

evanston!communityfoundation

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

Grant Application – Responsive Grants Program

Name of Organization:

Address:

Address, cont.:

City:

State:

Zip:

Phone:

Contact Person:

Contact Title:

Contact Email:

Contact Telephone:

Fax number:

Executive Director:

Date Organization Founded:

Annual Budget:

Employees:

Organization Mission:

Is your organization tax exempt under tax code section 501c3?

If so, enter your Federal Tax ID number:

Name of Fiscal Sponsor, if applicable:

Fiscal Sponsor's Tax ID number:

Please attach a letter from your fiscal sponsor which confirms their support of your organization:

Roster of Board of Directors, including name, address, phone number and affiliations:

Please attach a copy of your organization's current annual budget, including your revenue sources:

If this project is a collaboration, please attach a statement from the collaborating partner(s) verifying their participation.

Applicant:

Project Title:

Two sentence summary of your project:

Three sentence summary of your organization's mission and scope of work:

Amount of Funding Requested:

Type of request:

Program Category:

Are you seeking other funds for this project?

If yes, list each source and amount requested.

Project Start Date:

Project End Date:

Please note: Grants are typically made for one year – July 1 to June 30.

Attach the project budget

Applicant:

Project: Program proposal: Briefly describe the program or project you propose.

Capacity building proposal: Briefly describe the capacity building project you propose.

Focus: Program proposal: What is the community challenge or opportunity you seek to address?

Capacity building proposal: How will this grant be used to develop your organization?

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

Capacity building proposal: Do not answer question.

Applicant:

Goals: What are the specific goals of this project? What is the projected timetable for implementation?

Methods: Program proposal: How will you use this grant? If you are collaborating with other organizations, please explain the collaboration and include documentation that confirms support and explains the responsibilities of each partner. Capacity building proposal: How will you use this grant?

Applicant:

Qualifications: Program proposal: What resources, experience and/or expertise does your organization bring to the challenge your project seeks to address? Capacity building proposal: Why is your organization ready to undertake this capacity building project at this time?

Evaluation: Describe the expected outcomes and their indicators (observable and measurable markers than an outcome has been achieved). What measures of progress would you expect to see by the midpoint of the grant in December?

**Sustainability: Program proposal: Will this project be sustained after the grant period ends? Will additional funding be needed for this project, during or after the grant period? If so, how will it be secured?
Capacity building proposal: Will this capacity building project be completed by the end of the grant period? If not, how will it be sustained after the grant period ends? Will additional funding be needed for this project, during or after the grant period? If so, how will it be secured?**