

Patricia Kind Family Foundation application questions

Patricia Kind Family Foundation

Question Group

The Patricia Kind Family Foundation is interested in encouraging practical, caring solutions to community problems by supporting preventive and direct service efforts. We are especially committed to helping individuals and families who struggle daily with the effects of poverty.

Foundation grants are made only to organizations operating in Philadelphia, Montgomery, Bucks, Delaware or Chester counties that are tax exempt under Section 501c(3) of the Internal Revenue Code.

We encourage applicants to request funding for general operating support as well as multi-year grants.

Priority will be given to smaller organizations with budgets under \$1 million.

Excluded from the Foundation's funding priorities are grants in direct support of individuals, i.e., scholarships or fellowships; endowments; and capital projects.

Note: Site visits are done on all programs selected for possible funding and the Trustees want to see the program "in action". Please keep this in mind when selecting which application cycle to use and note from our website the months during each cycle that site visits are scheduled.

Has the name of your organization changed?

Please list program names and dates under which a prior application might have been submitted.

Character Limit: 250

Has your organization applied for funding from our Foundation in the past?*

If so, please give dates, status and amounts of all previous funding.

Character Limit: 500

Do you have a personal connection with anyone involved with the Patricia Kind Family Foundation?

If so, please briefly explain. (*This is for informational purposes only.*)

Character Limit: 500

Request Overview*

In 3-4 sentences, briefly describe your funding request.

Begin your request in the following format "*Requesting (\$ amount)/year x (#) years to support ...*"

Character Limit: 1000

Geographic Area*

Please select one.

Choices

- Bucks County
- Chester County
- Delaware County
- Montgomery County
- Philadelphia County
- All 5 Counties

Program Area*

Please select one.

Choices

- Community Development
- Education
- Health
- Human Services
- Youth Development
- Other

Funding Type*

Please select one.

Choices

- General Operating Support
- Specific Program/Project Support

Program/Project Name*

Character Limit: 100

Helpful Hints:

Upload and attach **Word**, **Excel** or **PDF** files where indicated (**) below. The application only supports attached documents in these formats. If you do not have documents in Word or Excel formats you can upload them and save them as PDF files using a fax machine. Please refer to "**Fax to File**" information in navigation bar at left and follow instructions on how to save a copy to your computer.

If you do not want to upload and attach documents, you can answer the questions directly in the text boxes.

When was the program/organization established as a non-profit?*

(month/year)

Character Limit: 50

IRS 501(c)(3) Tax-Exempt Name and ID Number*

Character Limit: 50

Fiscal Agent

If you are using another non-profit agency as your fiscal agent, please upload a current letter outlining your relationship.

Character Limit: 50 | File Size Limit: 1 MB

State your Organization's Mission*

(Approximately 3-4 sentences)

Character Limit: 500

Grant Proposal

Include with your grant proposal:

- organization's target population, constituents and geographic communities;
- description of the program design and proposed accomplishments during the grant period;
- a breakdown of specific program numbers over the last six months;
- weekly operating/program days and hours;
- capabilities of the organization to carry out the proposed project;
- budget narrative detailing all planned expenditures, anticipated income, sources of income.

Narrative For Review

Proposal narrative not to exceed 3 pages.*

Upload and attach Proposal as either a word document or pdf file.

File Size Limit: 3 MB

Acronyms and Abbreviations*

If using acronyms or abbreviations anywhere in your application please list them here along with what they stand for:

Character Limit: 5000

Total number of Employees*

List number of Full-time, Part-Time and Volunteers.

Character Limit: 100

Significant Staff Changes

Please describe any recent and significant staff changes, if applicable.

Character Limit: 3400

Key Staff for Review

Key Staff*

Please provide a list of key staff pertinent to the proposal, including qualifications, responsibilities/duties, and length of time in current position.

Character Limit: 4000

Resumes or CVs

In addition, you may attach resumes or CVs here.

File Size Limit: 3 MB

Executive Director or CEO*

Please provide the name, title and tenure of the organization's Executive Director or CEO and attach resume or CV using upload box below.

Character Limit: 150 | File Size Limit: 1 MB

Board of Directors*

Total number of organization's Board Members: *(include names, titles and term limits, if applicable)*

() You may either enter the information or upload and attach files.**

Character Limit: 1000 | File Size Limit: 1 MB

Amount Requested

As stated above, we encourage applicants to request funding for general operating support as well as multi-year grants. Most giving is in the range of \$5,000 to \$20,000/year for up to three years.

(If request is for 1 year of funding, type '0' in Year 2 and Year 3 boxes)

Year 1*

Character Limit: 20

Year 2*

Character Limit: 20

Year 3*

Character Limit: 20

BUDGET

As stated above, we look to fund smaller organizations with budgets \$1 million or less. Priority will be given to these programs.

Note: If requesting funds for a specific program, provide budget information for **both** the organization and the program.

Budget and Financials

Total current annual organization / program budget amount*

For example: \$850,000 (organization) / \$75,000 (program)

Character Limit: 50

Dates of fiscal year*

Character Limit: 50

Current organization / program operating budget breakdown*

(Include revenue and expenses)

() You may either enter the information or upload and attach files.**

Character Limit: 2000 | File Size Limit: 3 MB

Projected budget for grant period*

(Include revenue and expenses)

() You may either enter the information or upload and attach files.**

Character Limit: 2000 | File Size Limit: 3 MB

Current funding sources*

Please list your largest funding sources for the current fiscal year - including both the name of the funder as well as the amount. Include significant Foundation grants, Federated funds, and/or Government grants, if applicable. Also include any pending grant applications to include the name of the funder, amount and expected date of award.

() You may either enter the information or upload and attach files.**

Character Limit: 1000 | File Size Limit: 1 MB

Note: Site visits are done on all programs selected for possible funding and the Trustees want to see the program "in action". Please keep this in mind when selecting which application cycle to use and note from our website the months during each cycle that site visits are scheduled.

Who should we contact if we want to schedule a site visit?*

Please give name, title, phone number and email address:

Character Limit: 100

Program Address

(If different from Mailing Address or, if your Mailing Address is a PO Box, please give specific street address for site visit scheduling purposes.)

Character Limit: 500

Signature*

Enter your full name and job title

Character Limit: 100

By entering your signature information above and clicking "I Agree" below, you certify that the statements contained in this application are true and correct to the best of your knowledge and belief.

Certification***Choices**

I Agree

Date of submission*

Character Limit: 10

Additional information

If you have any additional information you would like to include you may attach it here.

Character Limit: 1000 | File Size Limit: 1 MB

PLEASE NOTE:

Once you click "**Submit Form**" you can not make any changes. We encourage you to save your application as a Draft prior to submission and review it thoroughly.

An automatically generated email will be sent to the primary contact confirming receipt of the application as soon as you click "**Submit Form**". If you do not receive this email please check your spam folder or check that the primary contact email is correct.

If you find that you need to revise or correct any information after you've submitted your grant request please contact us - do not submit a new application.

Draft or unfinished applications left on our system after the cycle closes will be deleted. They can not be saved for future submission.

After the application has been fully reviewed you will be contacted as to the status, either to schedule a site visit for further evaluation or notification that the proposal was not selected for funding. This process will take 3-5 weeks after the deadline.