

evanston!communityfoundation

1560 Sherman, Suite 535, Evanston, IL 60201 847.492.0990 www.evanstonforever.org

2014 Grant Application – ENDOW NOW program

Name of Organization:

Address:

Telephone:

Fax number:

Executive Director:

Contact Person and Title:

Contact Telephone (if different):

Contact email:

Website:

Year Organization Founded:

Annual Budget:

Federal Tax ID number:

Checklist of Required Materials

- ☐ Federal Tax ID Number (this will be used to verify your current 501(c)(3) status)
- ☐ Grant application cover sheet and narrative
- ☐ Mission statement and current goals and priorities of your organization
- ☐ Gift table (template provided in grant application)
- ☐ Budget and actuals for the last two fiscal years (template provided in grant application)
- ☐ Roster of your board of directors, including addresses and phone numbers

Proposal Narrative

Please respond to the questions in the order listed and limit your narrative to no more than 2 pages in at least 11 pt. font.

- **Purpose:** Why you want to create an endowment? How does your organizational leadership think an endowment at the Evanston Community Foundation will contribute to your long-term organizational sustainability?
- **Development Plan:** How will the funds for the initial \$15,000 investment be raised? Describe the roles for current donors and/or new donors. Describe your experience with matching gift challenges. Do you plan to create an additional match from board members or current donors to attract contributions to the endowment?
- **Endowment Building:** How will you promote giving to endowment with your donors, so as not to discourage the annual support that your organization also requires? How will you continue to build your fund after the challenge period ends?

Questions? Please contact Marybeth Schroeder, Vice President, Programs at 847-492-0990 or schroeder@evanstonforever.org . The Grant Guidelines and the Grant Application are also available on our website www.evanstonforever.org

ENDOW NOW APPLICATION

INDIVIDUAL GIVING* - BY GIFT LEVEL

Board members' gifts are included in the main table ____ yes							
Or included only in the separate table below at the bottom ____ yes							
Donors by fiscal yr ____ yes Donors by calendar yr ____ yes Fiscal year is							
The complete table shows the NUMBER OF GIFTS at each level, <i>not</i> the number of donors							
Do not include corporate and/or sponsorship gifts in this table							
		2011		2012		2013	
		# of gifts		# of gifts		# of gifts	
\$20,000 and up							
\$10,000-19,999							
\$5,000-\$9,999							
\$2,500-\$4,999							
\$1,000-\$2,499							
\$500-\$999							
\$250-\$499							
\$100-\$249							
\$99 and under							
Total donors							
Total \$ raised from individual donors							
BOARD** GIVING:							
# Board Members							
# of Board Donors							
Total \$ from Board							