

The 1675 Foundation makes grants to organizations that are tax exempt under the IRS Code 501 (c)(3) as well as public charities under IRS Code 509(a).

Program areas supported by the foundation are Arts & Culture, Education, the Environment, Health, History and Human Services. Priority is given to organizations and programs that serve Chester and Philadelphia counties. The foundation may also make grants that serve other geographic areas of interest to the Trustees.

Grants are made for Capital Campaigns, General Operating Support, Endowment and Special Projects. Grants are not made to individuals, nor are they made for political purposes.

Grants range from \$2,000 to \$50,000 and are made twice a year at the discretion of the Trustees. Grants are made on an annual basis: organizations may apply only once a year. Multi-year grants are awarded occasionally.

Grant recipients must submit a grant report one year after the receipt of the grant payment. The report form is included with the grant award.

If you have questions about the application procedure or process, please call the 1675 office at 610-896-3868. **Please do not contact Foundation Trustees directly.**

## REVIEW PROCESS

Complete applications are considered at meetings that are usually scheduled for December and May. Completed applications will be discussed at the next scheduled Board of Directors' distribution meeting, providing that all information has been received by the deadline prior to the meeting. If a site visit is deemed necessary, foundation staff will contact you.

Applicants will be notified of the disposition of the request within two weeks after the distribution meeting.

## APPLICATION DEADLINES

Applications must be postmarked by **October 1** for consideration at the December distribution meeting or by **March 1** for consideration at the May distribution meeting.

If the first of October or March falls on a weekend or holiday, applications may be postmarked by the next business day. No exceptions will be made. Late proposals will be held for the next deadline and distribution meeting.

## WAIT POLICY

Occasionally, organizations that have received funding from the Foundation will be asked to wait a year before applying for further support. This is so that the

Foundation has the opportunity to support requests that address new or emerging needs.

## APPLICATION REQUIREMENTS

Grant applicants should submit an application that contains the following:

### 1. Application Cover Sheet

#### 2. A Concise Narrative that Includes:

- Statement of the organization's mission
- Description of the organization, background and history
- Description of current programs, activities and accomplishments
- Organization's plans for the coming year
- Description of your target population (who does the organization/project serve?)
- Full description of the proposed program, its goals and objectives and the population it serves
- Clear evidence of the need for the program
- Current status of the program (date established and anticipated duration)
- Other funding sources of the organization and program (received, approved, pending)
- Explanation of how you will evaluate the program's outcome and how you will measure success

### 3. Attachments

A complete application must include the following attachments:

- Copy of the organization's IRS exemption letter
- List of the organization's Board of Directors, with affiliations
- Organization's current annual budget and a detailed program budget with amount requested from the 1675 Foundation
- Most recent audited financial statement (not required if annual revenue is under \$125,000)
- Past major contributors
- Annual Report, if available

NOTE: 1675 Foundation will also accept the Delaware Valley Grantmakers Common Grant Application, available for download at [www.dvg.org](http://www.dvg.org). Applicants must attach a 1675 Foundation Application Cover Sheet.

One copy of the application and attachments should be sent to:

Daphne Rowe, Executive Director  
1675 Foundation  
c/o Pembroke Philanthropy Advisors  
16 E. Lancaster Avenue, Suite 102  
Ardmore, PA 19003

*All applications will be acknowledged. Incomplete applications will not be reviewed until they are complete. If you have questions about the application procedure or process, you may call the 1675 office at 610-896-3868.*

G R A N T   A P P L I C A T I O N   C O V E R   S H E E T

*Please attach this sheet to the front of your application*

Grant Number [Internal use only] \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Project Name, if applicable: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_ Web Address: \_\_\_\_\_

Name and Title of Contact Person: \_\_\_\_\_

Name of Executive Director: \_\_\_\_\_

% of Board members who make a financial contribution to the organization: \_\_\_\_\_

Federal Tax ID number: \_\_\_\_\_ Year the organization was founded: \_\_\_\_\_

Mission of the Organization: \_\_\_\_\_

\_\_\_\_\_

Geographic area served by the program/project: \_\_\_\_\_

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

Date and Amount of Previous 1675 grant, if any: \_\_\_\_\_

Type of grant you are requesting:     General Operating     Project     Capital     Endowment

Summarize the purpose of the grant: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Organization's Annual Budget: \$ \_\_\_\_\_ Project Budget, if applicable: \$ \_\_\_\_\_

Major Funding Sources with amounts: \_\_\_\_\_

\_\_\_\_\_

Submitted by: Name: \_\_\_\_\_ Title: \_\_\_\_\_

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