

FUNDING GUIDELINES AND APPLICATIONS

CROSSROADS FUND

Crossroads Fund is a public foundation that raises money to support community organizations working on issues of social and economic justice in the Chicago area.

Since 1981, Crossroads Fund has distributed over \$5 million to over 600 organizations. We have supported a wide range of groups working on issues such as: immigrant, civil and human rights; community organizing; women's liberation; lesbian, gay, bisexual and transgender rights; economic development; and culture, arts, and media linked to activism.

To ensure that our grants and resources have the greatest impact, the Crossroads Board of Directors consists of donors and activists who work on the very issues that Crossroads supports. We also involve additional community activists in our grant-making work.

DEFINITION OF SOCIAL CHANGE

Crossroads Fund supports work that promotes social change. We define **social change** work as people in communities organizing together to change the conditions, institutions, and policies that create and maintain inequality and oppression.

Social change groups work to examine and challenge the **underlying causes** of the problems and conditions various communities face. Examples of this type of work include (but are not limited to):

- a group working with the homeless, that focuses not only on providing shelter, clothing and food, but also advocates for legislation that would provide opportunities for adequate and affordable housing, job training, placement and retention, and transportation for people to be able to build decent lives;
- a workers' rights center providing information about labor laws and leadership training, with a goal of organizing workers to make their workplaces safe, fair and respectful;
- an arts organization building media skills for youth to express themselves around issues such as police brutality, gentrification, prison, racism, homophobia and immigration.

APPLICATION DEADLINES

Seed Fund

*March 1, 2012

Technical Assistance Fund

*March 1, 2012

*September 1, 2011

Emergency Fund

*Ongoing

CROSSROADS FUND

CONTACT INFO

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FUNDING CRITERIA FOR ALL GRANTS

Working for Social Change: organizing community members to examine and challenge the underlying causes of their problems and conditions

Cross-Issue Organizing: working with an understanding of the connectedness among the various people and issues that make up the whole community

Grassroots Leadership: involving the people who are directly affected at all

levels of the organization – in planning, organizing and leading, and working to continue building leadership within the grassroots community

Solid Plan:
- having a clear purpose to the project with well-planned goals, objectives, activities and a tool to measure outcomes and impact
- a timeline and budget that reflects the

proposed objectives and activities
- a realistic fundraising plan

Work in the Chicago

Metropolitan Area: being rooted in communities in the metropolitan Chicago area, including Northwestern Indiana.

FUNDING PRIORITIES FOR ALL GRANTS

Collaborative: working in alliance with other progressive groups as a way to build multiple strategies for bringing social change

Risk-taking: doing work that may be controversial, marginalized, and/or new and emerging

Strategic: working with a long-term vision which clearly links to current plans

Impact: achieving concrete success which has positively impacted the community

Development: increasing the ability to raise money from multiple sources throughout the community, such as foundations, businesses, individuals, special events, and income generating projects

** Crossroads recognizes the difficulty for many groups to secure funding from larger foundations due to the political nature of the work. We also know that foundation funding is not always consistent. For these reasons, we believe building support from a wide range of sources is critical to an organization's ability to maintain and grow its level of impact on the community.*

TYPES OF WORK SUPPORTED FOR ALL GRANTS

Crossroads supports many different forms of social change organizing, such as (but not limited to):

- **Direct Action Organizing**
- **Public Policy Advocacy**
- **Art & Cultural** work that is community-based and linked to activism
- **Economic Development**
- **International Solidarity**
- **Action Research** as an organizing strategy to identify, document and analyze

ORGANIZATION STATUS

Crossroads Fund supports non-profit organizations, including those that do not have 501(c)3 status. Fiscal sponsorship for those organizations without tax-exempt status is recommended but not required. If no fiscal sponsor, an organizational bank account is required.

To comply with IRS regulations, Crossroads Fund cannot:

- fund organizations involved in electoral campaigns;
- contribute substantially to support lobbying at the federal, state, or local levels; and
- support private, in contrast to public, interest.

information, in partnership with a community group

- **Media Advocacy** that promotes greater public understanding of critical issues and increasing organizing outreach efforts
- **Social Services linked with Activism**
- **Leadership Development and Training**
- **Providing of Resources for Local Activists**
- **Working Collaboratively Across Issues and Communities**
- **Gatherings & Conferences**

SEED FUND APPLICATION

Deadline: March 1, 2011

★ **7 copies** of the application must be submitted by 5:00 p.m. or post-marked on or before the deadline. No faxes or emails please. If the date falls on a weekend, the deadline is the following Monday.

★ **Purpose:** The Seed Fund supports new, emerging and small community-based organizations that are actively engaged in social change work. Funding is provided for **general operating, start up costs** or **specific projects**. The maximum grant in this program is \$10,000.

★ **Eligibility:** Organizations with annual expenses under \$300,000.

Proposal Narrative

Please address each question below, within **6 pages** using a **12 point** or larger font. In preparing your proposal, please refer to *Crossroads' Funding Criteria* and *Funding Priorities* to communicate your work.

1. Overview

- Briefly describe your organization's history, purpose, and the type of impact it has made.
- What are your current activities?
- How is your organization structured and how do decisions get made?

2. Community

- Who are you trying to reach/organize?
- Describe how your constituency is involved in your organization.
- How does your group manage the challenges of including diverse groups within your constituency such as people of color, low-income, LGBT, people with disabilities, youth, seniors, and/or women?

- Do you work with other organizations? If so, which ones? In what capacity?

3. Organizing for Social Change

- Describe the issues or problems you are addressing. How are you addressing them?
- What is the vision for the work of your organization? What type of impact do you want to make in the community?
- What are your short and long-term goals? How do they relate to improving the conditions in your community?
- What is the time line for your activities/strategies over the course of this request? What results do you hope to accomplish in that time period?
- Who will carry out the work?

4. Evaluation

- How will you know that your work is successful? What results do you hope to accomplish in the short and long term?
- How will you evaluate your progress in meeting your stated goals and implementing your organizing strategy?

5. Fiscal Planning

- How much funding are you requesting from Crossroads and how will it be used?
- Describe in detail your current fundraising plan. Does that include your plans to raise funds from your constituents? If so, please describe.
- Have you applied to other funding sources? If so, where and how much? What is the status?

Application Checklist

Each completed application must include, in the following order:

- Cover Sheet, Organization Summary, Organizational Budget** (forms provided) and **Project Budget** (if applicable)
- Narrative** (6 pages or less)
- Governing Body:** list and describe the organization's key decision makers, such as board of directors, collective members, and core group members.
- Workers:** provide a brief description of individual staff members and/or volunteers who will be responsible for carrying out the work on a day-to-day basis.
- Three References:** list their relationship to your group, their organizational affiliations, and current contact information (address, phone number, and/or e-mail). Reference letters are not necessary.
- Supporting materials** such as newsletters, leaflets and articles that are relevant to the proposal. (optional)

Application Package Checklist

The entire application package must include:

- 7 copies** of the completed application (see above checklist) – 6 stapled and 1 paper-clipped
- Most recent 990 Form** (1 copy) for all organizations required to file. Not necessary for those using fiscal agents.

TECHNICAL ASSISTANCE FUND APPLICATION

Deadlines: March 1, 2011 & September 1, 2011

* **6 copies** of the application must be submitted by 5:00 p.m. or postmarked on or before the due date. No faxes or emails please. If the date falls on a weekend, the deadline is the following Monday.

* **Purpose:** The Technical Assistance (TA) Fund is designed to support specific technical assistance needs of smaller organizations with grants up to \$3,000.

* **Eligibility**

- Organizations with annual expenses under \$300,000
- Organizations that have been in **operation** for at least **3 years**.
- Priority given to current Crossroads grantees – those that have received funding in the last 2 years.
- Technical Assistance projects that reach beyond a group's regular, on-going work to build the organization's internal capacity.

* **Examples of TA Needs:**

purchasing, upgrading or training for technology; organizing or attending conferences; hiring a consultant/facilitator for planning, evaluation or retreat; attending skills building training for board and staff; and paying a membership fee for a resource organization.

Proposal Narrative

Please address these questions in **4 pages** or less in a **12 point** or larger font. In preparing your proposal, we

recommend that you refer to Crossroads' Funding Criteria and Funding Priorities to communicate your work.

1. Overview

- Briefly describe your organization's history, purpose, and the type of impact it has made.
- What are your current activities?
- Please explain how you meet our funding criteria: working for social change; having grassroots leadership; organizing across issues; having a solid organizational plan; and working in the Chicago metropolitan area.

2. Technical Assistance Need

- For what TA activities are you requesting funding and why?
- What do you hope to accomplish as a result?
- How will the TA build the capacity of your organization?
- What is the time line for the TA activities?
- Who will participate in the TA? What is the role of the participant(s) in the organization?
- Will you be hiring a consultant for this project? If so, who is the consultant and what is the consultant expected to do?
- Who is overseeing the TA project?

3. Evaluation

- How will you know that your TA work is successful? What results would you be looking for?

4. Budget

- What is the budget for the TA?

- How much funding are you requesting from Crossroads?
- Have you applied to other funding sources? If so, where and for how much? What is the status?
- Please provide your organizational budget, including last FY expenses and current FY budget.

Application Checklist

Each completed application must include, in the following order:

- Cover Sheet, Organizational Summary & Budget** (forms provided)
- Narrative** (4 pages or less)
- Governing Body:** list and describe the organization's key decision makers, such as board of directors, collective members, and core group members.
- Workers:** provide a brief description of individual staff members and/or volunteers who will be responsible for carrying out the TA work.
- Supporting materials** such as information about training, conferences, or consultants that are relevant to the TA proposal. (optional)

Application Package Checklist

6 stapled copies of the completed application (see above checklist)

APPLICATION REVIEW PROCESS

SEED FUND

The application review process generally takes about 14 weeks.

- Each application is screened by staff based on whether a group's work falls within Crossroads' Funding Criteria.
- Those applications meeting our criteria are reviewed and selected for a site visit/interview by the Grantmaking Committee (GMC). GMC is made up of board, volunteers and staff.
- Site visits/interviews are conducted by GMC.
- GMC makes funding recommendations to the Board of Directors for final approval.

- All applicants are notified of final funding decision by mail within a week of the Board's decision.

TA and EMERGENCY FUNDS

The application review process generally takes 4 weeks for the Technical Assistance Fund (TA) and 7 working days for the Emergency Fund (EM).

- Each application is screened by staff based on whether a group's work falls within Crossroads' Funding Criteria.
- Those applications meeting our criteria are reviewed by the GMC.
- GMC makes funding recommendations to the Board of Directors for final approval.

- All applicants are notified of final funding decision by mail for TA and by phone for EM.

QUESTIONS?

If you have any questions about your organization's eligibility, the application, the funding process, or other aspects of these guidelines, please e-mail us at Tim@crossroadsfund.org, or call the Crossroads office at 773.227.7676.

These guidelines and application forms are also available on our website: www.crossroadsfund.org

FAQ: Frequently Asked Questions are also answered in the grants section of our website.

EMERGENCY FUND APPLICATION

Deadline: Ongoing

Due to the nature of this grant, the completed application may be e-mailed (Tim@crossroadsfund.org) or faxed (773.227.7790).

*** Purpose**

The Emergency Fund supports community groups in organizing quick actions in response to a sudden development outside of the organization's control. The maximum grant is \$500.

*** Eligibility**

- GMC makes funding recommendations to the Board of Directors for final approval.
- Organizations with annual expenses under \$300,000
- Priority given to Crossroads grantees

* *Examples* include legislative hearings with very short notice, breaking news about US military action, unexpected opportunity for organizing/gatherings such as a surprise visit by a national figure.

* The Emergency Fund does NOT support:

- expenses resulting from budget shortfalls or a lack of planning;
- on-going, regularly scheduled programs; or
- start-up costs.

Proposal Narrative

Please address each question below within 2 pages with a 12 point or larger font. If you have received a Crossroads grant in the last 12 months, only complete questions #2 and #3.

1. Overview

- Briefly describe your organization's history, purpose, and the type of work it does.
- Please explain how you meet Crossroads' Funding Criteria.

2. Emergency Need

- What is the nature of the emergency? Why is this situation an emergency?
- What activities will be carried out?
- What result do you want to see?
- What impact do you want to make with the work?

3. Budget

- What is the budget for this emergency work?
- How much are you requesting from the Crossroads Fund?
- What is the organizational budget?

CROSSROADS FUND PROGRAM OVERVIEW

	Seed Fund	Technical Assistance Fund	Emergency Fund
Deadline*	March 1, 2011	March 1, 2011 Sept. 1, 2011	Ongoing
Decision	Late June	within 6 weeks	within 7 working days of application submission
Grant Size	up to \$10,000	up to \$3,000	up to \$500
Eligibility	organizations with annual expenses under \$300,000 in the last completed fiscal year	<ul style="list-style-type: none"> • organizations with annual expenses under \$300,000 in the last completed fiscal year • organizations in operation for at least 3 years • priority given to current grantees 	<ul style="list-style-type: none"> • organizations with annual expenses under \$300,000 in the last completed fiscal year • priority given to current grantees
Funding Types	<ul style="list-style-type: none"> • general operating • start-up costs • projects 	<ul style="list-style-type: none"> • technology (please contact the office prior to completing the application) • training • conferences • hiring a consultant or facilitator for evaluation, planning or a retreat 	quick actions in response to a sudden development that is outside the organization's control

***If the date falls on a weekend, the deadline is the following Monday.
Call the office at 773.227.7676 if you have any questions.**

CROSSROADS FUND – GRANT APPLICATION COVER SHEET

Type of Grant: Seed Fund
 Technical Assistance Fund
 Emergency Fund

Date: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Main Contact Person: _____ Title: _____

Phone: _____ Fax: _____

Website: _____ Email: _____

- Amount Requested: \$_____ Purpose: _____
- Tax Status: 501(c)(3) Other: _____
- Name, address, phone and contact of fiscal agent, if applicable: _____
- Current Fiscal Year ORGANIZATION budget: \$_____ PROJECT budget: \$_____

If you receive this grant, will it be your organization's first foundation grant? Yes No

Have you applied to Crossroads before? Yes No If yes, when? _____

Have you received funding from Crossroads? Yes No

If yes, list dates and amounts of previous grants: _____

If yes, have you filed the progress report for your most recent grant? ** Yes No **

***If no, please enclose a copy of the progress report with this request.*

Your proposal will not be considered for funding without a progress report for your most recent grant.

SUMMARY:

Using only the space below, please provide a brief summary of your proposal. (For Seed Fund only)

ORGANIZATION SUMMARY

Date: _____

Organization Name: _____

Date Organization Started: _____

Fiscal Year Ending (mo/yr): _____

Issue Areas Addressed by Your Organization (if more than 1, indicate up to 3 priority areas):

- | | | |
|---|--|---|
| <input type="checkbox"/> Antiwar/Militarization | <input type="checkbox"/> Environmental Justice | <input type="checkbox"/> Political Access |
| <input type="checkbox"/> Art & Culture | <input type="checkbox"/> Health Care Access | <input type="checkbox"/> Prison Reform |
| <input type="checkbox"/> Civil Rights | <input type="checkbox"/> Housing | <input type="checkbox"/> Racial Justice |
| <input type="checkbox"/> Criminal Justice | <input type="checkbox"/> Immigration issues | <input type="checkbox"/> Seniors |
| <input type="checkbox"/> Disability Rights | <input type="checkbox"/> International Policy | <input type="checkbox"/> Women's Rights |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Lesbian/Gay/Bisexual/
Transgendered issues | <input type="checkbox"/> Worker Rights |
| <input type="checkbox"/> Economic Equality | <input type="checkbox"/> Media Justice | <input type="checkbox"/> Youth |
| <input type="checkbox"/> Education | | <input type="checkbox"/> Other _____ |

Model of Work:

- | | | |
|--|---|--------------------------------------|
| <input type="checkbox"/> Advocacy | <input type="checkbox"/> Direct Service | <input type="checkbox"/> Research |
| <input type="checkbox"/> Arts | <input type="checkbox"/> Organizing | <input type="checkbox"/> Resource |
| <input type="checkbox"/> Direct Action | <input type="checkbox"/> Public Policy | <input type="checkbox"/> Other _____ |

Location of Organization (Please check all that apply):

City of Chicago Neighborhood (s), Please list all community areas served (see attached map)

- _____
- Suburban Cook County
 - Kane County
 - McHenry County
 - DuPage County
 - Lake County
 - Will County
 - NW Indiana

Geographic region served (Please check all that apply):

City of Chicago Neighborhood(s), Please list all community areas served (see attached map)

- _____
- Suburban Cook County
 - Kane County
 - McHenry County
 - DuPage County
 - Lake County
 - Will County
 - NW Indiana

Financials

Last Fiscal year	Actual Income:	\$_____	Actual expenses:	\$_____
Current Fiscal year	Budgeted Income:	\$_____	Budgeted expenses:	\$_____
Next Fiscal year	Budgeted Income:	\$_____	Budgeted expenses:	\$_____

Amount requested: \$_____

- General operating
- Project

(Please complete reverse side)

Income Levels of Organizational Constituencies

	Constituency		Paid Staff		Board Members		Volunteers (if applicable)	
	Number #	Percentage %	Number #	Percentage %	Number #	Percentage %	Number #	Percentage %
Below Poverty								
Lower Income								
Middle Income								
Upper Income								

Below Poverty: Household Income less than \$25,000

Middle Income: Household \$50,000 to \$75,000

Lower Income: Household \$25,000 to \$50,000

Upper Income: Household above \$75,000

Demographics*

	Constituency		Paid Staff		Board Members		Volunteers (if applicable)	
	Number #	Percentage %	Number #	Percentage %	Number #	Percentage %	Number #	Percentage %
FEMALE								
MALE								
TRANSGENDER								
AFRICAN AMERICAN								
AFRICAN/ AFRICAN CARIBBEAN								
ARAB								
ASIAN/PACIFIC ISLANDERS								
EUROPEAN AMERICAN								
LATINA/LATINO								
NATIVE AMERICAN								
PEOPLE OF COLOR								
IMMIGRANTS								
LESBIAN/GAY/BI								
PEOPLE WITH DISABILITIES								
PRISONERS								
YOUTHS								
OTHER								
TOTAL		n/a		n/a		n/a		n/a

*EACH SECTION SHOULD BE THE SAME TOTAL

CROSSROADS FUND – FINANCIAL INFORMATION FORM

Organization Name: _____ Date: _____

INCOME	1. INCOME & EXPENSES Last Fiscal Year Ending _____ (mo/yr)	2. BUDGET Current Fiscal Year Ending _____ (mo/yr)	3. BUDGET Next Fiscal Year Ending _____ (mo/yr)
Individual Contributions			
Crossroads Fund Grants			
Other Foundation Grants			
Corporate Contributions			
Government Grants			
Special Events			
Fees for Service			
Other (what?)			
Other (what?)			
Total INCOME			

EXPENSES			
Salaries/Wages			
Employee Benefits			
Payroll Taxes			
Rent & Utilities			
Supplies			
Telephone			
Postage/Mailings			
Printing/Copying			
Fundraising/Special Events			
Equipment			
Travel			
Conferences Fees			
Other (what?)			
Other (what?)			
Total EXPENSES			

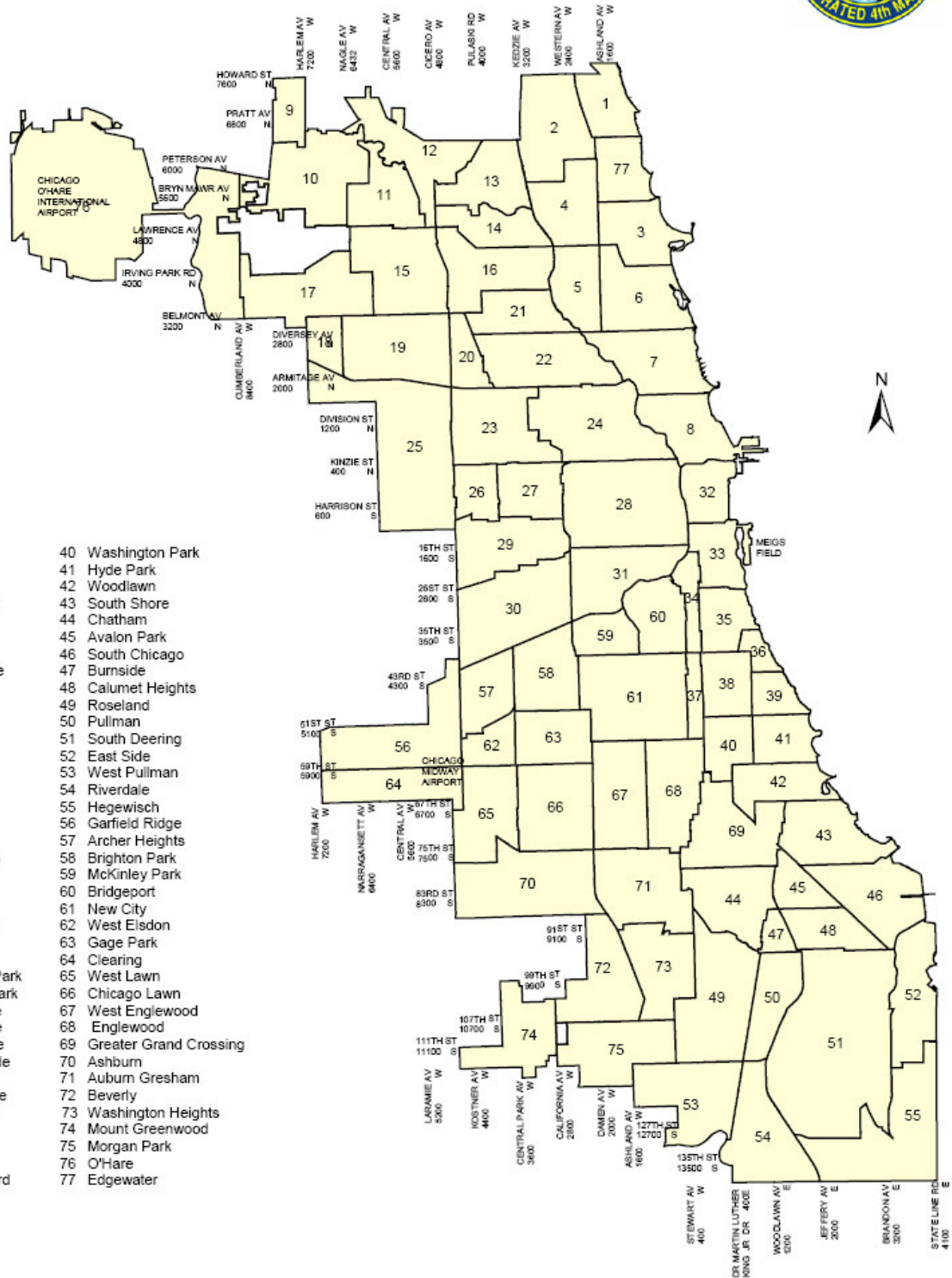
DIFFERENCE (subtract total expenses from total income)			
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~ **NOTES:** Column 1 represents the *history* of what you earned and spent last year. Columns 2 & 3 are your *plans* for what you will earn and spend this and next year.

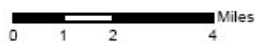
~ A separate "Budget Notes" page can be attached to explain any budget items, any large "Difference" line, or to detail substantial **in-kind support**, such as free rent, volunteer time, etc.

~ Please include in this budget your grant request to Crossroads and the associated expenses.

City of Chicago Community Area Map



- | | |
|-----------------------|---------------------------|
| 1 Rogers Park | 40 Washington Park |
| 2 West Ridge | 41 Hyde Park |
| 3 Uptown | 42 Woodlawn |
| 4 Lincoln Square | 43 South Shore |
| 5 North Center | 44 Chatham |
| 6 Lake View | 45 Avalon Park |
| 7 Lincoln Park | 46 South Chicago |
| 8 Near North Side | 47 Burnside |
| 9 Edison Park | 48 Calumet Heights |
| 10 Norwood Park | 49 Roseland |
| 11 Jefferson Park | 50 Pullman |
| 12 Forest Glen | 51 South Deering |
| 13 North Park | 52 East Side |
| 14 Albany Park | 53 West Pullman |
| 15 Portage Park | 54 Riverdale |
| 16 Irving Park | 55 Hegewisch |
| 17 Dunning | 56 Garfield Ridge |
| 18 Montclare | 57 Archer Heights |
| 19 Belmont Cragin | 58 Brighton Park |
| 20 Hermosa | 59 McKinley Park |
| 21 Avondale | 60 Bridgeport |
| 22 Logan Square | 61 New City |
| 23 Humboldt Park | 62 West Elsdon |
| 24 West Town | 63 Gage Park |
| 25 Austin | 64 Clearing |
| 26 West Garfield Park | 65 West Lawn |
| 27 East Garfield Park | 66 Chicago Lawn |
| 28 Near West Side | 67 West Englewood |
| 29 North Lawndale | 68 Englewood |
| 30 South Lawndale | 69 Greater Grand Crossing |
| 31 Lower West Side | 70 Ashburn |
| 32 Loop | 71 Auburn Gresham |
| 33 Near South Side | 72 Beverly |
| 34 Armour Square | 73 Washington Heights |
| 35 Douglas | 74 Mount Greenwood |
| 36 Oakland | 75 Morgan Park |
| 37 Fuller Park | 76 O'Hare |
| 38 Grand Boulevard | 77 Edgewater |
| 39 Kenwood | |



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