GRANT APPLICATION GUIDE
Deadline: February 12, 2016

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 do NOT fund:**
  - Travel and certain food: will consider funding snacks that are part of a program (such as a networking event) but will not fund plated/seated meals.
  - **STARTING IN THE 2016-2017 SCHOOL YEAR, TCPW WILL NOT BE ACCEPTING GRANT APPLICATIONS FROM ORGANIZATIONS/GROUPS WHO HAVE RECEIVED FUNDING FOR UP TO FIVE CONSECUTIVE YEARS FOR THE SAME PROJECT. HOWEVER, GRANTEES CAN REAPPLY AFTER THAT TERM WITH A NEW AND INNOVATIVE REQUEST.**

- **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 12, 2016 (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 2016.**
    - 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.
• **Addendum** - Grant Request Term Limits - Grant applications to TCPW supporting a project, conference or initiative will be funded for up to five consecutive years. After that time period, Grantees will be cycled off for one year and then may reapply. The grantee may apply for a different project.

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

Deadline: February 12, 2016

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