

Claude Worthington Benedum Foundation
Grant Application

We are requesting that you complete this Grant Application Form so that we may give consideration to your request for funding. Please understand that as part of its obligation to exercise due diligence with respect to any grant, and to comply with other legal requirements, the Foundation may seek information about your organization and people involved with your organization from a variety of sources.

Name of Organization: _____

Mailing Address: _____

Website: _____

Chief executive officer and title: _____

Phone Number: _____

Fax: _____

Email: _____

Name of Project: _____

One Sentence Summary of Project: _____

Requested Amount: _____

Contact name and title for Project:: _____

Phone Number: _____

Fax: _____

Email: _____

The following documents MUST accompany this Grant Application

If nonprofit organization

1. Copy of evidence of organization's tax-exempt status with the IRS (i.e., 501(c)(3) tax letter). If the organization's public charity status is 509(a)(3) (i.e., supporting organization), provide a copy of the organization's bylaws, and the name of the entity your organization supports.
2. Copy of most recent Audited Financial Statement. If there is not an Audited Financial Statement, please explain and attach a copy of the most recent 990.
3. A list of the names, titles, and city or town of residence for the board of directors, chief executive officer, and any other key personnel or volunteers involved in the project.

If government entity

1. Copy of most recent Financial Statement or equivalent.
2. A list of current members of the governance structure (e.g., Mayor and Council members) with titles, and city or town of residence.

The following information is requested to assist the Benedum Foundation in complying with the Patriot Act and related regulations:

1. Has your organization ever transferred funds, or do you intend to transfer funds, outside of the United States?

2. Do you anticipate engaging the services of persons or entities located outside the United States with respect to the project for what you seek funding?

3. Is your organization a subsidiary, affiliate, or partner of or with any organization with international offices or activities?

Please complete the following proposal outline and attach any additional information you feel is pertinent to the funding request.

1) Organizational History: Provide a brief narrative of the organization seeking funding. Include: mission and purpose; how long it has been in existence; services provided; and geographic area served.

[Insert here]

2) Project Description: Describe the project for which funding is being sought. Include: the problem being addressed; strategies and activities that will address the problem; objectives of the project; and target population to be served. Indicate the number of people/households/communities or other unit to be reached by this project and the geographic area served by the project.

[Insert here]

3) Outcomes: List the actual impacts/benefits/changes anticipated as a result of this project, and how you will measure progress in reaching these outcomes.

Outcomes	Performance measures
1.	
2.	
3.	

Add outcomes as needed.

4) Implementation Plan: List the phases of project implementation and related activities (e.g. research & planning, pilot testing, evaluation). Include the start and end dates for each phase.

Phase/Activity	Start Date	End Date
1.		
2.		
3.		

Add phases as needed.

5) Budget:

a) Organizational Budget

The organization's current annual operating budget: \$ _____

Funding sources and amounts for current budget:

Source	Amount
1.	
2.	
3.	

Add space as needed.

b) Project Budget

Provide a **project** budget that lists: the functional line item expenditure (e.g. personnel, consultants, equipment, etc.); each source of revenue (e.g. government grants, other foundations, earned income) and the amount requested from the Benedum Foundation. If a multi-year project, provide a line-item budget for each year. The following is a suggested template for the project budget. Please add items as needed.

Expenses

- Personnel (list)
- Consultants
- Equipment
- Operating (list)
- Other Administrative Overhead
- Other (list)

Total Expenses

Revenue

- Requested from the Benedum Foundation
- Requested from others (list)
- Other available funding
- In-Kind support

Total Revenue

6) Sustainability Plan: Describe how the project will be financially and organizationally sustained at the conclusion of the grant.

[Insert here]

The Grant Application should be sent to:

Claude Worthington Benedum Foundation
ATTN: Grants Administrator
1400 Benedum-Trees Building
223 Fourth Avenue
Pittsburgh, PA 15222