

SKOKIE COMMUNITY FOUNDATION • 2021 GRANT CYCLE
REQUEST FOR PROPOSALS
Application

1. Philosophy

The Skokie Community Foundation invites proposals in which organizations collaborate for the benefit of Skokie residents. The Foundation seeks to invest in organizations and projects that are poised to make a difference in the lives of Skokie residents and strengthen the community beyond the grant period. This year, the Foundation is seeking to fund proposals that address needs that have arisen in Skokie due to the COVID-19 pandemic and its aftermath.

2. Type of Grant

i. Program- Applications may be based upon new initiatives, pilot projects, or continuing improvements to projects that have shown long-term, positive impact.

ii. Funding- Proposals may request up to \$10,000.

iii. Areas of Funding- The Foundation requests proposals addressing COVID-19 related responses/needs/programming that will benefit Skokie residents. The benefits are not limited to medical issues and may focus on any aspect of the community impacted by the pandemic, including but not limited to: adverse childhood experiences/trauma/resilience, arts and culture, basic human needs, community development, early childhood, youth and adult education, environmental sustainability, family support/counseling, healthcare, housing, seniors, social issues, workforce development, or youth development.

3. Qualifications

i. Each proposal must be submitted by at least two organizations working together to benefit Skokie residents.

ii. One of the co-applicants must be a 501(c)(3) organization, a school, or a government entity or must have a fiscal sponsor that qualifies as a tax-exempt organization under Sec. 501(c)(3) of the Internal Revenue Code.

iii. All proposals must address issues, concerns, and/or opportunities for Skokie and its residents related to or impacted by the COVID-19 pandemic and its aftermath.

iv. Applicants need not be based in Skokie.

4. Evaluation Criteria

The Foundation's board will evaluate proposals according to the following criteria:

i. Does the proposal address a significant concern, need, or opportunity in Skokie related to the COVID-19 pandemic and its aftermath?

ii. Does the proposal clearly show how the grant will be used to foster collaboration between organizations to make a positive change in Skokie that would not otherwise occur?

iii. Does the proposal address the role to be played by each co-applicant, the qualifications of each co-applicant, and the division of responsibilities between each co-applicant?

iv. If applicable, does the proposal address the recruitment of participants from Skokie?

v. Is the project budget appropriate to the goals, objectives, and expected outcomes?

vi. Is the evaluation plan sufficient to track progress and determine success?

vii. How important is the funding to the project? Would the project move forward without it?

5. Funding Parameters

i. The Foundation will not provide grants for general operating support; endowments; fund-raising events or sponsorship of events; appeals for religious purposes (though faith-based organizations may apply for projects benefitting the general community); or to individuals.

ii. Preference will be given to on-going projects rather than one-day, stand-alone events.

iii. Preference will be given to projects that are sustainable.

- iv. Previous applicants and grantees may and are encouraged to apply.
- v. Proposals may request up to \$10,000. The Foundation intends to award a total of \$25,000 in this grant cycle but reserves the right to diminish or expand the total amount of awards.
- vi. Grants may be awarded for partial or full funding of proposal requests.
- vii. Grants are anticipated to be made for one year for the period of January 1 through December 31, 2021.
- viii. The contact person for each proposal will be notified of the grant award decisions by early November 2020.
- ix. Grantees will need to present an Interim Progress Report to the Foundation during its June 2021 board meeting.
- x. The Foundation will conduct a site visit with Grantees at an agreed-upon date.
- xi. Grantees will submit a one-page Final Report due by January 31, 2022.

6. Submission Process

- i. Proposals must have two (but may have three) parts: 1) a narrative of the project presented as per Section 8 below; 2) Attachment 1, The Program/Project Budget, as per Section 9 below; and 3) Attachment 2, which is optional, containing proposer's collateral materials as described below in Section 10.
- ii. Proposals must be submitted electronically as one pdf at the Foundation's website: <https://skokiecommunityfoundation.org/rfp/>
- iii. The submission deadline is listed at the end of this document.

7. Project Length

The project narrative part of the proposal (not including Attachments 1 and 2) *must* comply with the following length limitation: no more than six double-spaced, single-sided pages using 12-point font. The Foundation reserves the right not to consider noncompliant proposals.

8. Project Narrative

The project narrative of the proposal must address each of the following points numbered and titled using the following ten headings. Descriptive narratives not divided into the following headings will not be considered. (*Please note: this formatting requirement is new this year.*)

- i. *Focus*: What is the COVID-19 related community challenge or opportunity you seek to address?
- ii. *Organizations*: Identify each partner organization. For each partner, state its mission and total annual operating budget (described in one number, e.g., “a \$5,000,000 annual operating budget.”)
- iii. *Project*: Describe the program or project you propose.
- iv. *Methods*: Describe your methodology
- v. *Goals*: What are the specific goals of this project? How will the grant make a positive change in Skokie that would not otherwise occur? What is the projected timetable for implementation?
- vi. *Audience*: Who will be served by your program? How many participants will be Skokie residents? How will you reach your intended audience and/or recruit participants?
- vii. *Evaluation*: Describe the expected measurable program outcomes and program evaluation methods. How will you know if the project is successful? What measures of progress would you expect to see by the midpoint of the grant (June 2021)?
- viii. *Organization contributions*: What is the scope of work for each organization that is applying? Will this grant be used to foster new collaboration between organizations or have they worked together before? If so, on what projects?

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

x. *Sustainability*: Will this project be sustainable after the grant period ends? What is the continuation plan? Will additional funding be needed for this project, during or after the grant period?

9. Attachment 1

All Applicants must also include the following information in Attachment 1 of their proposal:

i. The name, title, phone number, email, and mailing address of one individual who will serve as the contact person for each submitted proposal.

ii. A project budget including total cost of project, other sources of funding received to-date, and funding being requested.

10. Attachment 2 (Optional)

Collateral materials that will provide a helpful context for the review of the proposal may, at your discretion, be submitted as Attachment 2. These must also be in pdf format. Please limit the amount of material in Attachment 2 to the equivalent of five pages.

11. Each submitted proposal must have:

i. The project narrative in the format laid out in Section 8 plus Attachment 1 with all requested information provided.

ii. The electronic proposal in PDF format only. The project narrative, Attachment 1, and (if included) Attachment 2 must all be submitted as one pdf.

12. Confidentiality

i. Unfunded applications will not be made public.

ii. Program plans of accepted applications will be made public through press releases, on the Foundation website and other outreach.

iii. Total operating budget of the applicant organizations whether funded or not, will not be made public.

13. Nondiscrimination

The Foundation does not discriminate against any grant applicant based on race, color, sex, sexual orientation, gender identity, religious creed, national origin, physical or mental disability, or protected veteran status or any other characteristic protected by law.

14. SUBMISSION DEADLINE

i. By Wednesday, **September 9, 2020, 11:59 pm**, via the Foundation website at:

<https://skokiecommunityfoundation.org/rfp/>

ii. NOTE: Proposals will only be considered by the Foundation in the event that the electronic submission is received on or before the deadline.

15. GRANTS CALENDAR

i. Grant Notification: early November 2020

ii. Interim Progress Reports Due: June 2021

iii. Site Visits with Grantees: June 2021 or earlier at Foundation discretion

iv. Final Report Due: January 2022

16. Questions?

Any questions regarding this Request For Proposals should be sent by email to:

Gene Griffin, Board Chair, Skokie Community Foundation
scf@skokiecommunityfoundation.org

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ATTACHMENT 1: Program/Project Budget

Proposal Title:

Primary Contact Information			
Name:			
Title:			
Email:			
Mailing Address:			

Program/Project Budget			
REVENUE	Received or Awarded	Pending*	Narrative
Grants:			
Grant A	\$	\$	
Grant B	\$	\$	
Individuals:			
Fees for services:	\$	\$	
Fundraisers, events, sales:	\$	\$	
Other (Please define):			
Total			
*Note: Pending sources of support include requests currently under consideration including possible Skokie Community Foundation grant. Please indicate anticipated decision date for all grants in narrative column.			
EXPENSES	Total Program/Project	SCF Grant Request	Narrative
Project (Please define):			
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
Staff salaries for services:	\$	\$	
Other (Please define):	\$	\$	
Total			
Revenue Over Expenses			