



# Trustees' Council of Penn Women

UNIVERSITY of PENNSYLVANIA

## GRANT APPLICATION Summary & Instructions

Deadline: February 15, 2008

Date Submitted: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Date Established: \_\_\_\_\_

How did you learn of the TCPW Grant: \_\_\_\_\_ Ad in DP \_\_\_\_\_ Ad in Almanac \_\_\_\_\_ E-mail

### Directions:

1. Applications must be submitted by February 15, 2008. Please submit to:  
**TCPW Grant Application**  
**Office of Alumni Relations, E. Craig Sweeten Alumni House**  
**3533 Locust Walk**  
**Philadelphia, PA 19104-6226**
2. The application must be 5 pages or less in length.
3. The application must be typed, neatly and concisely written, and complete.
4. Provide your TCPW Grant history - # and dates of requests and grants awarded
5. If you have any questions, please contact Terri Welsh in the Office of Alumni Relations at 302-266-0612.

**Provide a general description of the organization and its purposes. If an individual, describe your status (student, academic administrator) and the situation that is the impetus for your application.**

Current Annual Budget: \$ \_\_\_\_\_ Fiscal Year \_\_\_\_\_ to \_\_\_\_\_

Sources of Support: Membership \$ \_\_\_\_\_

Fees \$ \_\_\_\_\_

Grants \$ \_\_\_\_\_

Other (Specify) \_\_\_\_\_

Total Project Cost: \$ \_\_\_\_\_ Amount Requested \$ \_\_\_\_\_

N.B. TCPW average grant size is \$ 2,300.00

*The Trustees' Council of Penn Women is a national network of Penn alumnae. These leaders, by power of their example, support, foster and promote the advancement of women's issues within the University, thus enriching the University community as a whole.*



**GRANT APPLICATION**  
**Deadline: February 15, 2008**

Name of the Individual or Organization: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number/E-Mail: \_\_\_\_\_

Affiliation with the University of Pennsylvania: \_\_\_\_\_

Contact and Title: \_\_\_\_\_

Grant request: \$ \_\_\_\_\_

Project Title: \_\_\_\_\_

Type of Request:

\_\_\_ General Support \_\_\_ Start-up Costs \_\_\_ Project Support \_\_\_ Equipment Purchase \_\_\_ Other

Total Project Budget (if request is for other than general support): \$ \_\_\_\_\_

Total Organization Budget (current year): \$ \_\_\_\_\_

**Summary of the organization's mission or individual's goal (2-3 sentences):**

**Summary of project or grant request and specifics of how the funds will be used:**

**You may include a letter of support, newspaper clippings or a recent annual report with this application.**



**Provide a statement of the purpose of the project and the relationship of the project to the overall goals and services of the organization or the individual:**

**Indicate the sequence of activities needed to accomplish the project.**

**Describe the effect of this project on the organization and the university/community.**

**How will the project be monitored and results evaluated?**

**Other funding sources of this project:**

**How will this project be funded in the future?**

**Please list the names and phone numbers of three community leaders or organizations that endorse this project but are not directly affiliated with your organization.**

**The following attachments should be included with this completed grant application form:**

- A brief line item budget for this organization, including expenses and income sources (Do not exceed one page)
- Budget for proposed project, including expenses and income, delineating how funds will be used. (Do not exceed one page)
- A complete list of the members of the board of directors and officers, including addresses, phone numbers and e-mail addresses.
- The organization's most recent financial statement.
- 26 Digit University Budget Code for Internal Transfer of Funds:\*\*

N.B. TCPW will contact grant recipients to evaluate grant effectiveness.

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*\*\*If your grant is approved for funding, funds from TCPW will be sent to the 26-digit code provided below in July/August 2008.*

The President or another officer of the organization's governing body must sign this application.

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Signature

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Date