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***Deadline for submission of application packets is Feb. 26, 2021.***

**COVER SHEET**

**OBJECTIVE:**

The work outlined in the proposal should be connected to sustainable positive impact for women and/or children/youth in Philadelphia.

Two grant awards for 2021 will be given, each in the amount of $25,000. They are unrestricted and may be used for general operating support or other activities that advance the well-being of women and/or children/youth in Philadelphia.

**NAME OF ORGANIZATION:**

**Address:**

**Phone:           Fax:**

**E-mail:       Website:**

**Executive Director:**

**Current Board President:**

**Primary Contact:       Title:**

(if different than above)

 **Phone:       E-Mail:**

(if different than above)

**How did you hear about this grant?**

**TTN MISSION:**

**The Giving Circle of the Philadelphia Chapter of The Transition Network -- a Philadelphia Foundation Donor Advised Fund -- is committed to improving the community through collective philanthropy, and to promoting projects that make it possible for women and/or children/youth to have the resources, support and opportunities necessary to thrive. To achieve this, the Giving Circle will award a grant to an organization that demonstrates a positive impact for women and/or children/youth in Philadelphia.

The Giving Circle is committed to inclusion across race, gender, age, religion, and identity. We are looking for organizations to share this commitment.**

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**Proposal Narrative**

**A.  ORGANIZATIONAL BACKGROUND INFORMATION:**

1. Provide a brief history of your organization. (up to 250 words)
2. Describe your organization’s mission. (up to 250 words)
3. Please provide us with demographic information about your leadership, staff, and board.  (up to 250 words)
4. Provide list of Board of Directors and their affiliations.
5. Identify your organization’s recent successes and challenges, including any programs of which you are particularly proud.  (up to 250 words)
6. List your organization’s target population, constituents, and geographic communities.

**(Please number your responses to correspond to questions.)**

**B. GENERAL OPERATING SUPPORT:**

1. Identify the needs addressed by your organization. Provide specifics.  (up to 250 words)
2. How has COVID-19 impacted your organization and how have you adjusted? (up to 250 words)
3. Describe how the grant will enhance your organization to better serve the needs of women and/or children/youth in Philadelphia.  (up to 250 words)
4. How will you document the impact of this grant?

**(Please number your responses to correspond to questions.)**

**C. BUDGET REQUIREMENTS:**

**Total Budget:** *Please submit budget for full amount of grant* - $25,000.

1. Please discuss how you anticipate this grant will be spent.  (up to 250 words)
2. Please supply your annual operating budget for the past 3 years.

**(Please number your responses to correspond to questions.)**

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 **The following are excluded from receiving TTN Giving Circle Funds:**

* Individuals
* Government agencies
* Organizations that promote a particular religious or political ideology
* The Transition Network, Inc. or any of its chapters
* Endowment or capital projects or campaigns
* Speaker fees, galas and other fundraising events

**Do any of these factors apply to your organization?       If yes, please explain:**

**AGREEMENT**

*I certify, to the best of my knowledge, that all information included in this proposal is correct.  The tax-exempt status of this organization is still in effect.  If a grant is awarded to this organization, the proceeds of that grant will not be distributed or used to benefit any organization or individual supporting or engaged in unlawful activities.*

Signature of Executive Director Date

**PROPOSAL NARRATIVE OUTLINE**

***(4 pages maximum, please be clear and concise)***

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**DIRECTIONS FOR SUBMISSION**

**Application Packets Must Include:**

* Completed Cover Sheet (as outlined above)
* Proposal Narrative (as outlined above)
* Supporting Documentation
* Organizational Budget for the past three fiscal years.
* Latest Annual Report or comparable documentation.
* Current List of Board Members, including affiliations, professional skills, and contact numbers.
* IRS documentation of 501 (c)(3).
* Other materials you would like to share that support your proposal.

**Submit all questions and completed electronic application packet to:** **TTNGivingCircle2021@gmail.com**

**DEADLINES**

* **Optional Information Session for Grant Applications – 10 a.m., Mon., Feb. 1, 2021**
* **Applications must be received by** **5 p.m., Fri., Feb. 26, 2021.**
* **Virtual Site Visits will be conducted between Wed., April 14 and Fri., April 30, 2021.**

***Finalists will be contacted Wed., May 5, 2021. Finalists are required to make a brief presentation on the evening of Thurs., May 20, 2021, prior to voting.***

Grant Award will be announced on **Fri.**, **May 21, 2021.**