evanston!communityfoundation

Fall 2022 E-Town Innovation Grant Overview for…
Community Institutions

This document provides information for **community institutions interested in applying for an E-Town Innovation grant.** This includes 501c3 organizations, 501c6 organizations, local schools, local government, or organizations with a fiscal sponsor relationship.

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. Questions and required paperwork may differ.

funding priorities

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

- Create real opportunities for Black people, Indigenous people, and people of color (BIPOC) 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

Note: Organizations are only eligible for one E-Town Innovation grant per 12-month period. Organizations 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, November 7, 2022. Applications for the fall 2022 cycle must be submitted through our online grant portal by **Monday, December 5, 2022 at 11:59 PM CST**.

We will announce grant awards in February 2023.

attachments to submit

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

❑	Total Organization Operating Budget	Include current annual budget and previous year annual budget
❑	Project Budget Form	Use form located in grant portal
❑	Budget Comparison	Include most recent annual budget comparing proposed budget to actual operating budget
❑	Page 1 of Organization's Two Most Recent 990s	Submit ONLY page 1 of organization's two most recent 990s
❑	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

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 Budgets: You will need to include a line item for administrative overhead in the project budget. This includes, but is not limited to, expenses relating to rent, utilities, insurance, technology, and accounting. If overhead is over 25%, you will need to provide a brief narrative to describe how these expenses contribute to the project.

If relevant, also provide a brief budget narrative to address any significant gap in the annual operating budget or actuals.

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 percentage of staff leadership identify as a Person of Color?
- What is the need or challenge your organization is designed to meet?

About Your Project
- What is the amount you are requesting?
- What is your project idea and what problem does it solve?
- 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?
- What is your plan? How will you bring it to life? What is your anticipated timetable?
- How will you encourage participation in your project? How will you break down any barriers to participation?
- Tell us about who you plan to serve with this project. About how many people? What percentage will be Evanston community members? What are the demographics of Evanstonians you plan to serve?

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?

questions

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