



Please submit only the requested information, in a 12-point font.

**Submit one original and seven (7) collated, stapled copies.**

Proposals must be **postmarked by 1/15/10**, and mailed to:

Impact100 Philadelphia, P.O. Box 275, Wynnewood, PA 19096

### **SAMPLE APPLICATION!**

**\* Final form may be modified and will be available by 12/15/09 \***

## **LETTER OF INQUIRY FOR \$100,000 GRANT**

**- Cover Sheet -**

Organization Name		County	
Address		City	State      Zip
Phone	Fax	Website	
Year Founded <i>(in operation at least 36 months)</i>		Annual Operating Budget <i>(\$400,000- \$5,000,000)</i>	
Project or Program Title		Contact Person/Title	
Phone	Email	Total Project Budget <i>(must be at least \$100,000)</i>	

Please read the eligibility requirements under *Grant Applicants* on our website, [www.impact100philly.org](http://www.impact100philly.org) and select only one Focus Area for your application:

Arts & Culture       Education       Environment       Family       Health & Wellness

*I certify that this organization is an IRS 501(c)(3) organization. The IRS documentation is in the name of: \_\_\_\_\_ (organization). I certify that all information provided on this Cover Sheet and in the attached letter is accurate and verifiable.*

\_\_\_\_\_  
Executive Director *(typed name)*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Please provide the following additional information, not to exceed **three pages**, typed in 12-point:*

1. Mission statement and brief history of your organization, including notable successes.
2. Summary of primary programs in support of your mission.
3. Top five funding sources and amounts for previous fiscal year.
4. Description of proposed project, including project budget and key personnel, and clarification that this is a new program or the expansion of an existing one. If it is an expansion, please elaborate.
5. Target population, number of individuals you expect to serve, and counties in which constituents reside.
6. Measurable goals this project hopes to achieve.
7. If the total project budget exceeds the Impact100 Philadelphia grant, how will additional funding be secured?
8. If the project involves other organization(s), please provide details about the collaboration.