

evanston!communityfoundation
Grant Application: 2012 ENDOW NOW challenge grant
GRANT GUIDELINES

**Rolling Decisions:
latest submission September 28, 2012 or until all funds committed**

Announcement

To celebrate our first 25 years of supporting Evanston organizations in the work of helping Evanston thrive, the Evanston Community Foundation is initiating the **ENDOW NOW** endowment building challenge grants (Evanston Nonprofits Develop Organizational Wealth Now). The Foundation will award up to five (5) \$5,000 1:3 matching grants during 2012.

Purpose

- Endowments build long term sustainability for nonprofit organizations.
- Endowments provide a growing stream of revenue over good economic times and bad.
- Endowments held at the Evanston Community Foundation participate in the Foundation's investment pool, providing organizations with access to diversified investment vehicles and strategies typically beyond the reach of smaller investors.

Qualifications

- Any Evanston-based nonprofit that serves the Evanston community is eligible.
- Applicants must be 501(c)(3) organizations under Sec. 501(c)(3) of the Internal Revenue Code.
- Organizations that do not already have an endowment fund at the Evanston Community Foundation are eligible.
- Organizations should have a track record of organizational stability and sustainability.
- Preference will be given to organizations that commit to exceeding the minimum of \$15,000 and/or that demonstrate strong plans to continue building their funds beyond the challenge period.

Funding Parameters

- The grant award is \$5,000. Selected organizations will sign a fund agreement and raise or transfer \$15,000 to be matched by the Foundation's \$5,000 grant, providing a \$20,000 opening fund balance.
- Proposals will include plans for continuing development of the endowment fund as an integral part of the applicant organization's stability.
- Proposals will be evaluated and grants awarded on a rolling basis until September 28, 2012 or until all funds are committed.
- Selected organizations must raise or transfer the minimum of \$15,000 within twelve months of selection as an ENDOW NOW grantee.
- Current and former grantees and/or previous applicants to any Evanston Community Foundation grants program are eligible, and are encouraged to apply.

Evaluation Criteria

As the Foundation is offering this challenge to assist organizations in attaining meaningful levels of revenue for their annual budgets, we are looking for evidence of intent to leverage this opportunity. Proposals will be evaluated based on the following criteria:

- Does the organization have a track record of organizational stability and sustainability?
- Does the organization have a clear history of providing benefits to the Evanston community?
- Does the organization have a base of supporters with whom to build an endowment?
- Does the organization have a clear plan for raising the initial pool of \$15,000?
- Does the organization have a clear plan to continue developing its endowment fund as an integral part of its organizational stability?
- Does the organization have prior experience with matching gift challenges?
- Does the organization have prospects for additional matches from its donors?

Submission Process

To submit a proposal, please use the enclosed document or download the application from our website at 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
- Donor 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

Please submit 6 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, will be accepted on a rolling basis through Friday, **September 28, 2012**. Evaluation and grant decisions will be made on a rolling basis.

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

QUESTIONS? Contact Marybeth Schroeder, Vice President for Programs at (847) 492-0990 or schroeder@evanstonforever.org.
The grant guidelines and grant application are also available on our website at www.evanstonforever.org.