s share, as well as name, race, gender identity, and city of residence.
* Please upload your organization's current fiscal year operating budget including revenue sources.
* Please upload your organization's prior fiscal year operating budget including revenue sources and Budget-to-Actuals.

## About Your Project

* Amount requested
* Project Description: Please share a description of the project you are applying for.
* What expertise does your business have? How did you come up with the idea 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 know this project has made a difference in the community?
* What are the demographics of the Evanston residents you plan to serve through this project? About how many people will you reach? If you’re not sure, give your best to estimate.
* *For workforce projects:* Tell us about supports you will provide participants, directly or through community partnerships, including during and after your program.

## How Your Project Centers Racial Equity

* How will your idea be transformative? How will project advance racial equity in Evanston? How will you know if your project has been successful?
* Tell us how the voices of Black, Indigenous, and people of color are an integral part of your organization's overall decision-making processes. How do you engage program participants in determining your current and future programming?
* Tell us who do you plan to serve through this project
* About how many people do you expect to serve through this project? (if unsure, please give your best estimate)
* What percentage of people served through this project do you expect to be Evanston residents?
* What percentage of people served through this project do you expect to be BIPOC?

# questions

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