

**FIELD FOUNDATION OF ILLINOIS**  
**Emergency and Technical Assistance (ETA) Fund**  
**APPLICATION FORM**

The Field Foundation Emergency and Technical Assistance (ETA) Fund was developed to complement the Foundation's traditional grant making by giving the Foundation the flexibility to respond effectively to grantees' needs in situations where timing may be a critical factor.

**Name of Organization/Agency:** \_\_\_\_\_

**Executive Director:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Staff Size:** \_\_\_\_\_

**Board Size:** \_\_\_\_\_

1. Briefly describe your organization's purpose, its programs, and its clients or audience.

2. Is your organization a member of the United Way? Yes No

3. What is your current annual operating budget? \$ \_\_\_\_\_

Fiscal year dates \_\_\_\_\_ to \_\_\_\_\_

4. Do you have a board-adopted inclusiveness policy? Yes No

5. What is the purpose of the request for funds? A one-page summary of your proposal may be attached.

**Please attach a budget reflecting the total cost of the project.**

6. Amount Requested \$ \_\_\_\_\_

If a consultant is to be hired, please answer questions 7 through 10. Otherwise, proceed to question 11.

7. What is the name, address, and telephone number of the consultant to be hired?

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

8. Please give the consultant's proposed cost per hour or per diem and the total number of hours or days required. (You may also attach consultant's proposal.)

Cost per Hour \_\_\_\_\_

Total number of hours required \_\_\_\_\_

Cost per Diem \_\_\_\_\_

Total number of days required \_\_\_\_\_

9. How did you select the consultant?

10. Proposed start-up date: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Proposed completion date: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

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11. Do you have any other sources of support for this project? If so, please list with amounts.

12. Are you currently receiving funding from the Field Foundation? Yes No

13. If applicable, list previous ETA Fund grants.

Date \_\_\_\_\_ Amount \_\_\_\_\_

Purpose: \_\_\_\_\_

**Along with this grant application form, please include:**

- a one-page summary of your proposal request (optional);
- a copy of the requesting organization's 501( c )(3) tax-exemption letter from the Internal Revenue Service;
- a list of members of the governing board of the requesting organization;
- a list of current project and agency funders (with amounts);
- a copy of the requesting organization's
  - most recent audit
  - current operating budget
  - current financial statement;
- a copy of the consultant's proposal, if applicable, and a resume, background summary, or agency brochure of the chosen consultant which includes a list of the consultant's current or former clients.

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Signature of authorized officer

Title \_\_\_\_\_ Date \_\_\_\_\_