

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.
- e. Description of how you evaluate your program.

C. Agency Resources

1. List of Officers and Board of Directors

2. Finances – Please attach the following:

- a. Current agency annual operating budget and proposed budget for individual project.
- b. Current audit cover letter (if available).
- c. Agency's IRS form 990.
- 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 most recent EA Grant

**E. Agency's PA BCO 10 form (issued by the Bureau of Charitable Organizations
Department of State – 124 Pine Street – 3rd Floor – PO Box 8723
Harrisburg, PA 17105 – 717-783-1720)**

F. Annual Report – If available

G. Press Clippings – If available