**  
2019 responsive grants**

**letter of inquiry questions**

**ORGANIZATION INFORMATION: ALL GRANT REQUESTS**

1. What is your organization/group’s mission and scope of work? *(1200 characters)*
2. The Evanston Community Foundation is committed to an Evanston that is equitable for all residents. We expect our grantees to share in this commitment. Please answer the following:
   1. Does your organization or group have a written diversity/equal opportunity policy? *If yes, please attach.*

What year was the policy adopted? What year was the policy last amended?

* 1. How does your organization’s leadership reflect the demographics of the community you serve to ensure diverse perspectives needed at decision-making levels? *You may provide a rationale or action plan with steps toward diversity. (1200 characters)*
  2. Do you collect demographic information of constituents? *If so, how? If not, what are the barriers to doing this? (800 characters)*
  3. What progress have you made in the past year, pertaining to the above questions? *(1200 characters)*

**PROJECT INFORMATION: ALL GRANT REQUESTS**

1. Choose the grant type that describes your project:
   1. *Capacity Building:* Organizational initiatives that focus on building infrastructure to support an organization’s long-term growth and development to better fulfill its mission (e.g. strategic plans, board development, staff development, technology upgrades, revenue-generating staff positions).
   2. *Program:* Continuing improvements to proven programs or projects, new initiatives, pilot projects, bridge funding, and capstone funding to show long-term impact. We encourage collaboration.
2. Please provide a two sentence summary that captures the scope of the project. *If your grant receives funding, this summary may be used in ECF publications. (350 characters)*
3. For what are you seeking funding? *If applicable, include how this qualifies as a program enhancement for an existing program. (2200 characters)*

**CAPACITY BUILDING GRANT REQUESTS ONLY**

1. How will this grant help develop your organization? *(1200 characters)*
2. With this increase in capacity, how will your organization be positioned to better serve Evanston? *(1200 char.)*

**PROGRAM GRANT REQUESTS ONLY**

1. Why are you undertaking this specific program? What impact in Evanston do you hope to realize? *(1200 char.)*
2. Who will be served by your program? How many are Evanston residents? *(1200 characters)*
3. How will you strive to ensure access and break down barriers of participation in Evanston? How do you give voice to program participants in determining your current and future programming? *(1200 characters)*

**FINANCIAL INFORMATION: ALL GRANT REQUESTS**

1. What percentage of board members (or governing body) made a financial contribution to your organization in the last fiscal year? *If financial support is less than 100%, please explain. (800 characters)*
2. Submit a project budget [using the provided form](https://evanstonforever.org/index.php/download_file/force/1823/). Include total cost of project, sources of other funding received to date, and funding being solicited. Please also include a line item for 10 to 15 percent administrative overhead. This includes, but is not limited to, expenses relating to rent, utilities, insurance, technology, and accounting.
3. If needed, provide a brief budget narrative to address any significant variances in the annual operating budget or actuals. *This question pertains to the files you will upload in the following section. (1000 characters)*
4. Please attach:
   1. Current and prior fiscal year budget with actuals, including your revenue sources
   2. Page 1 of two most recent 990s (if your organization has been in existence for two years)