

evanston!communityfoundation

1560 Sherman Avenue, Suite #535
Evanston, IL 60201

2016-17 Responsive Grants Calendar

June 2, 2016	Grantee orientation
June 17, 2016	Grantees submit evaluation worksheet and revised program/project budget to grants@evanstonforever.org
June	ECF reviews evaluation worksheet & revised budget and creates a grant agreement, which is emailed to grantee for signature
July 1, 2016 or upon receipt of signed grant agreement	1 st Grant Check issued Start of grant period
December 2, 2016	Grantees submit Interim Reports
December 2016 / January 2017	2 nd Grant Check issued, if ECF approves interim report
1 st Quarter 2017	Site Visits (unless project timing indicates the need for a summer or fall visit)
June 30, 2017	End of Grant Period
July 17, 2017 or before	Grantees submit Final Reports

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