**THE MAYOR'S FUND FOR PHILADELPHIA**

**2018 GRANT APPLICATION COVERSHEET**

**Contact Information**

Name of Organization:

Legal Name *(if different than above)*:

Address:

Phone:

Fax:

Website:

President or Executive Director:

Primary Contact Name and Title (*if different from above*):

Primary Contact Phone:

Primary Contact E-mail:

**Charitable Status** (*City of Philadelphia departments may skip this section*)

Does the Organization Have 501(c)(3) status from the IRS (*yes or no*):

Employer Identification Number (EIN):

For Fiscally sponsored projected, confirm the sponsor’s charitable status and its EIN.

**Proposal Information:**

Type of Grant Requested (highlight one):

|  |  |  |
| --- | --- | --- |
| Capital  | General Operating Support | Program/Project  |
| Capacity Building  | Other  |  |

Name of Program or Project:

Amount Requested:

List the geographic area in Philadelphia that this grant would serve:

**If City Agency/Department Only**

(*Refer to Appendix of Grant Guidelines for a description of Executive Sponsorship*)

Name of Executive Sponsor for this Proposal:

Executive Sponsor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**THE MAYOR'S FUND FOR PHILADELPHIA**

**2018 GRANT APPLICATION CHECKLIST**

*Please use the below checklist as a guide to ensure you’ve met the Fund’s eligibility criteria and have assembled all required materials.*

***Please note that an application which does not include all required information or is not submitted by the deadline will not be considered.***

1. **Eligibility**

[ ]  I am applying on behalf of a charitable organization with a 501(c)(3) status, a project sponsored by a charitable fiscal sponsor, or a project or program of a City of Philadelphia department or agency.

[ ]  My application addresses at least one of the Mayor’s Five Policy Pillars and my application narrative explains and how my project advances the pillar(s).

*For City agencies/departments only*:

[ ]  I have secured an executive sponsor for my application (see the Appendix for additional details on Executive Sponsorship)

1. **Application Content and Materials**

[ ]  I have filled out and attached the Grant Application Coversheet

[ ]  My application includes all the required narrative sections and my responses are within the required word count for each section (Executive Summary, Program Narrative, Timeline, Budget + Budget Narrative, Evaluation, and Sustainability).

*For charitable organizations only*:

[ ]  I have attached a copy of my organization’s or fiscal sponsor’s IRS determination letter or other proof of 501(c)(3) status

[ ]  I have attached a copy of my organization’s annual operating budget

[ ]  I have attached a copy of my organization’s mostly recently filed IRS Form 990 or audited financial statement

*For City agencies/departments only*:

[ ]  My Executive Sponsor has signed the Coversheet

[ ]  Optional: I have attached my Executive Sponsor’s letter of support (encouraged but not required)