**2018 Cover Sheet**

**PROJECT-BASED GRANTS**

**Community Based Organization**

|  |  |
| --- | --- |
| Name: |  |
| Contact Person: |  |
| Address: |  |
| Phone: |  |
| Email: |  |
| Website: |  |
| Mission Statement: |  |
| Is this organization a 501c3? If no, indicate the fiscal sponsor: | |

**Legal Services/Technical Support Organization**

|  |  |
| --- | --- |
| Name: |  |
| Contact Person: |  |
| Address: |  |
| Phone: |  |
| Email: |  |
| Website: |  |
| Mission Statement: |  |
| Is this organization a 501c3? If no, indicate the fiscal sponsor: | |

**Type of Project:** \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Counties Served:** \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Amount Requested:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Community Based Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Legal Services /Technical Support Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Eligibility Requirements:**

1. Organization has 501(c)3 status or a fiscal sponsor
2. Organization is in compliance with The Philadelphia Foundation’s Non-Discrimination Policy (see handbook for more detail).
3. Organization demonstrates a commitment to community engagement, building leadership in immigrant and refugee communities, collaborating and sharing information, upholding *PA is Ready!* Goals and Principals, and actively participating in *PA is Ready!*
4. Organization has relevant demonstrated expertise and experience.
5. Project is based in Pennsylvania and intends to serve residents of Pennsylvania.
6. Must be current with all grant reports from previous *PA is Ready!* Grants

**Application Checklist:**

* Completed Cover Sheet and Application
* Completed Budget form
* Supporting documents for organizations applying as a 501(c)(3)
  + Most recent IRS Form 990 or financial audit
  + List of Board of Directors
  + Annual Budget for current fiscal year
  + 501(c)(3) letter
* Fiscally sponsored organizations must submit 501(c)(3) letter for sponsoring organization and list of advisory board or organizational leadership

**2018 Application Form**

**PROJECT-BASED GRANTS**

|  |  |  |
| --- | --- | --- |
| ***1. Brief Description of Project (2-3 sentences):*** | | |
|  | | |
| ***2. Project Outcomes:*** |  | |
| 2a. Number of people reached through project: |  | |
| 2b. Number of completed comprehensive legal screenings and/or deportation defense packets: |  | |
| 2c. Number of completed submission-ready applications (citizenship, DACA, ITIN, etc.) |  | |
| 2d. Number of trained community leaders: |  | |
| ***Short Answers (try to keep answers to 1-2 paragraphs):*** | |
| 3. Target population to be served by the project: | |
|  | |
| 4. Why is this project needed in this particular community, in this particular region, etc.? | |
|  | |
| 5. Description of how the project will build the leadership of immigrant and refugee community members (e.g. training community members to become Community Navigators, including community leaders in coalition meetings & calls, training community leaders to become PA is Ready! trainers for regional & statewide trainings) | |
|  | |
| **6. For Community-Based Immigration Services Project Applicants:** | |
| 6a. What is the plan to achieve the project outcomes? Please include information on number of information sessions, screening session, and legal clinics to be held, how outreach will be conducted, etc. | |
|  | |
| 6b. What is the Community Based Organization’s existing capacity to execute the above plan? If needed, how will the CBO build their internal capacity (ie. number of staff, trained volunteers, experience with services) to be able to execute this plan? This should include sending leaders to regional/statewide trainings. | |
|  | |
| 6c. Description of Legal Service Provider’s experience providing immigration services and capacity to provide adequate attorney coverage for screenings and legal clinics outlined in the above plan. | |
|  | |
| **7. For Organizational Mentorship Project Applicants ONLY:** | |
| 7a. What is the plan to achieve project outcomes? Please include information on site visits, leadership training sessions, supervised community sessions, how leaders will be recruited, etc. | |
|  | |
| 7b. What is the Community Based Organization’s existing capacity (ie. number of staff, trained volunteers, experience with services) to execute the above plan? If needed, how will the CBO build their internal capacity to be able to execute this plan? | |
|  | |
| 7c. Description of the Technical Support Organization’s expertise in the project area and capacity to execute the above plan. | |
|  | |
| 8. Please describe anticipated challenges and how organizations will address them (low turnout at events, not enough volunteers, language access needs, etc.) | |
|  | |
| 9. Please provide a brief narrative regarding your budget form (explain any unusual expenses). | |
|  | |
| **10. If one (or both) applicants received PA is Ready! funding in 2017:** | |
| 10a. Did the 2017 partnership achieve its goals? | |
| 10b. If not, what will you do differently in 2018 to ensure you will achieve your goals this year? | |
|  | |

**Statement of Agreement**

We certify that this proposal reflects the shared understanding and agreement of the named organizations.

I certify that our organization meets the following requirements:

1. Has 501(c)3 status or a fiscal sponsor
2. Follows The Philadelphia Foundation’s Non-Discrimination Policy (see handbook for more detail).
3. Demonstrates a commitment to community engagement, building leadership in immigrant and refugee communities, collaborating and sharing information, upholding PA is Ready! Goals and Principals, and actively participating in *PA is Ready!*
4. Organization has relevant demonstrated expertise and experience.
5. Project is based in Pennsylvania and intends to serve residents of Pennsylvania.

I agree to ensure that all programs funded by *PA is Ready!* are conducted according to the *PA is Ready!* Principles and Coalition Agreements and to abide by the Grant Requirements.

On behalf of Community-Based Organization[[1]](#footnote-1): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of Legal-Service Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. IMPORTANT: The Executive Directors or equivalent heads of all organizations involved in this project must sign this application. [↑](#footnote-ref-1)