Purpose
The Evanston Community Rapid Response Fund (ECRR) has been created to address the challenges Evanston faces due to the COVID-19 crisis. This application is for operating grants for Evanston-serving nonprofits facing significant financial challenge due to:

- Lost earned and/or fundraising revenue and/or
- Increased expenses due to providing increased, new, or changed services in this crisis

Round One of these grants is focused specifically on organizations who are anticipating difficulty in paying rent, mortgage, or other occupancy costs or making payroll in April and May 2020. Grants awarded may be used to pay operating expenses retroactively to April 1, 2020. Funding decisions will be made by a committee of community members every two weeks.

**FUNDING PRIORITIES**
1. Organizations providing basic needs services to populations which were already vulnerable before the pandemic or which are disproportionately affected by the pandemic.
2. Organizations providing services other than basic needs to such vulnerable or disproportionately affected populations.
3. Other nonprofit organizations endangered due to the pandemic, with a focus on those that are at a high risk of closure due to inability to meet financial obligations or of widespread staff reductions likely to impair the organization’s ability to carry out its mission either during the pandemic or after it subsides.

**QUALIFICATIONS**
- Any group or organization providing services to Evanston residents may apply for a grant.
- Applicants must either be 501(c)(3) organizations or must have a fiscal sponsor that qualifies as a tax-exempt organization under Sec. 501(c)(3) of the IRS.

**FUNDING PARAMETERS**
- Maximum grant amount is $25,000 or 25% of organization’s annual operating budget, whichever is lesser.
- Grant period is April 1 – May 30.
- New applicants, current, and former grantees, and/or previous applicants to any ECF grants program are eligible and encouraged to apply.
- For-profit businesses and faith-based organizations are ineligible.

**HOW TO APPLY**
- All application materials must be submitted through ECF’s grants system: GLM
- Applications may be submitted at any time throughout the grant schedule. The grants committee will make funding decisions every two weeks. Be sure to submit your request according to the calendar below.
- If you need access to a computer or assistance submitting online, please contact grants@evanstonforever.org.
APPLICATION QUESTIONS

All applications—and their respective questions and materials—are accessible through our GLM online grants system. However, if you would like to preview application materials or download an operating needs worksheet, please visit evanstonforever.org/rapid-op-grants.

Please note: For all narrative questions, tell us briefly and directly what you want, what is going on for you, those you serve, and your staff, and what you need. Do not worry about phrasing things just right.

- What population are you serving? What percentage are Evanston residents? What are the demographics of the Evanston residents you are serving (if you know)?

- Are you serving community members who are undocumented?
  - If yes, do you require social security numbers or other documentation for provision of service?

- Which of the three priorities does this organization fit? (Basic human needs: food, shelter, clothing, medical care, safety)
  - Providing basic human needs to most vulnerable populations (by income, race, age, disability)
  - Providing services that do not fall in the category of basic human needs (e.g. arts, youth programs, educational programs)
  - Other nonprofit at high risk of staff reduction or closure due to inability to meet financial obligations (e.g. childcare)

- What is the impact of the COVID-19 crisis on your constituents to date? What do you anticipate the impact to be on your constituents through May 2020?

- Has this crisis increased your caseload or the need for your services? Has it led you to change delivery of services or focus of services so far? If possible, please estimate the percentage increase over your regular services to date and estimate the percentage increase through May 2020.

- What is the impact of the COVID-19 crisis on your organization so far? What do you anticipate the impact of cancelled programs or closed facilities will have on earned revenue and fundraising revenue through May 2020?

- What is the impact of the COVID-19 crisis on your staff? Is your organization able to retain core staff? Do you anticipate having to lay off or terminate employment for any staff members through May 2020 that would prevent you from fulfilling your mission?

- How have you been able to adapt your services, such as moving to online staff and client connections? What is the impact on staff? Are there costs to these changes?

- What do you estimate as your organization’s operating needs through May?

- Financial information: Submit budget vs. actual and cash flow report for both the previous fiscal year, and the most current available year to date results.

- In addition to this request, how are you working to raise additional funds? Share all efforts you are engaged in:
  - Applying for Small Business Administration Economic Injury Disaster Loan
    - Status of application:
    - Amount applied for:
    - Amount approved for:
  - Applying for Small Business Administration Paycheck Protection Loan
Status of application:
Amount applied for:
Amount approved for:
Applying for other foundation grants:
  Where have you applied?
  Status of applications (declines, approvals, etc.):
Increasing individual fundraising asks
  Strategy for individual fundraising:
  Estimate of amount raised thus far:
  Does your organization have a financial contingency plan? Please explain.

**DATES AND DEADLINES**

Round One of Rapid Response Operating Grants are due April 16. Funding decisions will be made by April 24.
Round Two of Rapid Response Operating Grants are due by May 7. Funding decisions will be made by May 15.

**FUNDING CRITERIA**

1. Evanston service: How focused is this organization on serving Evanston? How many Evanstonians does it typically serve? How intensive is its service?
2. Clarity of case:
   a. Clarity of explanation of lost earned revenue
   b. Clarity of explanation of lost fundraising revenue
   c. Clarity of costs of added, expanded, and/or adapted services
3. Immediacy of need: Are the organization’s finances being significantly impacted now or are they anticipating significant impact in the future, such that the organization’s ability to carry out its core mission is or will be significantly endangered?
4. Responsiveness to crisis:
   a. Adapting services to new circumstances
   b. Providing new or expanded services due to crisis
   c. Seeking opportunities for funding beyond ECF (e.g. SBA programs, other foundations, fundraising asks)

**OUR MISSION**

Helping Evanston thrive now and forever as a vibrant, inclusive, and equitable community, the Evanston Community Foundation builds, connects, and distributes resources and knowledge through local organizations for the common good. ECF launched the Evanston Community Rapid Response Fund to foster a unified philanthropic response to address the impact of the novel coronavirus COVID-19 in the Evanston community.

**STRATEGIC GOALS**

The Evanston Community Foundation makes investments in organizations and projects that advance the following strategic goals:

- An Evanston that is inclusive and equitable for all
- An empowered and engaged community that collaborates across sectors to define problems and work on solutions
- A thriving nonprofit sector

**QUESTIONS? OUR STAFF IS HERE TO HELP**

Contact Karli Butler, Program Officer at grants@evanstonforever.org or visit www.evanstonforever.org