



Trustees' Council of Penn Women

UNIVERSITY of PENNSYLVANIA

GRANT APPLICATION Summary & Instructions Deadline: February 13, 2009

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 13, 2009. 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. No exceptions.

3. The application must be typed, neatly and concisely written, and complete. If the application is to fund a publication, a copy of the publication must be included with the application.

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 13, 2009**

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.

***If your grant is approved for funding, funds from TCPW will be sent to the 26-digit code provided in July/August 2009.*

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

Signature

Date