**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)