

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:

___ Foster Care

___ Refugee Services

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 _____

The Cosmopolitan Club of Philadelphia Giving Circle (CCPGC)
 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

Program Expenses	Total Expenses	CCPGC Grant Expenses	Notes
Personnel			
Program			
General and administrative			
Facilities			
Other			
TOTAL			

ORGANIZATION'S SOURCES OF REVENUE

Source	Percent of Total Budget
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 four collated hard copies of your completed application packet to:

The Cosmopolitan Club of Philadelphia Giving Circle
1616 Latimer Street
Philadelphia, PA 19103

DEADLINES

April 13	Applications due 3PM
June 1	Finalists announced
June 12	Presentation of proposals to members (10:00 – Noon)
June 14	Award Presentation (10:30 am)