

## ROLLING GRANTS PROGRAM GUIDELINES

### OUR MISSION

Helping Evanston thrive now and forever as a vibrant, inclusive, and just community, the Evanston Community Foundation builds, connects, and distributes resources and knowledge through local organizations for the common good.

### OUR PRINCIPLES

- We focus on equity. • We listen first. • We understand sustainability is critical to growth.
- Our leadership will always be in service to the community.

### GRANTMAKING PHILOSOPHY

We make investments in organizations and projects that are poised to make a difference in the community by strengthening nonprofit organizations and their programs. Responding to a broad range of community opportunities and needs, we request proposals that show promise of strengthening the community beyond the grant period.

- We seek to make Evanston an equitable community for all residents.
- We strengthen the capacity of organizations to achieve long-term results.
- We encourage collaborative proposals that build and develop community resources and partnerships.
- We look to invest in work that will be self-sustaining after the funding period.

### QUALIFICATIONS

- Any group or organization providing services to Evanston residents may apply for a grant. All proposals must address issues, concerns or opportunities in the Evanston community.
- Applicants must either be 501(c)(3) organizations, schools, government entities or they must have a fiscal sponsor that qualifies as a tax-exempt organization under Sec. 501(c)(3) of the IRS.
- Applicants must be able to demonstrate inclusive practices leading to diversity of their boards, staff and constituents.

### FUNDING PARAMETERS

- One year grants with a maximum request amount of \$5,000.
- New applicants, current, and former grantees, and/or previous applicants to any ECF grants program are eligible and encouraged to apply.
- Groups may receive one rolling grant per calendar year.
- We do not fund general operations, endowments, fundraising events or sponsorship of events, appeals for religious purposes (though faith-based organizations may apply for projects benefitting the general community), or individuals. ECF is unlikely to fund capital campaigns or one-time conferences, performances, or events.

### FUNDING AREAS

- **Capacity building:** specific project to support an organization's long-term growth and development to better fulfill its mission (e.g. strategic plans, racial equity audits and training, board and/or staff development, technology upgrades, program evaluation)
- **Collaboration (program):** efforts that bring people, organizations, government, and/or businesses together to tackle a shared issue, reach a shared goal, or test a new idea. Planning grants for new strategic alliances are eligible.
- **Pilots (program):** program design, plans or pilots. Particularly those that reach underserved Evanstonians.
- **Time-sensitive Needs or Opportunities (capacity or program):** pressing and/or unforeseen needs, or requests that capitalize on a funding opportunity.

### HOW AND WHEN TO APPLY

- Proposals may be submitted at any time throughout the year through eGrant: <http://evanstoncf.egrant.net>.
- Download both a proposal and a budget template at [www.evanstonforever.org/rollinggrants](http://www.evanstonforever.org/rollinggrants) and upload to eGrant.
- The grants committee will make funding decisions in March, June, September, and December of each year. Be sure to submit your request by the first of each month to be included in that quarter's review.
- If you need access to a computer or assistance submitting online, please contact our office: 847-492-0990.

## ROLLING GRANTS QUESTIONS

Please download a proposal template at [www.evanstonforever.org/rollinggrants](http://www.evanstonforever.org/rollinggrants) and limit your answers to two pages.

### ALL GRANT REQUESTS

1. What is your organization/group's mission and scope of work in Evanston?
2. Project Description: For what are you seeking funding?
3. How will this project be implemented and what is the timetable?
4. What will indicate a successful outcome?

### PROGRAM GRANT REQUESTS ONLY

5. Why are you undertaking this specific program? What impact in Evanston do you hope to realize?
6. Who will be served by your program? How many are Evanston residents?
7. How will you reach your intended audience and/or recruit participants? How will you strive to ensure access and break down barriers of participation in Evanston?
  - If you are collaborating with other groups, please explain the collaboration and the responsibilities of each partner and attach a letter of support.

### CAPACITY BUILDING GRANT REQUESTS ONLY

5. How will this grant help develop your organization?
6. Why is this project important at this time?
7. With this increase in capacity, how will your organization be positioned to better serve Evanston?
8. If this is a project that will be undertaken by a consultant or firm, what was/will be your selection process? If already selected, please give an overview of the provider. If not yet selected, please explain how you arrived at the proposal request amount.

## PROJECT BUDGET SAMPLE

A thoughtfully prepared budget demonstrates you have considered all the costs associated with the request, as well as the resources needed to ensure the project's success. Download a budget template at [www.evanstonforever.org/rollinggrants](http://www.evanstonforever.org/rollinggrants)

### EXPENSES

Possible categories: salaries, professional fees, publicity/outreach, etc. You may include administrative overhead representing between 10% - 15% of the request amount. This includes expenses relating to rent, utilities, insurance, technology, and accounting.

Item	Total Project (\$)	This Request (\$)	Notes
Staff salaries and benefits	\$6,500	\$1,350	
Marketing	\$2,500	\$2,500	
Print/Copy	\$1,200		
Administrative Overhead	\$1,800	\$650	
<b>TOTAL EXPENSES</b>	<b>\$12,000</b>	<b>\$4,500</b>	

### Revenue/Project Support

Possible categories: Government grants, foundation grants, individuals, business support, events, fees for service, etc  
Pending sources of support include requests currently under consideration. Please indicate anticipated decision date in Notes.

Item	Total Project (\$)	Pending (\$)	Secured (\$)	Notes
ABC Foundation	\$3,000	\$3,000		Decision date: May
ECF Rolling Grant	\$4,500	\$4,500		
Individual Donations	\$3,500	\$1,500	\$2,000	Anticipated decision: April
Fees for services	\$1,000		\$1,000	
<b>TOTAL INCOME</b>	<b>\$12,000</b>	<b>\$9,000</b>	<b>\$3,000</b>	

### QUESTIONS? OUR STAFF IS HERE TO HELP.

Contact Rebecca Cacayuran, Program Officer at (847) 492-0990 or [grants@evanstonforever.org](mailto:grants@evanstonforever.org) or visit [www.evanstonforever.org](http://www.evanstonforever.org)