

evanston!communityfoundation

2020 ROLLING GRANTS PROGRAM GUIDELINES

OUR MISSION

Helping Evanston thrive now and forever as a vibrant, inclusive, and just community, the Evanston Community Foundation builds, connects, and distributes resources and knowledge through local organizations for the common good.

STRATEGIC GOALS

The Evanston Community Foundation makes investments in organizations and projects that advance the following strategic goals:

- An Evanston that is inclusive and equitable for all
- An empowered and engaged community that collaborates across sectors to define problems and work on solutions
- A thriving nonprofit sector

QUALIFICATIONS

- Any group or organization providing services to Evanston residents may apply for a grant. All proposals must address issues, concerns, or opportunities in the Evanston community.
- Applicants must either be 501(c)(3) organizations, schools, government entities or they must have a fiscal sponsor that qualifies as a tax-exempt organization under Sec. 501(c)(3) of the IRS.
- Applicants must be able to demonstrate inclusive practices leading to diversity of their boards, staff, and constituents.

FUNDING PARAMETERS

- One year grants with a maximum request amount of \$5,000.
- New applicants, current, and former grantees, and/or previous applicants to any ECF grants program are eligible and encouraged to apply.
- Groups may receive one rolling grant per calendar year.
- Once funded, projects are not eligible for funding in successive years through Rolling Grants. However, they may be eligible for funding through other ECF grant cycles.
- We do not fund general operations, endowments, fundraising events or sponsorship of events, appeals for religious purposes (though faith-based organizations may apply for projects benefitting the general community), or individuals. ECF is unlikely to fund capital campaigns or one-time conferences, performances, professional staff development, or events.

FUNDING AREAS

- **Capacity Building:** Specific project to support an organization's long-term growth and development to better fulfill its mission (e.g. strategic plans, board development, technology upgrades, program evaluation).
- **Collaboration (program):** new or enhanced efforts that bring people, organizations, government, and/or businesses together to tackle a shared issue, reach a shared goal, or test a new idea. Planning grants for new strategic alliances are eligible.
- **Pilots (program):** Program design, plans or pilots (particularly those that reach underserved Evanstonians).
- **Time-sensitive Needs or Opportunities (capacity building or program):** Emergency and/or unforeseen needs, or requests that capitalize on a funding opportunity.

HOW TO APPLY

- All application materials must be submitted through GLM: www.grantinterface.com/Home/Logon?urlkey=ecf
- Applications may be submitted at any time throughout the year. The grants committee will make funding decisions in January, April, July, and October of each year. Be sure to submit your request according to the calendar below.
- If you need access to a computer or assistance submitting online, please contact our office at (847) 492-0990.

APPLICATION QUESTIONS

All applications—and their respective questions and materials—are accessible through our GLM online grants system. However, if you would like to preview application materials or download a project budget template, please visit www.evanstonforever.org/rollinggrants.

PROJECT INFORMATION

1. What is your organization/group's mission and scope of work in Evanston?
2. Project summary and description (if applicable, include how this project qualifies as a program enhancement)
3. How will this project be implemented and what is the timetable?
4. What will indicate a successful outcome?
5. Does this request address a pressing and/or unforeseen need, or capitalize on a funding opportunity?

PROGRAM GRANT REQUESTS ONLY

5. Why are you undertaking this specific program? What impact in Evanston do you hope to realize?
6. Who will be served by your program? How many are Evanston residents?
7. How will you strive to ensure access and break down barriers of participation in Evanston? How do you give voice to program participants in determining your current and future programming?
8. If you are collaborating with other groups, please explain the collaboration, including the roles and responsibilities of each partner, and attach a letter of support.

CAPACITY BUILDING GRANT REQUESTS ONLY

6. How will this grant help develop your organization?
7. Why is this project important at this time?
8. With this increase in capacity, how will your organization be positioned to better serve Evanston?
9. 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.*

DATES AND DEADLINES

Please refer to the dates below in planning your Responsive Grants request. Proposals may be submitted at any time throughout the year for review on a quarterly basis.

ROLLING GRANTS QUARTERLY SCHEDULE

Quarter	Applications Open	Applications Closed (11:59pm)	Decision Notification	Grant Period
Q4 2019	June 4, 2019	September 3, 2019	Week of October 14, 2019	November 1, 2019 — October 31, 2020
Q1 2020	September 4, 2019	December 2, 2019	Week of January 13, 2020	February 1, 2020 — January 31, 2021
Q2 2020	December 3, 2019	March 2, 2020	Week of April 13, 2020	May 1, 2020 — April 30, 2021
Q3 2020	March 3, 2020	June 1, 2020	Week of July 13, 2020	August 1, 2020 — July 31, 2021
Q4 2020	June 2, 2020	September 1, 2020	Week of October 12, 2020	November 1, 2020 — October 31, 2021

QUESTIONS? OUR STAFF IS HERE TO HELP

Contact Karli Butler, Program Officer at (847) 492-0990
grants@evanstonforever.org or visit www.evanstonforever.org