

PROPOSAL: PROGRAM GRANT REQUESTS

1. Focus: What Evanston challenge or opportunity do you seek to address with this grant request? (2200 characters)
2. Goals: What are the specific goals of this project to meet this challenge? How do you plan to measure if your goals are being reached? What will indicate a successful outcome? (1200 characters)
3. Qualifications: What resources, experience and/or expertise does your organization bring to the challenge this grant request seeks to address? What other groups or organizations address this need or challenge in Evanston? How does your organization complement these other efforts in Evanston? (1800 characters)
4. Collaboration: If you are collaborating with other organizations, please explain the collaboration (1200 characters). Please attach letter(s) of support at the end of the proposal.
5. Methods: How will this project be implemented and what is the timetable (remember the funding period is July 1, 2018-June 30, 2019)? How will you reach your intended audience and/or recruit participants? (1200 characters)
6. Have you secured or are you seeking other funds for this project? If yes, list each source and amount requested.
7. Sustainability: How will this effort be sustained after the grant period ends? (1200 characters)
8. Attachments:
 - A. If this is a joint partnership, please attach a letter of agreement outlining partners' roles.
 - B. If this is a program that will be offered at a collaborating organization's location or with their constituents, please attach letter(s) of support.
 - C. Please attach a roster of board members (or governing body), including the city in which they live.
 - D. If 100% of your board or governing body did not make a financial contribution to your organization in the last fiscal year, please attach an explanation.

PROPOSAL: CAPACITY BUILDING GRANT REQUESTS

1. Qualifications: What resources, experience and/or expertise does your organization bring to Evanston? What other groups or organizations address this need or challenge? How does your organization complement these other efforts in Evanston? (1800 characters)
2. Goals: What are the specific goals of this project? How do you plan to measure if your goals are being reached? What will indicate a successful outcome? How will you measure if your organization has been strengthened? (1200 characters)
3. Readiness: Describe how your organization is ready to undertake this capacity building project? Why is this project important at this time? (1200 characters)
4. Methods: How will this project be implemented and what is the timetable (remember the funding period is July 1, 2018-June 30, 2019)? (800 characters)
5. Vendor: 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. (1200 characters)
6. Sustainability: Will this capacity building project be completed by the end of the grant period? If not, how will this project be sustained after the grant period ends? (1200 characters)
7. Attachments:
 - A. Please attach a roster of board members (or governing body), including the city in which they live.
 - B. If 100% of your board or governing body did not make a financial contribution to your organization in the last fiscal year, please attach an explanation.