



## Penn Treaty Special Services District GRANT REQUEST FORM

Along with this application, a short 15-minute presentation to the Board is required. Any information, details, or renderings should be presented within that allotted time. Be prepared to answer questions from the Board afterward.

### SECTION 1: BACKGROUND INFORMATION

Name of Organization:

Date Submitted:

E.I.N. No:

Please check one:

We are not a 501(c)(3) organization

We are a 501(c)(3) organization

Other. Please describe:

Please supply the following documentation:

501(c)(3) Non-Profit Determination Letter from the IRS

Most Recent Form 990

Complete Address:

Chief Staff Member:

Title:

Contact Person:

Title:

Telephone No:

Cell:

Email:

Web:

Your Mission:

**Amount Requested: \$**

## SECTION 2: PURPOSE OF GRANT

**Proposed use of SSD funds:** State the principal objectives of the grant along with your prior experience with similar projects. Provide a timeline for your project and how it will be staffed. Describe how you will reach out to District residents along with expected outcomes and benefits to the community.

**(Submit additional documents, drawings, photos if necessary.)**

List the District neighborhood(s) that the Grant would impact:

List the approximate number of District residents that would directly benefit from this grant:

## Proposed Budgets:

- 1. Attach an overall budget for the entire project which shows all anticipated expenses.** This budget should also show any expected revenues, funding from other sources, and earmarked funds from your Organization (if any).
- 2. Attach a line item budget which shows how the Penn Treaty SSD Grant would be used.**
- 3. Attach at least two estimates:** If your project requires that you use outside vendors for the proposed work. If this is not possible, explain why:

Have you applied for/received or expect financial assistance for your project from any other source?

YES

NO

If yes, please describe:

Does your Organization plan to use any of its own funds towards the project?

YES\*

NO

\* Please be sure to show this amount in the project's overall budget.

**Grant Category:** (choose only one)

Program Grant

Capacity/Technical Assistance Grant

Capital Project Grant

General Operating Grant

Other (attach explanation)

Prior Grantee: Have you previously received a grant from PTSSD?

YES

NO



#### SECTION 4: OUTSTANDING DEBTS

Do you have any current organization loans greater than \$10,000? YES NO

If yes, please briefly explain:

#### SECTION 5: LEGAL ACTIONS

Please list all pending and threatened litigation, arbitrations, or administrative proceedings to which you are a party or by which your assets or operations may be affected. Enter "none" if applicable.

Does your organization carry Directors & Officers Insurance? YES NO

#### SECTION 6: DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Do you or do your directors, officers, members, owners, or key employees have a personal, financial, employment, or other relationship with PTSSD or any of its directors, officers, or employees?

YES NO

If yes, please briefly explain:

#### SECTION 7: SIGNATURE OF OFFICER

This Grant Request has been made with knowledge and permission of the organization's Chief Officer listed below.

ORGANIZATION:

OFFICER:

TITLE:

DATE:

SIGNATURE:

Please submit this application along with supporting attachments to:  
ptssd.secretary@gmail.com or by post to: PTSSD, **632 N. 2nd Street**, No 38, Philadelphia, PA 19123  
Email Katrina Mansfield for guidance at ptssd.secretary@gmail.com or call at 215-574-9274

## APPLICATION CHECKLIST

1. Completed, **signed** application form. Check to see if you missed any questions.
2. Overall budget
3. Penn Treaty SSD Grant budget (if awarded)
4. Estimates (At least two if applicable)
5. Most recent Financial Statement
6. Most recent Form 990
7. IRS non-profit status Determination Letter

Applications can be sent via email to [PTSSD.secretary@gmail.com](mailto:PTSSD.secretary@gmail.com)

Or, your application can be mailed to:

Penn Treaty SSD  
**632 N 2nd Street**  
PMB 38  
Philadelphia, PA 19123

Penn Treaty SSD is only able to accommodate a maximum of three grant requests per monthly meeting. Requests are scheduled in the order in which they are received by the Executive Secretary of the Penn Treaty SSD Board.

Penn Treaty SSD meets on the third Wednesday of every month from 6:00pm to 9:00pm from September to June. There are no meetings held in July or August.

Feel free to email Katrina Mansfield for guidance at [ptssd.secretary@gmail.com](mailto:ptssd.secretary@gmail.com) or call at 215-574-9274