

# **The Emergency Aid of Pennsylvania Foundation, Inc.**

## **Grant Application Outline**

### ***A. Project Summary (Please limit to one page)***

**A comprehensive brief statement describing the specific purposes for the grant, the expected results and the total amount requested.**

### ***B. Narrative***

#### **1. Agency Information – Please include the following:**

- a. Summary of agency history, mission, goals and objectives.
- b. Description of current programs, activities and accomplishments, with highlights of the past year.
- c. Description of overall volunteer help (percentage of staff – training provided).

#### **2. Funding Request–This section should include the specific reason for funding including:**

- a. Description of events and activities planned.
- b. Description of key staff/volunteers involved and their role (indicate any new staff/volunteers).
- c. Description of constituency served/target population.
- d. Description of interaction with other organizations (if relevant).
- e. Description of how you evaluate your program.

### ***C. Agency Resources***

#### **1. List of Officers and Board of Directors (one copy only)**

#### **2. Finances – Please attach the following: (one copy only)**

- a. Current agency annual operating budget and proposed budget for individual project.
- b. Current audited annual financial statement with relevant budget, reviewed or audited by an Independent Public Account. (For agencies with annual income of less than \$50,000 a CPA reviewed financial statement is required)
- c. Agency's IRS form 990 (unless otherwise stated on 501 (c) (3) letter.
- d. Agency's Tax Exempt from 501 (c) (3)
- e. List of present and applied for funding and status and results
- f. Past major contributors with amounts

### ***D. Post Grant Reports from previous EA Grants (if not previously submitted)***

***E. Agency's PA BCO 100 from (issued by the Bureau of Charitable Organizations-  
Department of State – 124 Pine Street – 3<sup>rd</sup> Floor – PO Box 8723  
Harrisburg, PA 17105 – 717-783-1720***

### ***F. Annual Report – If available***

### ***G. Press Clippings – If available***