

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**. 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 one year.

THE  
**Allen Hilles**  
FUND

Today's Date: \_\_\_\_\_

Date Grant Received: \_\_\_\_\_

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

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

\_\_\_\_\_

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

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

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

Name of Contact Person: \_\_\_\_\_

Program/Project Name (if applicable): \_\_\_\_\_

Grant Period: \_\_\_\_\_

Grant Amount: \$ \_\_\_\_\_

Type of Grant:  General Operating/Support

Project/Program Support

Purpose of Grant: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Grant reports are due one year from the date in which the grant was received or at the time of your next application.* Please limit your narrative to a maximum of 4 pages total. Some questions may not apply to your grant.

If you are reporting on a **general operating grant**, please provide the following information:

- Describe organizational and/or programmatic achievements and setbacks during the grant period.
- Describe any significant board and/or staff changes during the grant period.
- Explain how you measured the effectiveness of your activities against your goals and objectives.
- What have you learned? What would you do differently?
- Please submit actual end of year income and expenses for the organization for the year in which the grant was used.

If you are reporting on a **project, program, capital** or **endowment grant**, please provide the following information:

- List the original goals and objectives of the grant and tell how they were met during this reporting period.
- Describe the impact that the project made on your organization, community, or population served.
- Did the project vary from your original project plans? If so, how and why?
- Describe any unanticipated outcomes, benefits, or challenges encountered with this project.
- If you were to undertake this project again, what would you do differently, if anything?
- What is your plan for this project in the future? Briefly describe rationale for ongoing funding, expansion, replication, or termination.
- Using the original budget included with your proposal, provide an itemized budget of actual expenses and income for the project for this period. Provide narrative on any variances of 10% or greater from the original project budget.
- Include a complete accounting of how the specific dollars from the Allen Hilles Fund were spent.
- Who else has funded this project, and at what level?