



The West Chester Downtown Foundation
Community Grants 2017
Application for Funding

Requesting Organization

Explanation: The Requesting Organization is the IRS recognized, non-profit 501(c)(3) organization to which the funds are entrusted. The contacts must be members of the Requesting Organization.

Requesting Organization: _____

Address _____

Mailing Address (if different) _____

Website _____ Fax _____

Primary Contact: _____

Title/Position _____

Address (if different) _____

Email _____

Phone _____

Please Enter Below the Mission Statement of Your Organization

Application: See pages 1-4

Instructions: See pages 5 (Detach instructions before submitting)

Name of Organization: _____

Activity Description

<p><u>Amount of Request</u></p> <p>\$ _____</p> <p>% of Annual Budget _____</p>

The West Chester Downtown Foundation evaluates applications for their ability to meet humanitarian needs in the greater West Chester community. Our organization exists to promote community interest in the vitality, culture, and livability of downtown West Chester through education, historic preservation, and collaboration.

In this section, describe in detail the humanitarian need your activity will address, what you intend to accomplish, and how you will do it, including how the activity will benefit the community need, the relevant demographics of the intended beneficiaries and number of people to be served. Provide an estimate of the length of time needed to accomplish your objective.

Specific Locations Served in West Chester: _____

_____ Number of persons served by activity

_____ Number of persons served by organization

Please provide a detailed description of the activity to be funded: (Use separate page if more space is needed.)

Name of Organization: _____

Activity Budget

Explanation: Requested funding should be only for direct cost of the project and not for indirect costs, unrelated activities, fund-raising or purely religious activities.

Budget Item	Amount
Total	

Activity Financing:

Explanation: Clearly list all financing sources, both in hand and anticipated, for the activity.

Sources of Funds	Secured/ Possible	Amount
The Requesting Organization (internal funds allocated for the activity)		
Other Contributors (not The West Chester Downtown Foundation)		
Subtotal		
Requested funding from The West Chester Downtown Foundation		
Total (must equal activity budget)		

Name of Organization: _____

Members of The West Chester Downtown Foundation involved with your organization. Please provide their names and describe their roles in your organization:

Name:	Role in your Organization:
_____	_____
_____	_____
_____	_____

Checklist: Did you provide?

- _____ Application
 _____ Evidence of IRS 501(c)(3) status
 _____ Financial statements: audited financial statements and balance sheets from **most recently** completed fiscal year or IRS form 990

ONLY ONE SUBMISSION PER ORGANIZATION WILL BE CONSIDERED

Authorizations

Explanation: Authorizations ensure that all parties involved are aware of, and interested in, pursuing the described activity.

Signature: This application should be signed by someone authorized to commit the organization, usually the executive director. It is an indication that the information in this application is true and accurate and a commitment that the activity will be implemented as presented. Further, it is a commitment that no relationship described herein will involve a conflict of interest or any other unlawful activities. A conflict of interest is defined as a situation in which a person is in a position to influence the spending of the funds awarded, or influence decisions in ways that could lead directly or indirectly to financial gain for themselves, a business colleague, or his/her family, or give improper advantage to such. (Note: Any and all exceptions must be explained in an attached statement).

Requesting Organization	
Name	
Title	
Organization	
Email	
Signature	
Date	



The West Chester Downtown Foundation
Community Grants
Instructions for Applicants

*****2017 Application*****

Deadline: July 31st, 2017

The West Chester Downtown Foundation provides financial support for worthy, non-profit 501(c)(3) organizations in the Greater West Chester Community. Our Grants Committee evaluates applications for their ability to meet human needs in our community, the quality of the program to deliver the services, and the match to our organizations mission statement.

What is the size of the grant?

The basic grant range is \$500 to \$2,500. We give out numerous grants each year. Applicants who have a project which requires funding of this order of magnitude and would like to be considered for this grant should so indicate in the Activity Description section of the application.

What are the requirements for funding?

- The mission of the organization and purpose of the proposed grant must be to provide humanitarian services that address a community need in the greater West Chester community.
- **Applicant must be an IRS recognized, 501(c)(3) non-profit organization.**
- The Applicant must provide an application (as described herein) which describes the mission of their organization, the nature of the project for which funding is requested, appropriate financial information, and evidence of 501(c)(3) status. The application must be submitted by someone authorized to commit the organization and who is certifying to the correctness of the information provided.
- Requested funding should be only for direct cost of the project and not for indirect cost, unrelated activities, fund-raising or purely religious activities.
- Include in the application the name of any West Chester Downtown Foundation Board Member who is supporting this project together with their role in your organization.
- Upon completion of the project, the Grant Committee should be informed of its completion together with an indication of whether the project goals were met.

How to apply?

Applicants must complete and submit an *Application for Funding* together with supporting documentation **by July 31st, 2017**. Supporting documents include proof of 501(c)(3) status and latest audited financial report or IRS Form 990.

Send completed applications to:

E-mail: WestChesterDowntownFoundation@gmail.com

Within a few days of sending in your application you should receive an email confirming that we received it. If you do not get any confirmation please feel free to send us an email inquiry.

The revised 2017 grant application can be found on The West Chester Downtown Foundation web site at www.wcdf.org. It is important that you submit your grant request using the latest version of the application. Applicants will be notified by October 1, 2017. The grants will be distributed by October 31, 2017. Please review the requirements carefully, fill out the application completely, and submit the application and supporting documentation on time. Incomplete or late submissions are generally not considered. If you have any questions or concerns, please email WestChesterDowntownFoundation@gmail.com for assistance.