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

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