

The Cosmopolitan Club of Philadelphia Giving Circle  
2017 Grant Application  
COVER SHEET

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_ EMail \_\_\_\_\_ Website \_\_\_\_\_

Executive Director \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Primary Contact (if different from above) \_\_\_\_\_

Title \_\_\_\_\_ Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Applying for:

\_\_\_ Focus

\_\_\_ Focus

Name of Program \_\_\_\_\_

\_\_\_ New Program \_\_\_ Existing Program

Total Program Budget \_\_\_\_\_ Amount Requested \_\_\_\_\_

Is this request being submitted exclusively to this funder? \_\_\_\_\_

State your organization's mission:

List the proposal's target population, constituents and geographic communities:

Summarize the proposal:

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 \_\_\_\_\_

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2017 Grant Application  
**PROPOSAL NARRATIVE**

**(3 Pages Maximum)**

**Organizational Background and Information:**

- Give a brief history of your organization
- Describe your organization’s services
- Identify your organization’s greatest successes and challenges relevant to this project

**Project Description:**

- Identify the need to be addressed providing evidence of size and/or severity. If applicable, provide demographic and geographic information regarding the community or population benefiting from this program
- Explain your goals and objectives for this program
  - How do you plan to accomplish these goals?
  - Who will be responsible and what is their relevant experience?
  - How will you measure the impact of the program?
  - What is the anticipated timeline for implementing the program?
  - What challenges do you anticipate?
  - What will you do if you receive more or less funding than you have requested in this application?
  - How will the program results be publicized and communicated?

**PROGRAM BUDGET**

<b>Program expenses</b>	<b>Notes</b>	<b>Total Expenses</b>	<b>CosGC Grant</b>
Personnel			
Program			
General and administrative			
Facilities			
Other			

## ORGANIZATION'S SOURCES OF REVENUE

Source	Indicate Per Cent
Government	
Corporate	
Foundation	
Individual	
Earned	
Other	

## DIRECTIONS FOR SUBMISSION

### Application Packets Must Include:

- Completed cover sheet
- Proposal Narrative
- Program Budget
- Organization's Sources of Revenue
- Supporting Documentation
  - Organizational Budget for the most recent fiscal year
  - Latest annual report or comparable documentation
  - Current list of board members including affiliations
  - Brief descriptions of key staff and their relevant qualifications
  - Letters of agreement from any collaborating agency if applicable
  - IRS Determination Letter

**Submit all questions and completed electronic application packet to:  
info@ccpgc.org**

**In addition, submit two collated hard copies of your completed application packet to:**

The Philadelphia Foundation  
Attn: Maggi Kirk  
1234 Market Street, Suite 1800  
Philadelphia, PA 19107

## **DEADLINES**

***Applications must be received by 5PM on March 31, 2017.***

**We anticipate the following timetable:**

- **Feb 17 – Announce award program**
- **March 31 – Applications due**
- **April 14 - Selected applicants notified of planned site visits**
- **May 12 – Finalists selected**
- **June 2 – Finalists make presentations to GC members**
- **June 16 – Award announced**