APPLICATION QUESTIONS AND DOCUMENTS: Community Grassroot Group

***If you are a Community Grassroot Group, here are the documents you will need to gather:***

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| **Document** | **Additional Instructions** |
| * *(If applicable)* Total Group Operating Budget | Include current annual budget and previous year annual budget if available (Operating Budget template provided if needed) |
| * Project Budget Form | Please submit a budget including full costs of your project, indicating which costs ECF would cover. (Template provided) |
| * *(If applicable)* Collaboration Letter of Support | Include a letter of support if working on a joint project (clearly defined roles, partner expectations, etc.) with another group |

key grant application questions

Below are application questions you will be asked to answer in the grant portal. See the grant portal for specific information about character limitations.

## About Your Group

* What does your group do in Evanston and how does it uplift BIPOC Community members? BIPOC = Black, Brown, Indigenous, People of Color.
* Who is leading your efforts? Please share the names and demographics of your leadership and/or team members. Include race, gender identity, and city where they live.
* If applicable, what is the date of your fiscal year end?
* How much money does your group have on hand (in a bank account or otherwise)?
* About how much does it cost to run all your projects in a year? Tell us about how you raise money for your work.
* Has your group been an Evanston Cradle to Career Community Building grantee in the past? If so, tell us about that project. (If no, it will not affect your grant application).
* Please attach your group's Operating Budget. In case you do not have a template, you can download this [Operating Budget Template](https://evanstonforever.org/files/6816/6800/3949/ECF__Operating_Budget_Template_ETOWN_2023.xlsx) as guidance to complete this step.

## About Your Project

* Amount requested
* Project description: Please share a description of the project you are applying for.
* How did you come up with the idea for this project? How do you know there is a need for this project?
* How is this need being addressed currently in the community? How will your project add to already existing efforts?
* Tell us about your project timeline. What will happen when? (**Note:** You must complete the project within 12 months of the grant award.)
* How will you encourage participation in your project? How will you break down any barriers to participation?
* How will you know that this project has made a difference in the community?

## How Your Project Centers Racial Equity

* Tell us how the voices of Black, Indigenous, and People of Color are an integral part of your group's overall decision-making processes. How do you engage (or plan to engage) program participants in your planning processes?
* Tell us about the identities that you are serving with this project. What are the demographics of the Evanston residents you plan to serve with this proposal?

questions

Contact Program Officer Jenny Valdés Del Valle at [valdesdelvalle@evanstonforever.org](mailto:valdesdelvalle@evanstonforever.org).