PROPOSAL: PROGRAM GRANT REQUESTS

1. *Funding:* Please list each source, amount, and status (pending or secured). *(1000 characters)*
2. *Challenge/Opportunity:* What Evanston challenge or opportunity do you seek to address with this request? *(2200 characters)*
3. *Goals:* What are the specific goals of this project to meet this challenge? How do you plan to measure if your goals are being reached? What will indicate a successful outcome? *(1200 characters)*
4. *Qualifications:* What resources, experience, and/or expertise does your organization bring to the challenge your project seeks to address? What other groups or organizations address this need/challenge in Evanston? How does your organization complement these other efforts in Evanston? *(1800 characters)*
5. *Methods:* How will this project be implemented and what is the timetable? Remember, the funding period is July 1 to June 30. How will you reach your intended audience and/or recruit participants? *(1200 characters)*
6. *Sustainability:* How will this effort be sustained after the grant period ends? *(1200 characters)*
7. *Collaboration:* Is this project a collaboration? *If yes, please answer the following:*
   a. Is this a simple collaboration (short-term, relatively informal) or a joint partnership (pooled resources, formal relationship)?
   b. Explain the collaboration, including the collaborator's names, roles, and responsibilities. *(1200 characters)*
   c. Attach up to three letters of support, understanding, or agreement (MOU).

PROPOSAL: CAPACITY BUILDING GRANT REQUESTS

1. *Funding:* Please list each source, amount, and status (pending or secured). *(1000 characters)*
2. *Qualifications:* What resources, experience, and/or expertise does your organization bring to Evanston? What other groups or organizations address this need/challenge? How does your organization complement these other efforts in Evanston? *(1800 characters)*
3. *Goals:* What are the specific goals of this project? How will you assess if your goals are being reached? What will indicate a successful outcome? How will you measure the degree to which your organization has been strengthened? *(1200 characters)*
4. *Readiness:* Describe how your organization is ready to undertake this capacity building project. Why is this project important at this time? *(1200 characters)*
5. *Methods:* How will this project be implemented and what is the timetable? *Remember, the funding period is July 1 to June 30. (1200 characters)*
6. *Vendor:* Will this project be undertaken by a consultant or firm? *If so, what was/will be your selection process? If already selected, please give an overview of the provider and upload the vendor agreement. If not yet selected, please explain how you arrived at the proposal request amount. (1200 characters)*
7. *Sustainability:* Will this capacity building project be completed by the end of the grant period? If not, how will this project be sustained after the grant period ends? *(1200 characters)*