GRANT APPLICATION GUIDE
Deadline: February 13, 2015

- The Trustees’ Council of Penn Women (TCPW) evaluates grant proposals based on the following criteria:
  - What we fund (OUR MISSION): TCPW grants support campus organizations and sponsored activities for the benefit of all women within the University community: undergraduates, graduate students, faculty and staff. TCPW grants are awarded to further the Council’s mission of supporting, fostering and promoting the advancement of women and women’s issues within the University, and to increase its visibility, recognition and leadership at the University.
  - What we don’t fund: Travel and certain food: will consider funding snacks that are part of a program (such as a networking event) but would not fund plated/seated meals.

- Applying for a TCPW Grant:
  - Application must be typed, clear, and complete. Include page numbers.
  - When requesting a grant, keep in mind, the average TCPW grant size is $2,000. Grant monies will be awarded in July for the NEXT school year.
  - Submit your application ON TIME. The deadline is February 13, 2015 (midnight):
    Mail to: TCPW Grant Application
    Office of Alumni Relations, E. Craig Sweeten Alumni House
    3533 Locust Walk, Philadelphia, PA 19104-6226
    Or email to: welsh@upenn.edu

- What to Include With Your Application:
  - Completed Grant Application Form (page 2)
  - Typed answers to the 10 questions. ALL questions must be answered to be considered for funding. Be clear and concise. ONLY the first six pages of each application will be read. Page limit excludes cover page and attachments.
  - Submit the following attachments:
    - A brief line item budget for your organization, including expenses & sources (<1 page).
    - Budget for proposed project, including expenses and income, delineating how funds will be used. If equipment purchase or printing is proposed, submit a price quote on vendor’s stationery.
    - 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: Organizations with no established budget or don’t know the budget number, provide the name and contact information of the person who can provide the budget number or information on how to get funds to the organization**
      If your grant is approved for funding, funds from TCPW will be sent to the 26-digit code provided in July/August 2015.
    - If an application is to fund a publication, a copy of the publication must be included.
    - Optional: A letter of support, newspaper clippings or a recent annual report.

- Any Questions?
  - Contact Terri Welsh in the Office of Alumni Relations at 302-266-0612, or email welsh@upenn.edu
TCPW GRANT APPLICATION FORM

Deadline: February 13, 2015

Name of the Organization or Project: ____________________________________________
Date Established: ______________ Date of Application: _______________________________

How did you learn about the TCPW Grant:
__________________ Ad in DP ________________ Ad in Almanac __________ E-mail _______ Other (specify) _________________________________

Contact Name & Title: __________________________________________________________

Address: _____________________________________________________________________

Telephone Number: __________ Fax Number/E-Mail: _________________________________

Affiliation with the University of Pennsylvania: _________________________________

Project Title: _________________________________________________________________

Amount of Request (average TCPW grant size is $2,000): $ _______________________

Total Project Budget/Cost: $ __________________ Annual Total Organization Budget (current year): $ __________________

Type of Request: __General Support __Start-up Costs __Project Support __ Equipment Purchase __Other

Sources of Support for your Organization:

Membership $__________________ Fees $__________________

Grants $__________________ Other (Specify) $__________________

ANSWER THE FOLLOWING QUESTIONS (ALL must be completed to be considered for funding)

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

  2. Summarize the specific project or grant request, the goal of the project and specifics of how the funds will be used (note: travel and certain food will NOT be funded – see note on application guide).

  3. What is the purpose of the project and its relationship to the overall goals and services of the organization (or individual)?

  4. How would this grant further TCPW’s mission (see page 1)? Describe how this project/grant will impact your organization and the university/community? Estimate number of projected attendees/participants. Provide summary of feedback from prior occurrences of this project/event (if applicable).

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

  6. An evaluation will be required at project’s completion. How, when and by whom will the project be monitored and results evaluated?

  7. List other funding sources of this project.

  8. How will this project be funded in the future?

  9. Provide your TCPW Grant History: Include number of requests with dates and any grants awarded.

  10. 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 President or another officer of the organization’s governing body must sign this application.

______________________________________________ __________________________
Signature Date