

THE ALLEN HILLES FUND  
Post Office Box 540  
Plymouth Meeting, PA 19462

PROPOSAL COVER SHEET

*6 complete copies of your proposal are required. Incomplete applications will be deferred.*

*Please read the guidelines carefully before making an application to ensure that your proposal meets the priorities of The Allen Hilles Fund.*

Name of Organization _____	Date submitted _____
Tax-exempt name _____	Year founded _____
Address:	
Telephone number: _____	Fax number: _____
Website: _____	Email: _____
Contact person(s) and their titles:	

Total Agency budget: \$ \_\_\_\_\_

Amount requested: \$ \_\_\_\_\_

Total Project budget: \$ \_\_\_\_\_

Amount still needed for the project: \$ \_\_\_\_\_

Name of project and brief description:

(If your request is for General Support, you may skip this and go to the next section.)

Profile of Funding Sources:

List of major funding sources, including 3 largest grants received during the past year:

Total grants from The Allen Hilles Fund: \$ \_\_\_\_\_

Date and amounts of the three most recent grants from The Allen Hilles Fund:

APPLICATION GUIDELINES

➡ *To be complete, your application must include the following information about your organization and the project for which you are applying for a grant.*

Description of your organization

1. Mission
2. Services provided
3. Leadership, including officers, directors and Board members
4. Agency budget, including anticipated sources of income

Description of the project for which you are seeking funding

*(If your request is for operating support, please substitute "agency" for the word "project" in your description.)*

5. Geographic area served by the project.
6. Name and purpose of the project. Total project budget; amount requested; amount still needed.
7. Who will benefit from the project, including number of people served? How will the project help those served? What do you expect to be its outcomes?
8. Describe how the project will operate. Include hours, days and months of operation, full- and part-time staff and their qualifications. If volunteers are used, describe how they are recruited and trained.
9. Who will be in charge of the project? What are their qualifications?
10. How and when will you measure the success or outcomes of this project?
11. Please identify the public policy that influences your work. Please describe your efforts to change or influence this public policy.
12. How does this project meet the priorities of The Allen Hilles Fund – social justice, advocacy and systemic change? What makes the project special?
13. Detailed project budget. Expenses should include line items, with amounts for staff (number of full-time and part-time staff and the amount of their time devoted to the project), materials, supplies and other costs. Income should include other funding available or anticipated.

*Also include:*

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| <ul style="list-style-type: none"><li>★ Cover Sheet (page 1)</li><li>★ 1 copy of the IRS "determination letter" demonstrating your tax-exempt status</li><li>★ Your most recent annual Financial Statement (audited if available)</li></ul> |
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