



2017 RESPONSIVE GRANTS PROGRAM GUIDELINES

OUR MISSION

Helping Evanston thrive now and forever as a vibrant, inclusive, and just community, the Evanston Community Foundation builds, connects, and distributes resources and knowledge through local organizations for the common good.

OUR PRINCIPLES

- We focus on equity. • We listen first. • We understand sustainability is critical to growth.
- Our leadership will always be in service to the community.

GRANTMAKING PHILOSOPHY

We make investments in organizations and projects that are poised to make a difference in the community by strengthening nonprofit organizations and their programs. Responding to a broad range of community opportunities and needs, we request proposals that show promise of strengthening the community beyond the grant period.

- We seek to make Evanston an equitable community for all residents.
- We strengthen the capacity of organizations to achieve long-term results.
- We encourage collaborative proposals that build and develop community resources and partnerships.
- We look to invest in work that will be self-sustaining after the funding period.

QUALIFICATIONS

- Any group or organization providing services to Evanston residents may apply for a grant. All proposals must address issues, concerns or opportunities in the Evanston community.
- Applicants must either be 501(c)(3) organizations, schools, government entities or they must have a fiscal sponsor that qualifies as a tax-exempt organization under Sec. 501(c)(3) of the IRS.
- Applicants must be able to demonstrate inclusive practices leading to diversity of their boards, staff and constituents.
- Applicants must seek diverse funding sources and have a plan to sustain their program beyond the term of the grant.

FUNDING PARAMETERS

- Request amount may be between \$5,000 - \$20,000. Last year, the average grant was \$10,300. Grants may be awarded for partial or full funding of proposal request.
- Grants are typically made for one year (July 1 to June 30). In some cases, a grant supporting a project that was funded in the previous year may be made in a second or third consecutive year if the applicant proposes enhancements to the project.
- Current and former grantees and/or previous applicants to any ECF grants program are eligible and encouraged to apply.
- We do not fund general operations; endowments; fundraising events or sponsorship of events; appeals for religious purposes (though faith-based organizations may apply for projects benefitting the general community); or individuals. We are unlikely to fund capital campaigns or one-time conferences, performances or events.

AREAS OF INTEREST

We request proposals addressing any aspect of the Evanston community including, but not limited to: arts and culture, basic human needs, community development, early childhood education/early learning, education, environment, family support/counseling, health, housing, seniors, workforce development, or youth.

We have particular interest in work that furthers:

- equity and access
- early learning and workforce development
- Evanston Cradle to Career goals: <http://evanstonc2c.org/>
- The goals of Evanston 150: <http://evanstonforever.org/ventures/collaborations/evanston150/>

TYPES OF GRANTS

Capacity building: organizational initiatives that focus on building infrastructure to support an organization's long-term growth and development to better fulfill its mission (e.g. strategic plans, board development, staff development, technology upgrades, revenue-generating staff positions).

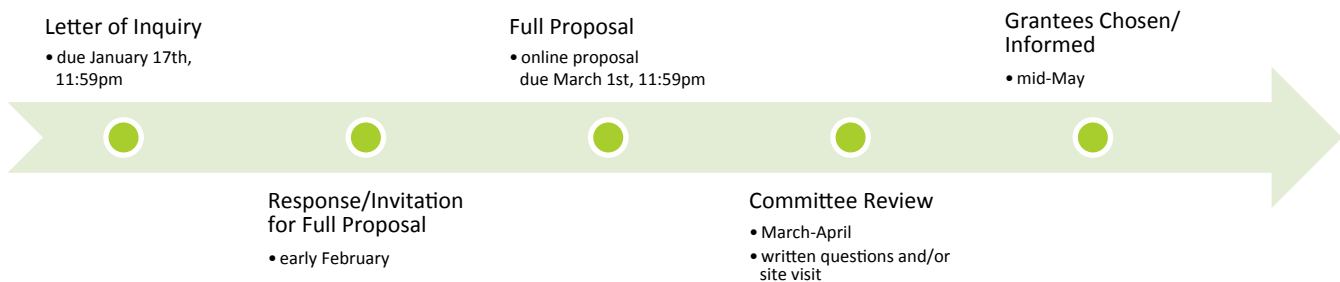
Program: continuing improvements to proven programs or projects that strengthen an organization's ability to fulfill its mission and show long-term impact, new initiatives, pilot projects, bridge funding, and capstone funding. We encourage collaboration.

HOW TO APPLY

- The first step is to submit a brief Letter of Inquiry by January 17th, 2017 at 11:59pm.
- After a review, selected organizations will be invited in early February to submit a full proposal by March 1st.
- Grantees will be chosen and informed by May 26th.

Letters of Inquiry and proposals must be submitted through eGrant: <http://evanstoncf.egrant.net>.

If you need access to a computer or need assistance submitting online, please contact our office: 847-492-0990.



LETTER OF INQUIRY: PROGRAM AND CAPACITY BUILDING GRANT REQUESTS

1. What is your organization/group's mission and scope of work?
2. Project Description (If existing program, include how this qualifies as a program enhancement).
3. The Evanston Community Foundation is committed to an Evanston that is equitable for all residents. We expect our grantees to share in this commitment. Please answer the following:
 - a. Does your organization or group have a written diversity/equal opportunity policy? If yes, please attach.
 - b. How does your organization's leadership reflect the demographics of the community you serve to ensure diverse perspectives needed at decision-making levels? You may provide a rationale or action plan with steps toward diversity.
 - c. Do you collect demographic information of constituents? If so, how? If not, what are the barriers to doing this?
4. Please attach:
 - a. Project Budget (*see template*)
 - b. Current Fiscal Year-to-Date Budget to Actual, and Prior Fiscal Year Budget to Actual
 - c. Page 1 of two most recent 990s
 - d. *Optional:* a brief budget narrative to address any significant variances

LETTER OF INQUIRY: CAPACITY BUILDING GRANT REQUESTS ONLY

5. How will this grant help develop your organization?
6. With this increase in capacity, how will your organization be positioned to better serve Evanston?

LETTER OF INQUIRY: PROGRAM GRANT REQUESTS ONLY

5. Why are you undertaking this specific program? What impact in Evanston do you hope to realize?
6. Who will be served by your program? How many are Evanston residents?
7. How will you strive to ensure access and break down barriers of participation in Evanston?

QUESTIONS? OUR STAFF IS HERE TO HELP.

Contact Rebecca Cacayuran, Program Officer at (847) 492-0990 or