

**GREATER PHILADELPHIA JUNIOR GOLF FOUNDATION FUND
GRANT APPLICATION COVER SUMMARY**

Complete this form by either filling-in the information on this sheet or by reproducing the form exactly.

1. **Legal Name of organization:** _____
Address, Telephone and Fax: _____

Email address and Web address: _____
Name and title of Contact Person: _____
Name of Executive Director: _____
Name of President of Board: _____
Federal ID number: _____

2. **IRS 501(c) (3) nonprofit? Please circle: YES NO**
If **Yes**, please attach copy of designation letter from the IRS.
If **No**, please identify the type of legal entity.

3. **Amount Requested: \$** _____

4. **Type of Grant Requested** (Operating, Project, Teaching, Capital):

5. **State Your Organization's Mission** (2 Sentences):

6. **Summarize the proposal and its link to the goals of the Greater Philadelphia Junior Golf Foundation Fund.**

7. **List the Proposal's Target Population and Geographic Communities:**

8. **Total number of Employees:** Full Time _____ Part Time _____ Volunteer _____

9. **Total annual organizational budget: \$** _____ **Dates of fiscal year:** _____

10. **Project or capital budget (if applicable): \$** _____

11. **Time period this grant will cover:** ____/____ to ____/____

12. **Does your organization receive support from any other organizations?**
Please circle: YES NO

13. **List previous support from other organizations in the last five years, purpose, amount and date:**

15. **I testify that the information provided is correct:**

Signature of Officer: _____ **Date:** _____

GREATER PHILADELPHIA JUNIOR GOLF FOUNDATION FUND GRANT PROPOSAL NARRATIVE

*Please provide the following information in this order.
Do not use more than 5 pages, exclusive of attachments.*

I. Organizational Information

1. Brief Summary of Organization's history and mission
2. Description of current programs, activities, service statistics and strengths/accomplishments (highlighting the past year), including what makes your organization unique

II. Purpose of Grant

1. If applying for **general operating support**, please explain your need for support and also the impact this support will have. Please see "Attachments" (below) regarding requests for financial information.
2. If your request is for a specific **project, program, teaching or capital grant**, please provide the following information:

Needs and Capabilities

- The situation—opportunity, problem, issue, need, and the community—that your proposal addresses, and how that need was determined

Goals and Activities

- Your goals and objectives
- Specific, measurable activities to accomplish these objectives
- Who will carry out those activities (if this is a collaboration, briefly describe the partners)
- Timeline in which all of this will take place, with specific start/end dates

Impact of Activities

- How the proposed activities will impact the designated community or population
- How you plan to sustain the project after the funding period has expired

III. Attachments

1. Financial Information

For **ALL grants**, please submit the following information:

- Organization's annual operating budget and actual income and expenses for most recently completed fiscal year **AND** for current year-to-date (**align income and expenses side-by-side on both budgets**)
- Itemized budget for how this specific grant will be used, aligning income and expenses side-by-side. Identify each source of revenue, the amount, and whether funds are either committed or pending. If request is for a multi-year grant, include multi-year program budget. (If desired, use standard budget form on next page.)
- Organization's most recent **AUDITED** financial statement (if budget greater than \$100,000) or Form 990 (if budget between \$25,000 and \$100,000). If neither document is available, include unaudited financial statement.
- Organization's three (3) largest funders in the last fiscal year and type of grant.

2. Other Supporting Materials

- Latest annual report or summary of the organization's prior year activities
 - Current board list with members' employment affiliations, constituencies, and years served
 - One-paragraph description of key staff, including qualifications relevant to this request
 - Grantee report (if previously funded)
 - Letters of agreement from any collaborating agencies, if applicable
 - Letters of support and/or recent reviews or articles, if available
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GREATER PHILADELPHIA JUNIOR GOLF FOUNDATION FUND
SAMPLE BUDGET FORM

This form is to be used as a guideline for writing a budget for a grant application. Some items listed will not apply to your organization or project.

INCOME/REVENUE	COMMITTED	ANTICIPATED
1. Fundraising Events		
2. Gifts/Bequests		
3. Miscellaneous contributions		
4. Foundation support		
5. Grant support		
6. Program/ service fees		
7. Membership Dues/Individual donations		
8. Investment income/transactions		
9. Earned Miscellaneous Revenue:		
10. TOTAL INCOME/REVENUE		

EXPENSES	TOTAL EXPENSES	EXPENSES COVERED BY REQUESTED GRANT
13. Salaries of Provider Staff		
14. Fringe Benefits		
15. Professional fees (teacher, consultant)		
16. Supplies (consumable)		
17. Printing and Postage		
18. Rent/Utilities		
19. Phone and fax		
20. Travel and Meetings		
21. Training		
22. Evaluation		
23. Equipment Purchases/Rental		
24. Miscellaneous expenses		
25. TOTAL EXPENSES		
26. SURPLUS (DEFICIT)		

Keep in mind...

- If you feel elements of your budget require explanation, please do so in a brief narrative.

