

# evanston!communityfoundation

## 2009 Grant Application – Responsive Grants Program

### GRANT GUIDELINES

#### Philosophy

The Evanston Community Foundation funds programs and projects that show promise of strengthening the community beyond the grant period. We respond to a broad range of community needs and opportunities. We strengthen the capacity of organizations to achieve long-term results. We encourage collaborative proposals that build and develop community resources and partnerships. We invest in Evanston's future through strategic initiatives that offer maximum community impact.

#### Qualifications

- Any group or organization providing services to Evanston residents may apply for a grant.
- Applicants must be 501(c)(3) organizations or have a fiscal sponsor that qualifies as a tax-exempt organization under Sec. 501(c)(3) of the Internal Revenue Code.
- All proposals must address issues, concerns or opportunities in the Evanston community.

#### Types of Grants

- Program: new initiatives, pilot programs, capstone projects, collaborations, or continuing improvements to proven programs that have shown long-term positive impact
- Capacity building: organizational initiatives that focus on building infrastructure to support an organization's long-term growth and development (e.g. strategic planning, board development, fundraising and development, staff development, technology upgrades)

#### Funding Parameters

The maximum grant award is \$15,000.

- Grants are typically made for one year – July 1 to June 30. Multi-year grants may be considered. Awards are announced in May.
- Grants for general operating support are not available.
- Proposals may be awarded partial or full funding.
- **Current grantees and/or previous applicants to any ECF grants program are eligible, and are encouraged to apply.**

#### Areas of Funding

The Foundation requests proposals addressing any aspect of the community including, but not limited to: **arts and culture, basic human needs, community development, early childhood education/early learning, education, family support/counseling, health, housing, workforce development, and youth.**

**The Foundation also invites proposals that align with the broad purposes of specific funds:**

**Arts in Community** --- to support capacity-building initiatives for small and mid-sized arts organizations with budgets of at least \$25,000.

**Boys** --- multi-year grant initiative to support the positive development of boys and young men. Collaborative, multi-year proposals are invited.

**Early learning and workforce development** --- to support proposals that are consistent with the goals of the Foundation's Communityworks program, *Every Child Ready for Kindergarten, Every Youth Ready for Work*. Our current focus is on children from birth to age three, the parents who nurture them, and the agencies that serve young families. Proposals particularly focused on workforce strategies are also encouraged.

**Environment** --- to address general environmental purposes or global climate change through local initiatives that reduce Evanston's ecological footprint.

**Women and girls** --- to address the needs of women and girls in all stages of life.

**Youth** --- to support employment and educational opportunities for youth, consistent with our Communityworks plan and with Mayor Lorraine Morton's career of service in Evanston.

## Evaluation Criteria

The grants committee of the Evanston Community Foundation includes ECF board members, Northwestern University Dance Marathon co-chairs, and community representatives. The committee evaluates proposals according to the following criteria:

- Is the proposal consistent with the Foundation's mission and philosophy?
- Does the proposal address a significant concern, need or opportunity in Evanston?
- Does the proposed program or investment in capacity provide the strongest value for Evanston relative to other funding opportunities?
- Are the objectives realistic and is the organization qualified to attain them?
- Is the project a collaboration or partnership with another organization? If so, does the proposal address the levels of support and the division of responsibilities among all partners?
- For capacity-building proposals, does the proposal fully explain how the organization will be strengthened and improved?
- If applicable, does the proposal address the recruitment of participants and how the program will be publicized?
- Is the project budget appropriate to the goals, objectives and expected outcomes?
- Will the project have long term impact? Is there a plan to sustain the project over time?
- Is the evaluation plan sufficient to track progress and determine success?

## Submission Process

To submit a proposal, please use the enclosed document or download the application from our website at [www.evanstonforever.org](http://www.evanstonforever.org). A complete proposal must include the following:

- 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
- Current annual budget, including your revenue sources and number of employees
- Program budget, including sources of other anticipated funds (For school-based programs, please provide the program budget, not the school district budget.)
- Roster of your board of directors, including addresses and phone numbers

## Submit 15 copies of the proposal

- Each copy must include the complete three-page grant application plus all required attachments.
- Please staple all pages together in the upper left-hand corner.
- **Do not put copies into any kind of folder or binding.**

Collateral materials that you believe will provide a helpful context for the review of your proposal may be submitted. Please provide only **one (1)** copy of each. Unlike the proposal itself, these materials may be submitted in folders or institutionally distinctive bindings, if you wish.

## SUBMISSION DEADLINE

**Complete grant proposals, including all required attachments are due in the Foundation office on Tuesday, February 17, 2009 no later than 5:00 p.m.**

Please mail or deliver your proposal to:  
**Evanston Community Foundation**  
**1007 Church Street, Suite 108**  
**Evanston, Illinois 60201**

### Important Dates:

Grant Notification and Award Presentation: May 2009  
Grantee Orientation: June 2009  
Interim Progress Report: December 2009  
Site Visits with Grantees: January-March 2010  
Final Report: July 2010

*QUESTIONS? Contact Kathy Slaughter, Grants Manager, at (847) 492-0990 or [slaughter@evanstonforever.org](mailto:slaughter@evanstonforever.org)*

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1007 Church Street, Suite 108 Evanston, IL 60201 847-492-0990 www.evanstonforever.org

## 2009 Grant Application – Responsive Grants Program

Due February 17, 2009 - 5:00 pm

### GRANT APPLICATION COVER SHEET

Name of Organization:

Contact Person and Title:

Executive Director:

Address:

Telephone:

Fax number:

E-mail:

Year Organization Founded:

Annual Budget:

**Federal Tax ID number:**

Other Support: (use additional paper if necessary):

- Has organization received any prior grant(s) from ECF? Yes \_\_\_ No \_\_\_
- Year(s) \_\_\_\_\_ Amounts: \_\_\_\_\_
- If yes, please summarize the results and impact of this prior support
- Are you seeking other funds for this current project? Yes \_\_\_ No \_\_\_
- If yes, please list each source and amount requested:

**Project Title:**

**Amount of Funding Requested:**

**Type of Request:** program \_\_\_ capacity building \_\_\_

**Program Category (check one):**

arts and culture \_\_\_

early learning \_\_\_

health \_\_\_

basic human needs \_\_\_

education/youth \_\_\_

housing \_\_\_

boys \_\_\_

environment \_\_\_

women and girls \_\_\_

community development \_\_\_

family support/counseling \_\_\_

workforce development \_\_\_

**Two-sentence summary of your project (to be used in writing a brief description of your work should you receive a grant).**

**Required:**

- 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
- Current annual budget, including your revenue sources and number of employees
- Program budget, including sources of other anticipated funds (For school-based programs, please provide the program budget, not the school district budget.)
- Roster of your board of directors, including addresses and phone numbers

## **Proposal Narrative (no more than 3 pages; please respond in the order listed)**

**Project:** In one paragraph, briefly describe the program or project you propose.

**Focus:** What is the community challenge or opportunity you seek to address? Why is this the right project to address this challenge or opportunity? If you are applying for a capacity-building grant, what is it that your organization seeks to develop to become more effective in fulfilling its mission? How will the community benefit?

**Goals:** What do you hope to accomplish? Specifically, what are the goals of this project? What is the projected timetable for implementation?

**Methods:** How will you use this grant? What activities will you develop to attain the project goals? What measures of progress would you expect to see by the midpoint of the grant (December 1)? Describe any steps already taken and/or information gathered that will support the successful implementation of this project. Are you working with other agencies on this project? If so, please include documentation from the proposed partner(s) confirming support and outlining the nature of the collaboration, specific components and the responsibilities of each partner.

**Audience:** Who will be served by this program? How many participants are Evanston residents? How will you reach your intended audience and/or recruit participants for this project?

**Qualifications:** What resources, experience and/or expertise does your organization bring to the challenge or opportunity your project seeks to address?

**Evaluation:** Describe the expected program outcomes and program evaluation. How will you know if the project is successful? What difference will the program make?

**Sustainability:** Will this project be sustained after the grant period ends? Will additional funding be needed for this project, during or after the grant period?

Questions?

Please contact Kathy Slaughter, Grants Manager at 847-492-0990 or [slaughter@evanstonforever.org](mailto:slaughter@evanstonforever.org)