APPLICATION QUESTIONS AND DOCUMENTS: Businesses with a Charitable Purpose

***If you are a Business with a Charitable Purpose, here are the documents you will need to gather:***

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| **Document** | **Additional Instructions** |
| * Project Budget Form
 | Please submit a budget including full costs of your project, indicating which costs ECF would cover. (Template provided) |
| * Current fiscal year operating budget
 | Include current annual budget with revenue sources |
| * Prior fiscal year operating budget, with Budget-To-Actuals
 | Include prior fiscal year operating budget including revenue sources and budget-to-actuals |
| * Ownership Chart
 | Include each owning member’s ownership share, as well as name, race, gender identity, and city of residence. (Ownership Chart Template provided if needed) |
| * *(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 organization |

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 Business

* What is your business EIN #?
* Tell us about your business and your service to the community.
* What is the date of your fiscal year end? For example: ECF’s fiscal year runs from 1/1 - 12/31
* (provided in the system) Ownership Chart Template: Once completed, please upload in this section. Please include each member ownership’s share, as well as name, race, gender identity, and city of residence.
* Please upload your organization's current fiscal year operating budget including revenue sources.
* Please upload your organization's prior fiscal year operating budget including revenue sources and Budget-to-Actuals.

## About Your Project

* Amount requested
* Project Description: Please share a description of the project you are applying for.
* What expertise does your business have? How did you come up with the idea 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 know this project has made a difference in the community?
* What are the demographics of the Evanston residents you plan to serve through this project? About how many people will you reach? If you’re not sure, give your best to estimate.
* *For workforce projects:* Tell us about supports you will provide participants, directly or through community partnerships, including during and after your program.

## How Your Project Centers Racial Equity

* How will your idea be transformative? How will project advance racial equity in Evanston? How will you know if your project has been successful?
* Tell us how the voices of Black, Indigenous, and people of color are an integral part of your organization's overall decision-making processes. How do you engage program participants in determining your current and future programming?
* Tell us who do you plan to serve through this project
* About how many people do you expect to serve through this project? (if unsure, please give your best estimate)
* What percentage of people served through this project do you expect to be Evanston residents?
* What percentage of people served through this project do you expect to be BIPOC?

questions

Contact Program Officer Jenny Valdés Del Valle at valdesdelvalle@evanstonforever.org.