

THE  
**Allen Hilles**  
FUND

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

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

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

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

\_\_\_\_\_

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

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

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

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

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 Hilles Fund grant, if any: \_\_\_\_\_

\_\_\_\_\_

Type of grant you are requesting:  General Operating  Project

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

\_\_\_\_\_

\_\_\_\_\_

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

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

\_\_\_\_\_

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

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

The Allen Hilles Fund supports children's education, women's issues, economic development in disadvantaged communities, and activities of the Religious Society of Friends.

The Hilles Fund makes grants to qualifying tax-exempt organizations. The Fund supports both specific programs and general operations. Preference is given to organizations that serve Philadelphia, Pennsylvania and have annual budgets of less than \$2 million.

The following are not priorities of the Hilles Fund:

- Endowments
- Capital expenditures, including computers
- Agency promotion such as marketing, development or publication of annual reports
- Sponsorship of fund-raising events
- Health and housing issues

#### **Deadlines**

Application deadlines are **February 15**, 2010 and **September 15**, 2010. No more than one request from an organization will be considered within a twelve-month period.

Two (2) copies of the proposal, cover sheet, and supporting materials must be submitted. Click here to download cover sheet and guidelines.

The DVG Common Grant Application form is accepted but must be accompanied by the Hilles Application Cover Sheet. The DVG Common Grant Application form can be found at [http://www.dvg.org/grantseekers/grant\\_app.htm](http://www.dvg.org/grantseekers/grant_app.htm)

#### **Reports**

Grant recipients must provide a detailed narrative and financial report on how the grant was spent within one year of receiving the grant. Click here to download the Grant Report Cover Sheet and Report Guidelines.

#### **Continuous Support/Wait Policy**

Agencies that have received continuous funding for 4 years are asked to refrain from requesting support for the next 2 years.

To be complete, your application must include the following information about your organization and the activities for which you are applying for support.

**Please submit 2 copies.**

**Description of your organization**

1. Mission
2. Organizational background and history
3. Services provided

**Description of the project for which you are seeking funding**

*(If your request is for operating support, please substitute “organization” for the word “project” in your description.)*

4. Geographic area served by the project.
5. Name and purpose of the project. Total project budget; amount requested; amount still needed.
6. What is the need for the project? Who will benefit from it, including number of people served? How will the project help those served? What do you expect to be its outcomes?
7. 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.
8. Who will be in charge of the project? What are their qualifications?
9. How and when will you measure the success or outcomes of this project?
10. How does this project meet the priorities of The Allen Hilles Fund – social justice, advocacy, and systemic change?
11. 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.

**Attachments**

- Cover Sheet (page 1)
- 1 copy of the 501 (c)(3) IRS “determination letter” demonstrating your tax-exempt status
- Leadership, including officers, directors, and Board members
- Organization budget, including anticipated sources of income
- Your most recent audited financial statement (if annual revenue is over \$125,000) or 990