Nonprofit Growth & Sustainability Grants (Spring 2023)

Project Information

Organization*
Character Limit: 100

Project Name*
Character Limit: 100

Annual operating budget*
Please enter your organization's annual operating budget
Character Limit: 20

Amount Requested*
Maximum amount of $25,000 and not more than 15% of organization’s operating budget.
Character Limit: 20

Grant Type*
Choices
Capacity Building
Operating Support

Project Summary*
Please provide a two sentence summary that captures the scope of the project.

**If you are applying for an Operating Support Grant, please summarize how this grant would strengthen your organization's overall work

If your grant receives funding, this summary may be used in ECF publications.
Character Limit: 350

Funding request*
For what are you seeking funding?
Character Limit: 2000
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?

*Character Limit: 1800

Operating Support

SECTION 1: MISSION

Organization Mission & Scope of Work*
What is your organization mission and scope of work in Evanston? What does your work aim to accomplish? How does your work impact Evanston residents?

*Character Limit: 3000

Timing and Impact*
How will this organizational support grant strengthen your organization’s overall capacity? Why is this support important now? What will you be able to do more of or better with this support than you are doing now?

*Character Limit: 3000

Outcomes*
What are the outcomes you use to measure organizational impact? How do you measure them?

*Character Limit: 2000

SECTION 2: LEADERSHIP

Staff Leadership*
Describe your staff leadership structure. If you have a leadership succession plan, please describe it.

*Character Limit: 3000

Strategic Plan*
Does your organization have a strategic plan? How is it being implemented? What is your organization’s vision for impact and growth over the next three years?

*Character Limit: 2500

Board Engagement*
Describe your board’s engagement in strategic planning, fundraising, and organizational oversight.
SECTION 3: EQUITY

Steps to Address Equity Issues*
What efforts have you made to advance equity through your work and/or in your organization over the last two years?

Racial Equity*
We are committed to advancing racial equity. Tell us about the makeup of your board, staff leadership, and overall staff.

Staff Leadership Diversity*
What percentage of people in staff leadership identify as Black, Indigenous, people of color (BIPOC)?

Diversity of Organization's Leadership*
How does your organization’s leadership reflect the demographics of the community you serve to ensure diverse perspectives are needed at decision-making levels? You may provide a rationale or action plan with steps toward diversity.

Demographic Collection*
Do you collect demographic information of constituents?

Choices
Yes
No
In Progress

Demographic Collection Methods*
If you do collect demographic information of your constituents, please describe how you use it.
If not, what are the barriers?

Diversity/Equal Opportunity Policy*
Does your organization or group have a written diversity/equal opportunity/racial equity policy?

Choices
Yes
No
In Progress

If you selected 'Yes', please complete the following three questions. If not, continue to 'Board Roster'.

**Policy Adoption Year**
What year was the policy adopted?
*Character Limit: 4*

**Policy Amendment Year**
What year was the policy last amended?
*Character Limit: 4*

**Diversity/Equal Opportunity/Racial Equity Policy**
*File Size Limit: 5 MB*

**Board Demographics***
Please attach a roster of board members or governing body. Include name, race, gender identity, and city of residence.
*File Size Limit: 15 MB*

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**Capacity Building**

**SECTION 1: MISSION**

**Organization Mission & Scope of Work***
What is your organization’s mission and scope of work in Evanston? How does your work impact Evanston residents? What does your work aim to accomplish?
*Character Limit: 3000*

**SECTION 2: PROJECT**

**Project Summary***
Tell us about this project and how it will advance your work. Why is this project important for your organization?
*Character Limit: 2000*

**Project Methods***
How will this project be implemented? What is the timetable?
*Character Limit: 2500*
Goals*
What are the specific goals of this project? What will indicate a successful outcome? How will you measure the degree to which your organization has been strengthened?

Character Limit: 2000

Service Impact*
With this increase in capacity, how will your organization be positioned to better serve Evanston?

Character Limit: 2000

Project Focus DEI*
Will this project advance diversity, equity, or inclusion? If YES, how will this project advance diversity, equity, or inclusion within your organization?

Character Limit: 2000

Collaboration*
Is this a collaboration?

Choices
Yes
No

Alliances
If this project is focused on collaboration, strategic alliances, or a potential merger, tell us about the other organizations involved. Note: letters from those organizations confirming their engagement must be attached to this application.

Character Limit: 2000

Vendor Agreement
If applicable, please upload the vendor agreement.

File Size Limit: 5 MB

SECTION 3: LEADERSHIP

Staff Leadership*
Describe your staff leadership structure. If you have a leadership succession plan, please describe it.

Character Limit: 2000
Strategic Plan*
Does your organization have a strategic plan? How is it being implemented? What is your organization’s vision for impact and growth over the next three years?
*Character Limit: 2500

Board Engagement*
Describe your board’s engagement in strategic planning, fundraising, and organizational oversight.
*Character Limit: 2500

SECTION 4: EQUITY

Steps to Address Equity Issues*
What efforts have you made to advance equity through your work and/or in your organization over the last two years?
*Character Limit: 3000

Racial Equity*
We are committed to advancing racial equity. Tell us about the makeup of your board, staff leadership, and overall staff.
*Character Limit: 3000

Staff Leadership Diversity*
What percentage of people in staff leadership identify as Black, Indigenous, people of color (BIPOC)?
*Character Limit: 3

Diversity of Organization’s Leadership*
How does your organization’s leadership reflect the demographics of the community you serve to ensure the diverse perspectives needed at decision-making levels? You may also provide a rationale or action plan with steps toward equity.
*Character Limit: 3000

Community Voices*
Please tell us how the voices of Black, Indigenous, and people of color (BIPOC) are an integral part of your overall decision-making process and program development.
*Character Limit: 3000

Demographic Collection*
Do you collect demographic information of constituents?

Choices
Yes
No
In Progress

**Demographic Collection Methods***
If you do collect demographic information of your constituents, please describe how you use it. If not, what are the barriers?

*Character Limit: 1000*

**Diversity/Equal Opportunity Policy***
Does your organization have a written diversity/equal opportunity/racial equity policy?

**Choices**
- Yes
- No
- In-Progress

*If you selected "Yes", please complete the following three questions. If not, continue to "Board Roster".*

**Policy Adoption Year**
When was the policy adopted?

*Character Limit: 4*

**Policy Amendment Year**
What year was the policy last amended?

*Character Limit: 4*

**Diversity/Equal Opportunity/Racial Equity Policy***
Please upload your Diversity/Equal Opportunity/Racial Equity Policy

*File Size Limit: 5 MB*

**Project Budget***
Please submit a project budget using the provided form. Include total cost of project, sources of other funding received to date, and funding being solicited. Please also include a line item for administrative overhead. This includes, but is not limited to, expenses relating to rent, utilities, insurance, technology, and accounting. If overhead is over 25% please explain why.

Project Budget Form

*File Size Limit: 10 MB*

**Board Demographics***
Please attach a roster of board members or governing body. Include name, race, gender identity, and city of residence.

*File Size Limit: 5 MB*
Collaboration

Collaboration Type*

Choices
Simple Collaboration
Joint Partnership

Simple Collaboration:
Short-term and relatively informal relationship in which two or more organizations collaborate to provide a service together. For example, Organization A provides a workshop that Organization B offers to its constituents. One organization acts as the lead.

Joint Partnership:
Formal relationship in which partners pool resources and share the results of their joint efforts. Roles and outcomes are clearly defined in a Memorandum of Agreement (MOU) or other contract. Organizations are equal partners. For example, Organizations A and B work together to improve mental health provision to people in crisis. Organization A, a treatment network, provides Mental Health First Aid training to first responders who work for Organization B, a general hospital. When staff at Organization B identify a patient in need of long-term mental health care, they provide a direct referral to Organization A.

Collaborator Names*
Please list the collaborating partners on this project. Use this template for formatting: "Partner One, Partner Two, and Partner Three" (excluding the quotation marks).

Character Limit: 500

Collaborator Roles*
Please explain the collaboration, including the roles and responsibilities of each partner.

Character Limit: 1200

Collaborator Uploads
Please attach up to three letters of support, understanding, or agreement (MOU). If more than three, use the Additional Uploads section.

Collaborator Upload 1*
File Size Limit: 5 MB

Collaborator Upload 2
File Size Limit: 5 MB
Collaborator Upload 3
File Size Limit: 5 MB

Financial Uploads

Current fiscal year operating budget including revenue sources*
Please upload your organization’s current fiscal year operating budget including revenue sources (if you have it).
File Size Limit: 5 MB

Prior Fiscal Year Operating Budget*
Please upload your organization’s prior fiscal year operating budget including revenue sources (if you have it).
File Size Limit: 5 MB

Prior Fiscal Year Budget-to-Actuals*
Please upload prior fiscal year budget-to-actuals.
File Size Limit: 5 MB

Two Most Recent 990's (Page 1 ONLY)*
Please upload Page 1 only of two most recent 990s
File Size Limit: 5 MB

Budget Narrative
Please share a brief budget narrative to address any significant variances in the annual operating budget or actuals (if needed only).
Character Limit: 3000

Additional Uploads

If needed, you may use the following upload boxes for up to four additional attachments. Please include a descriptive file name.

Additional Upload 1
File Size Limit: 5 MB

Additional Upload 2
File Size Limit: 5 MB
Additional Upload 3
File Size Limit: 5 MB

Additional Upload 4
File Size Limit: 5 MB