

ALTRUSA INTERNATIONAL, INC. OF CENTRE COUNTY
PO Box 1232
STATE COLLEGE, PA 16801
www.altrusacentrecounty.homestead.com

INSTRUCTIONS FOR FILLING OUT A GRANT APPLICATION

- A. Fill out the enclosed GRANT APPLICATION FORM.
- B. Write a concise narrative, five pages or less, that includes the items listed below. Please provide the information in this order, using this outline.
 - 1. Organization Information:
 - a. Brief summary of organization's history, mission and goals.
 - 2. Purpose of this Grant:
 - a. Describe the program/project, the need(s) it will address and what it will accomplish.
 - b. State whether this is a new or an ongoing program/project of the sponsoring organization.
 - c. List the program/project goals and objectives and timetable for them to be accomplished.
 - d. Do other organizations provide similar services to this program? If so, why is it important that your agency also provide this service?
 - e. Provide proposed program/project budget.
 - f. State amount of program/project budget being requested from Altrusa and the sources for the remaining funding for the program/project (indicate the amounts requested and status of your proposal with each one).
 - g. What are the long-term strategies for funding the program/project beyond the grant period?
 - h. If this is a collaborative proposal, how will this agency work with other organizations involved?
 - i. How will you evaluate this program/project? How will success be defined and measured?
- C. Please include the following ATTACHMENTS:
 - 1. Copy of IRS determination letter as evidence of 501(c)(3) tax exempt status or 170(c)(2)(b) qualification to accept tax-deductible gifts.
 - 2. The most recent year-end financial statements.
 - 3. The current fiscal year budget.
 - 4. Letters of agreement, if this is a collaborative proposal.
 - 5. Board or committee membership list with names and addresses of all members.

- D. DELIVER by mail to the address listed above:
1. The original, and five (5) copies of the application. Do **not** place in binders. They may be stapled, and preferably 3-hole punched.
 2. One copy of IRS documentation, financial statement and organization budget.
- E. **Due Date: May 16, 2008**

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GRANT APPLICATION FORM

Please complete this form for grant requests and submit it along with the Grant Proposal and attachments requested in the "Instructions for Grant Applications." This form replaces any used in previous years.

Date of Application: _____

Legal name of organization applying (should match IRS determination letter and all IRS documents): _____

Address of organization: _____

Telephone number: _____ Fax #: _____

E-Mail: _____ Executive Director: _____

Contact person, title and phone # (if not Executive Director): _____

Is your organization an IRS 501(c)(3) not for profit or 170(c)(2)(b)? Yes. No.
If not, is your projected to benefit an IRS 501(c)(3) or 170(c)(2)(b)? Yes. No.
(please note that if you answered no to both of the above questions, you are not eligible to apply for this grant).

Project/Program name (if applicable):

Specific purpose of grant (one sentence):

Specific geographic area served by this grant:

Grant area of interest: _____ Women's Issues _____ Environment
 _____ Children and Youth _____ Education
 _____ Other _____

Dates of the project/program:

Total project/program cost: Amount requested:

Signature of Executive Director or President: _____

Signature of Board Officer: _____

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GUIDELINES FOR GRANTS FROM DISCRETIONARY FUNDS

The primary function of Altrusa of Centre County's grant process is to use locally, in the most beneficial manner possible, funds raised by its members for projects and programs that benefit the people and communities of Centre County, Pennsylvania. Grant proposals should specify in detail how the requested funds will improve and benefit the Centre County community.

FUNDING CRITERIA

Altrusa of Centre County uses these guidelines when determining whether an organization is eligible to apply or should receive support.

1. Grants are made only to nonprofit charitable organizations that are qualified as exempt from federal income tax under Section 501(c)(3) and/or qualified to receive tax-deductible gifts under Section 170(c)(2)(b) of the Internal Revenue Code or to organizations that are proposing projects that will benefit one of these classifications. Documentation of this status is required from all applicants.
2. Altrusa of Centre County gives priority to projects and programs which:
 - a. have potential for long-term impact,
 - b. have been planned in light of overall community needs,
 - c. do not duplicate existing service, and
 - d. will help those who are not being adequately served by existing community resources.
3. Grants are not made to religious organizations for sectarian purposes; rather, discretionary grants are made to support programs serving all persons, regardless of faith or creed.
4. Grant recipients are asked to generate local publicity when the grant is received, making the public aware of the support of Altrusa of Centre County.
5. Grant recipients are asked to attend an Altrusa business meeting to report on progress of the project funded.
6. Grant recipients are required to submit a summary no later than 30 days after the completion of the project, restating the purpose of the project and how Altrusa's funds were used.