



The Woman's Club of Evanston

Building community, friendship and leaders

The Woman's Club of Evanston Philanthropic Program Description, Funding and Service Opportunity Application 2020–21

Background

The Woman's Club of Evanston (WCE) is a philanthropic and community service organization with over 125 years of history giving time and energy to organizations that make a difference in our community. Annually, our organization donates more than 5,000 volunteer hours of direct service to the community and raises more than \$100,000 for charitable causes.

Summary

Each year, the Woman's Club of Evanston invites nonprofit 501(c)(3) organizations in Evanston and surrounding communities to submit applications for funding of a specific focus. The WCE's Contributions Committee carefully reviews all applications. A committee member is assigned to each application and will call or visit the requesting organization to gather additional information and clarify aspects of the proposal. The full committee then discusses and selects funding recipients, with final approval given by the WCE's Board of Directors.

Funding Focus

Since 2000, the WCE's Contributions Committee has designated an annual funding focus. All applicants should clearly describe how their project fits within the chosen focus area. For the 2020–21 application cycle, the funding focus is as follows:

The Woman's Club of Evanston seeks grant applications from programs and organizations that address inclusion, equity, and access for Black and Brown communities in Evanston, Skokie and Rogers Park.

Types of Funding

In 2020-21 The Woman's Club of Evanston offers the following types of support:

- **2020–21 Community Grants**—Community grants typically range in size from \$500 to \$5,000 (the average grant amount is \$1,250) and will be distributed in May 2021.
- **2021-22 WCE Clubhouse One-Time Usage Award**—The WCE donates the use of the clubhouse for **one day or evening** event with all WCE usage fees waived, excluding the refundable damage deposit which will be the responsibility of the grant recipient. The award is non-transferable and is forfeited if not used. **The event must be scheduled and contracted with the WCE for a mutually agreed upon day occurring within 12 months of date of grant.** Date restrictions are detailed in section VI. Please note that catering, grounds crew, set-up, and other costs associated with holding the event are NOT included.

Evaluations and Follow-up

Funding recipients will be asked to report on their use of the WCE funds granted. Recipients of Community Grants will be asked to submit a one-page report in May 2022. The WCE Spring Benefit Beneficiary will be asked to submit interim reports as well as a final report in May 2023 regarding their use of the funds. More information regarding these reporting procedures will be given at the time funding recipients are notified. **All reports are mandatory.**

Philanthropic Calendar:

September 21, 2020	Applications available online at www.wcofe.org
Friday November 6, 2020	Applications due (hardcopies by 5 p.m.; electronic copy by 11:59 p.m.)
April 2, 2021	Funding recipients notified
May 19, 2021	<i>Contributions to our Community</i> Breakfast: Distribution of 2020–21 Community Grants; Recipients of the 2020–21 Clubhouse Usage Award, announced

Guidelines

Any 501(c)(3) organization in Evanston, Rogers Park, and Skokie may apply for funding. Organizations may request funding for either new or existing restricted projects, which are defined as discrete initiatives designed to achieve a specific, identified goal during the funding period, and must clearly explain how the project fits within the overall funding focus. Funding can be requested to develop, launch, or augment solutions that respond to a need and may include direct programmatic expenses and programmatic salaries but not general overhead.

One original completed signed application plus one copy must be received at The Woman's Club of Evanston, 1702 Chicago Avenue, Evanston, IL 60201 by November 6, 2020, before 5 p.m. in order to be considered. Additionally, all applicants should email an electronic copy of their application, preferably as a PDF, to contributions@wcofe.org no later than 11:59pm on November 6, 2020. (Please use 12-point font such as Times New Roman, Arial or similar.) *In an effort to conserve resources, you may submit only one copy of extra materials such as brochures, newsletters, annual report, budgets, IRS Determination Letter, etc. with your hard copy.*

Each applicant must fill out Sections I (Background Information), II (Funding Request), and III (Funding Request Narrative) of the application. When complete, sections I-III should not exceed a total of five single-spaced, typed pages.

Applicants who wish to be considered for a one-time use of the WCE Clubhouse, located at 1702 Chicago Avenue, Evanston, must fill out Section IV of the application. When complete, section IV should not exceed two single-spaced, typed pages.

Applicants who wish to request WCE Members participate in a Volunteer Service Opportunity project must fill out Section V of the application. Consideration for Volunteer Service Opportunities is independent of the grant application process and the two types of support are NOT evaluated together.



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Application Checklist

In order to be complete, each copy of the application, including the PDF copy which is being submitted electronically, should include this checklist and the following items (*please use 12-point font, Times New Roman, Arial or similar*):

All Applicants (not to exceed a total of five single-spaced, typed pages)

- Section I—Background Information
- Section II—Funding Request
- Section III—Funding Request Narrative

WCE Clubhouse One-Time Usage Award Beneficiary (not to exceed two single-spaced typed pages)

- Section IV—Application

Community Service Volunteer Requests

- Section V—Application

All Applicants—Background Materials

- Organization's Mission & Vision Statements
- Overall budget for the organization
- Project budget related to the grant request
- Most recent annual report and audited financial statement (a single copy is sufficient), if available
- List of committed and pending foundation grants for the year
- Listing of Board of Directors' names and professional affiliations
- Proof of IRS 501(c)(3) tax-exempt status
- Any additional information about your organization that would help committee members in their review of your application—brochures, newsletters, etc.
- WCE Volunteer Service Opportunities form (optional)

Proposals must be completed and received by November 6, 2020

(hardcopies by 5 p.m.; electronic copy by 11:59 p.m.)

- An original plus 1 copy (**hard copies**) of your completed application, with one copy of the requested background materials, should be dropped off or mailed to:

Stephanie Borash
2020–21 Contributions Committee Chair
The Woman's Club of Evanston
1702 Chicago Avenue
Evanston, Illinois 60201

- In addition to hard copies of your completed application, please send a PDF of your application to contributions@wcofe.org.

Please email any questions regarding the application process to contributions@wcofe.org.

Thank you. We look forward to hearing from you!



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The Woman's Club of Evanston Application for Funding Deadline: November 6, 2020

Please complete the following (not to exceed a total of five single-spaced typed pages, 12-point font, Times New Roman, Arial or similar):

I. BACKGROUND INFORMATION

Organization Name: _____

Contact Name, Title: _____

Contact Phone: _____ Contact Email: _____

Secondary Contact: _____

Secondary Contact Phone: _____ Email: _____

Organization Address: _____

City: _____ Zip Code: _____

Website Address: _____

Year of Incorporation: _____ Most recent annual budget: _____

Other Support:

- Has the organization received any prior funding from The Woman's Club of Evanston? No Yes
- If yes, what year and what was the funding for (briefly)? _____
- Are you seeking funds from other sources for the project outlined in this application? No Yes
- If yes, list each source and amount requested:

Funding Source	Amount Requested

Staff Composition in Numbers:

Paid full time	
Paid part-time	
Volunteers	

II. FUNDING REQUEST

The Woman's Club of Evanston's Contributions Program offers the following funding opportunities in 2020–2021. Please indicate the programs your organization will apply for in this application.

- 2020–21 Grant:** Distributed in May 2021. Grants average \$1,250 and range from \$500 to \$5,000.
If checked, you must complete sections I-III

Grant amount requested: \$ _____

- 2021–22 WCE Clubhouse One-Time Usage Award:** The WCE donates the use of the clubhouse for **ONE day or evening** event with all WCE usage fees waived, excluding the refundable damage deposit which will be the responsibility of the grant recipient. The award is non-transferable and is forfeited if not used. **The event must be scheduled and contracted with the WCE for a mutually agreed upon day occurring within 12 months of date of grant.** Date restrictions are detailed in section IV. Please note that catering, grounds crew, set-up, and other costs associated with holding the event are NOT included.
If checked, you must complete sections I-III and the additional questions in Sections IV

III. FUNDING REQUEST NARRATIVE

Organization mission, history, goals, and objectives: _____

Description of current programs and activities: _____

Project/Program Title: _____

Project/Program Summary (2–3 sentences): _____

WCE Funding Focus:

How does the project/program fit within the WCE funding focus? What is the community challenge or opportunity you seek to address with your project/program? Why is this the right project/program to address this challenge or opportunity?

Goals and Objectives:

What are the overall goals of this project/program? What objectives do you plan to focus on in the year you may receive grant funding? How will meeting these objectives during the grant year help you meet the overall goals of the project/program?

Project/Program Details:

What is the time frame for using this grant for the project/program? What activities are planned?

Individuals Served:

How many people will be served by the proposed project/program? What are the demographics for the client base? (Please provide a percentage breakdown related to city of residence, gender, age, ethnic/cultural background, income level, etc.) Have you seen any changes (increases or decreases) in the number of people seeking your services in the last 3 years?

Change in financial status:

Have there been any notable changes in your annual funding sources over the past year or do you anticipate any in the coming year?

Qualifications:

What resources, experience and/or expertise does your organization bring to the community? What challenge or opportunity does your project/program seek to address?

Evaluation:

How will you determine whether this project/program is a success?

Sustainability:

How will the project/program be sustained once the grant cycle has ended?

Signature of Authorized Official (Board President, Executive Director, etc.):

Title: _____

Date: _____

IV. 2021–22 WCE Clubhouse One-Time Usage Award

Please complete this section if you are applying for the WCE Clubhouse One-Time Usage Award. (Your responses should not exceed two single-spaced typed pages, 12-point font - Times New Roman, Arial or similar)

What type of event do you plan to hold at The Woman’s Club of Evanston?

Have you held events at our Clubhouse in the past? If so, when and for what types of events?

How will your proposed event help to further the mission of your organization?

Specifications for the WCE Clubhouse One-Time Usage Award:

The WCE donates the use of the clubhouse to a designated not-for-profit organization for **ONE day or evening** event with all WCE usage fees waived, excluding the refundable damage deposit which will be the responsibility of the grant recipient.

Recipient may use the club to hold a benefit or for another purpose related to furthering the mission of the organization. The award is non-transferable and will be forfeited if not used.

The event must be scheduled and contracted with the WCE for a mutually agreed upon day occurring within 12 months of date of grant. The Clubhouse is not available for a Saturday night event from May to October or during our Holiday Bazaar (late November) or our WCE Revue (first two weeks in March). **The event is limited to five hours** (plus three hours to setup and one hour to teardown). This award may be used between June 1, 2021 – May 31, 2022.

Please note that catering, grounds crew, set-up, and other costs associated with holding the event are NOT included.

We have read and agree to the specifications for the one-time usage of the WCE Clubhouse.

Signature of Authorized Official (Board President, Executive Director, etc.):

Title: _____

Date: _____

VI. Volunteer Service Opportunity Request (optional, but strongly encouraged)

In addition to distributing grants, The Woman's Club of Evanston is committed to community service and our members annually participate in volunteer service projects for local organizations. These projects are coordinated by our Community Outreach Committee, which is always looking for ways to better serve our community. The information you provide will be given to the Community Outreach Committee and will be considered as they develop the list of the club's volunteer projects for the following year. *Please limit your request to this page only.*

The WCE is looking for short-term and one-day volunteer opportunities, for example: MLK Day of Service, etc. Our members work with your organization to schedule the date/time/place and number of volunteers needed.

Consideration for the Volunteer Service Opportunity is independent of the grant application process and the two types of support are not evaluated together.

Organization Name: _____

Volunteer/Event Coordinator Contact: _____

Telephone: _____

Email: _____

Brief description of potential volunteer projects:

Describe the desired Day of Service project and its goals. (Is your need for a new or established initiative? Who does it serve?)

How can the WCE impact this initiative? What service can we provide?

Number of volunteers needed?

Proposed date(s) and time(s) of the project (2021–22)?