



## Grant Application Form

### Eligibility Requirements

An applicant organization must primarily serve residents in the communities served by William Penn Bank. Organizations must be tax exempt under IRS code section 501(c)3 or be a municipal entity. Only one grant per calendar year will be awarded to an organization (operating, programmatic, sponsorship, or capital support). The William Penn Bank Community Foundation does not make grants to the following types of applicants:

- Individuals
- For-profit organizations
- Religious institutions, except for non-sectarian programs benefiting the community-at-large
- Service clubs, fraternal organizations or third parties raising funds for a charity
- Projects taking place in areas where we do not have a community presence
- Golf Tournaments
- Trips, tours, transportation costs or conference attendance
- Political activities, including lobbying expenses or other activities influencing the outcome of the legislative or electoral process
- Animal causes
- Individual/team sports sponsorships
- “a-thon” fundraising events
- Pageants

### Applying for a Grant

Before completing and submitting a grant application, please contact the Foundation office at 215-945-1200 to discuss the project for which you wish to apply for funding. We can then provide guidance as to whether your project falls within our funding priorities and answer any questions you may have about the application process.

### Application Checklist

In order for us to consider your grant request, the following supporting information and documents must be included with your grant application. To avoid a delay in considering your request, please check that all the documents below have been enclosed before signing and mailing in your application:

- A copy of the IRS letter documenting the 501(c)(3) status of your organization
- The mission statement of your organization
- A list of your board of directors or trustees, with their affiliations
- A complete budget for the project for which you are requesting funding
- The current annual operating budget for your organization
- Your most recent audited financial statements
- Your most recent annual report
- A copy of your current Form 990 return

If any of the above documents are unavailable or inapplicable, please note the reason on the grant application form. (For example, if your organization is a municipal agency, you would not have a 501(c)(3) letter.)

**Organization:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

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

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Request Amount:** \_\_\_\_\_

**Reason for Request (Please include purpose and expected outcome):**

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**Your application, together with supporting documents, should be sent to:**

William Penn Bank Community Foundation  
10 Canal Street, Suite 104  
Bristol, PA 19007

Or by email to:  
WPBFoundation@williampenn.bank