

**SKOKIE COMMUNITY FOUNDATION • 2024 GRANT CYCLE
REQUEST FOR PROPOSALS**

1. Philosophy

The Skokie Community Foundation (SCF) invites proposals in which organizations collaborate for the benefit of Skokie residents. SCF 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, SCF is particularly interested in funding proposals that will make Skokie a more inclusive community where all individuals and groups feel welcomed and are encouraged to take part in community life. Differences (identity, race, nationality, etc.) are respected and valued, allowing community members to live in dignity. These proposals should also be scalable and sustainable.

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: SCF grants typically range from \$5,000 to \$15,000. Over the past three years, an average of \$7,800 has been funded per grant.
- iii. Areas of Funding: SCF requests proposals that can be scaled, are sustainable and that will make Skokie a more inclusive community. Preference will be given to proposals that directly address how the project will benefit Skokie residents in areas of clearly identified needs. These areas may include, **but are not limited to:** assisting families in need; providing services to underserved teens, children and adults; workforce development; equity and inclusion; healthcare and mental healthcare, and more.

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 to create a more inclusive community and/or address an existing or emerging community need.
- iv. Applicants need not be based in Skokie, but services must be provided exclusively, or nearly so, to Skokie residents.

4. Evaluation Criteria

SCF will evaluate proposals according to the following criteria:

- i. Does the proposal address a significant concern, need, or opportunity in Skokie? Can it be scaled? Will it serve as a model for other organizations and groups to follow?
- 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. **SCF 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 benefiting the general community), or to individuals.
- ii. Preference will be given to ongoing 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 \$15,000. SCF 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, 2024.

viii. The contact person for each proposal will be notified of the grant award decisions by early November 2023.

ix. Grantees will submit a one-page Interim Report by July 1, 2024.

x. SCF 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, 2025.

xii. Grantees agree to list SCF as a funding partner on all appropriate outreach, and to permit images and information to be shared on the SCF website, social media platforms and elsewhere at SCF's sole discretion.

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
- 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 Proposal 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. SCF 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 eleven headings. **Descriptive narratives not divided into the following headings will not be considered.**

i. *Focus*: What challenge or opportunity do you seek to address? How will your program make Skokie more inclusive, or address an existing or emerging community need? How will your program improve quality of life for Skokie residents?

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 the 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/what percentage 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 2024)?

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?

xi. *Scaleable*: How or can this solution be expanded to more organizations or to serve a larger population?

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 in the format of Attachment 1 to this Request for Proposals.

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, Project Narrative 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 SCF website and through other outreach. Grantee accepts sole responsibility for securing any necessary waivers/permissions from individuals depicted in images provided to or secured by SCF for promotional purposes.
- iii. Total operating budget of the applicant organizations, whether funded or not, will not be made public.

13. Nondiscrimination

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

14. Submission Deadline

- i. Proposals must be submitted by Wednesday, **September 6, 2023, 11:59 pm CST**, via the SCF website at: <https://skokiecommunityfoundation.org/rfp/>
- ii. NOTE: Proposals will only be considered by SCF in the event that the electronic submission is received on or before the deadline.

15. Grants Calendar

- i. Grant Notification: early November 2023
- ii. Interim Progress Reports Due: July 2024

iii. Site Visits with Grantees: June 2024 or earlier at Foundation discretion

iv. Final Report Due: January 2025

16. Questions?

Any questions regarding this Request for Proposals should be sent by email to:
Jim Szczepaniak, Executive Director, Skokie Community Foundation at
jims@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			

