



P.O. Box 672
Altoona, PA 16603
www.midpenncharities.org

MID-PENN-REGION CHARITIES (MPRC)

The objective of this organization is simple and concise: to help support our community in the following areas:

- Health care and medical research;
- Education and the arts; and,
- Civic and social service.

QUALIFICATIONS FOR MPRC GRANTS

- Projects must address real problems in a definitive manner and have measurable impact. (More detailed guidelines are set forth in the Grant Application form).
- An organization applying for a grant must be a non-profit with a 501© tax exempt status.
- Proposals must be submitted at least four weeks before a Board meeting to be reviewed at that meeting. The Board meets quarterly.
- Once a proposal has been submitted, the applicant will receive a letter acknowledging its receipt.
- Should the local MPRC Board have questions regarding the proposal, the applicant may be contacted for further information and site visit will be scheduled.
- Notification of Board decisions on funding will be communicated in writing.
- Grants will be considered for organizations within the vicinity of our community.

The following is a list of those efforts which are generally considered to be outside the MPRC funding guidelines:

- Endowment campaigns;
- Travel or salaries for staff or individuals;
- Partisan, political or denominational programs; and,
- Intermediary funding agencies
- Advertising or fundraising drives.

GRANT APPLICATION FORM

Thank you for your interest in MPRC. The enclosed fact sheet will provide you with a brief introduction to MPRC, our policies, guidelines, and a list of the specific information we will need to review your grant request.

The following information should accompany your application form:

- A one- or two-page cover letter on your stationary, signed by the senior management official, briefly outlining your proposal with the request.
- **A copy of the Internal Revenue Service ruling the organization's tax exempt status under Section 501 (c)3.**
- A donor's list showing all private, corporate, and foundation support during the past 12 months.
- A detailed, line-item budget specifically outlining the amount of funds you are requesting from MPRC.
- A copy of the most recent audited financial statements as well as the availability to review the audited financial statements for the two previous years upon request, and a copy of the most recent interim statement.
- If applicable, a letter of endorsement from the MPRC's representative(s) who is (are) familiar with your organization.

Answer the grant application headings in paragraph form. If you believe more information is needed, you may submit two additional pages in narrative form to further explain your grant request. For example, this might include details for requesting funds to begin or continue medical research.

Please do not send videotapes, magazine articles, books or other collateral material at this time. An MPRC representative will contact you if additional information is required.

All board decisions on request are reported via telephone, electronic mail, or regular mail. The applicants whose proposals have been approved, will receive a Letter of Agreement outlining the terms and conditions of the grant. This letter will highlight arrangements for payment of grant.

Please address all correspondence to: Mid-Penn Region Charities
P.O. Box 672
Altoona, PA 16603
Attn: Grant Coordinator

If you have any questions, please call 814-935-9880 or 814-931-2034. Again, thank you for your interest in MPRC. We look forward to hearing from you.



GRANT APPLICATION FORM

ORGANIZATION

Name of Organization; _____

Project Title: _____

Address: _____

Telephone/email: _____

Contact: _____

Amount Requested: _____

Federal Tax ID#: _____

Please include a copy of your organization's audited financial statement and a copy of the most recent interim statement. Also, include a copy of the IRS ruling of your exempt status under section 501(c)3.

To the best of your knowledge, is your organization under investigation, or reported to be under investigation, by any state, federal or foreign governmental agency? _____

Contact: _____

Address: _____

City: _____

Telephone: _____



Please answer these questions on a separate sheet of paper. (One sheet maximum for each question except budget).

HISTORY - Please provide us with a brief history of your organization. Please include your current list of Board of Directors of Advisory Board.

TARGET POPULATION – Please summarize the target population of your organization and the project in measurable terms (i.e., who the primary audience is, how many will be served, the age of the participants, where the program can be offered, and the geographical range of your organization). For example: Your program helps 125 disabled children, aged 6-12 in Martinsburg, PA or 1,000 high school seniors in Johnstown, etc.

SUMMARY – Please provide a concise, specific description of the need or problem to be addressed. Include the overall goals and purpose of your organization (or specific department involved), the specific purpose of the use of the fund, and how your objectives will be accomplished.

What is unique about your program?

BUDGET – Amount requested from MPRC: \$ _____

Please attach an itemized budget for this project and for your organization. Detail your current sources of income (including donations specifically for this project) and expenses and include a balance sheet for the past year. Provide plans for contributions from other institutions or organizations, if any, and your most recent funding report.

EVALUATION – How will you determine the impact of this project? For example, through a survey of parents and children, and appraisal of physical improvements, attendance figures, etc.

Please be specific!



GRANTS STATUS REPORTS

If your proposal is approved, the grantee will be **required** to address the following questions 60-90 days after your program's completion. This allows Mid-Penn Region Charities to ensure MPRC grants are used to their full potential. If it is possible, we would appreciate the completion of a press release and/or check presentation around the receipt of the check.

1. Has the need been met or the problem solved? Please include updated information about the project (number of people served, new programs or opportunities, etc.)
2. Did the project follow the objectives? If not, why?
3. Has the project been modified since the proposal was presented to MPRC?
4. Have there been major timetables for project development, implementation and completion? What were the reasons for the changes?
5. Did it really make a difference?