

VALENTINE FOUNDATION GRANT APPLICATION CHECKLIST

1. Completed proposals are due October 15th of each year for full consideration in November.
2. **Two completed applications** should be submitted: One copy should be sent to the proposing Trustee and one copy should be mailed to:

Alexandra V. A. Frazier, Director
Valentine Foundation
409 Merion Hill Lane
West Conshohocken, PA 19428

Note: When mailing the proposal, **please do not request a signature** signifying receipt of the package. This will only delay its processing.

3. **Cover Page:**

- Organization Name
- Summary of organization's mission and history
- Federal tax identification number
- Name, telephone number, mailing and e-mail address of contact person
- Amount requested from Valentine Foundation

4. **Prepare a concise narrative that includes the following information:**

(4a) If you are requesting funds for a specific program/project/initiative:

- Issue to be addressed by the program/project
- Explain how and the degree to which this program/project aligns with Valentine Foundation's objective of "funding organizations that effect fundamental social change: changing those systemic attitudes, practices and policies that prevent women and girls from realizing their full potential."
- Detailed budget: expenses and revenue for proposed program/project, including other funding [sources and dollar amounts of committed funds, grant application(s) pending response, and intended grant application(s)]
- Identify which of the "Social Change Indicators" the program addresses, how it will address it/them, and how you will evaluate and measure success (be as specific as possible)
- Names and qualifications of the key staff assigned to the project
- Detailed organization budget and audited financial statement or review, if applicable

(4b) If you are requesting general operating funds:

- Explain how and the degree to which your organization's mission and programs/projects align with Valentine Foundation's objective of "funding organizations that effect fundamental social change: changing those systemic attitudes, practices and policies that prevent women and girls from realizing their full potential."
- Identify which of the "Social Change Indicators" the organization addresses, how it will address it/them, and how you will evaluate and measure success (be as specific as possible)
- Names and qualifications of key staff members
- Detailed organization budget and audited financial statement or review, if applicable

(4c) If you are requesting *multi-year funding*: (in addition to 4a or 4b, as applicable):

- Detailed explanation of the objectives, action plans, and budget for each year requested
- Detailed organization budget and audited financial statement or review for the past two years, if applicable

5. Additional Required Documents for All Requests:

- Copy of your IRS determination letter showing that your organization is a tax exempt organization under Section 501(c)(3) of the Internal Revenue Code and that it is not a private foundation.
- List of Board of Directors and Executive Staff
- Assurance that the amount of funds requested will not alter your organization's tax status as a publicly supported charity if such funds are awarded