

# evanston!communityfoundation

1560 Sherman Avenue, Suite #535  
Evanston, IL 60201

## 2017-18 Responsive Grants Calendar

|   |   |
|---|---|
| June 8, 2017                                      | Grantee orientation   |
| June 20, 2017                                     | Grantees submit evaluation worksheet and revised program/project budget to <a href="mailto:grants@evanstonforever.org">grants@evanstonforever.org</a> |
| June 2017   | ECF reviews evaluation worksheet & revised budget and creates a grant agreement, which is emailed to grantee for signature                            |
| July 2017, upon receipt of signed grant agreement | 1 <sup>st</sup> Grant Check issued<br>Start of grant period   |
| December 1, 2017                                  | Grantees submit Interim Reports   |
| December 2017 / January 2018                      | 2 <sup>nd</sup> Grant Check issued, if ECF approves interim report  |
| 1 <sup>st</sup> Quarter 2018                      | Site Visits (unless project timing indicates the need for a summer or fall visit)   |
| June 30, 2018                                     | End of Grant Period   |
| July 16, 2018 or before                           | Grantees submit Final Reports   |

**Contact:**

Rebecca Cacayuran  
Program Officer  
Phone: 847-492-0990  
Fax: 847-492-0904

[rebecca@evanstonforever.org](mailto:rebecca@evanstonforever.org)