



2020 PA is Ready! Application

Cover Sheet

Primary Organization (main contact for project/grant)

Name:
Contact Person:
Address:
Phone:
Email:
Website:
Is this organization a 501c3? If not, please indicate the fiscal sponsor:

Partner Organization (if more than 2 groups are partnering, please add information for additional groups)

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

Proposal Summary

Project Summary (1 sentence):
Counties Served:
Total grant amount requested:

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:

- 1) Completed Cover Sheet
- 2) Completed Application
 - a. Written Application Form
 - i. Max 4 pages submitted via email
 - b. OR Video Application
 - i. Max 10 minutes submitted via email
- 3) Completed Budget form
- 4) Supporting documents for organizations applying as a 501(c)(3):
 - a. Most recent IRS Form 990 or financial audit
 - b. List of Board of Directors
 - c. Annual Budget for current fiscal year
 - d. 501(c)(3) letter
- 5) Fiscally sponsored organizations must submit:
 - a. List of advisory board or organizational leadership
 - b. Annual Budget for current fiscal year
 - c. The 501(c)(3) letter for the sponsoring organization



2020 Application Form

1. Brief Description (1-2 paragraphs): Please include the role of each partner organization, potential activities, proposed timeline, etc.

2. Outcomes: (please include all that are applicable)

- 2a. Number of people reached: _____
- 2b. Number of community leaders trained: _____
- 2c. Number of community education sessions and/or legal clinics: _____
- 2d. Number of completed comprehensive legal screenings and/or deportation defense packets: _____
- 2e. Number of completed submission-ready applications (citizenship, DACA, ITIN, etc.) _____
- 2f. Other outcomes (please explain): _____

Short Answers (Please keep answers brief – a few sentences or use bullet points. Feel free to refer to another answer if you have already covered a topic.)

3. Please describe how this proposal fits within the *PA is Ready!* Five-Year Framework; please include how your project fits within *PA is Ready!*'s collaborative framework:

4. Target population to be served by the project and why this project is needed in this particular community/region/etc.

5. How will this project build the leadership of immigrant and refugee community members? (e.g. training community members to become Community Navigators; participation in decision-making and strategy meetings; etc.)

6. How will this project expand access to immigration services and/or respond to increased immigration enforcement?

7. Organizational Experience & Capacity

7a. What is the primary organization's experience and current existing capacity to execute the above plan? How will this grant help build the organization's capacity?

7b. What is the primary organization's experience and current existing capacity to execute the above plan? How will this grant help build the organization's capacity?

7c. If applicable, what external support is needed to ensure organizations are able to successfully execute this plan?

8. How might COVID-19 impact your plan and how will the organization(s) plan to adjust to execute this plan?

9. Please provide a brief narrative regarding your budget

Statement of Agreement

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 Primary Organization¹: _____

Name and Title: _____

Date: _____

On Behalf of Partner Organization: _____

Name and Title: _____

Date: _____

¹ IMPORTANT: The Executive Director or equivalent head of each organization must sign this application.