

PHILADELPHIA ACTIVITIES FUND, INC.

REQUEST FOR PROPOSAL GUIDELINES AND GRANT APPLICATION

INTRODUCTION

The PHILADELPHIA ACTIVITIES FUND, INC., (the “Fund”) is a nonprofit corporation established by the Mayor and City Council to foster and promote educational values of sportsmanship, the arts, and health to individuals in the City of Philadelphia.

The Fund offers financial support to programs and organizations that encourage the instruction and education of individuals which will train, develop, and improve their capabilities. It is the goal of the PHILADELPHIA ACTIVITIES FUND, INC. to assist non-profit organizations in the City of Philadelphia to serve diverse segments of the Philadelphia community.

The following guidelines have been prepared to assure that all interested groups have an opportunity to compete for funding. Following these guidelines will assure that each application is complete and can be analyzed appropriately on the merits of the program being offered. The evaluation of the grant application will be based on the clarity of the proposal, the completeness of the application, and the value of the proposal.

THE APPLICATION PERIOD FOR THE FISCAL YEAR 2020-2021 GRANT is
March 1, 2020 THROUGH May 1, 2020

Electronic applications are now available at
www.phila.gov/ParksandRecreation

Please download, fill it out, and email your completed application to:
Pafgrant@phila.gov

The average grant award is between \$500 - \$1,000.

All completed paper applications, (two copies), can be mailed to the attention of:

**Philadelphia Activities Fund, Inc.
1515 Arch Street, 10th Floor
Philadelphia, PA 19102-1587**

Non-profit organizations that have received Philadelphia Cultural Fund Grants or Anti-Drug Initiative Grants are not eligible for the Philadelphia Activities Fund Grant.

THE DEADLINE FOR PROPOSAL SUBMISSION IS Wednesday May 1, 2020.

IF THE PROPOSAL IS MAILED IT MUST BE POST-MARKED ON OR BEFORE May 1, 2020. Please *do not* mail an application and also email a copy, as this will cause a delay in processing.

GRANTEE RESPONSIBILITIES

Groups that are selected to receive a Philadelphia Activities Fund Grant will be required to:

- A. Satisfy all requirements of any previous Philadelphia Activities Fund contract before a new contract is mailed. Failure to do so will deem the organization disqualified for future grants.
- B. Provide a valid mailing address (**NOT A POST OFFICE BOX NUMBER**) within the City of Philadelphia. Applications submitted with a post office box will not be processed.
- C. Return two signed and notarized copies of your contract. Funds will not be disbursed until both copies have been submitted.
- D. Provide a complete Identification of Funds report including copies of receipts to the Philadelphia Activities Fund office equal to the sum of the grant awarded (in the grant year) **before** applying for future grants. Failure to submit a complete financial report will deem the organization disqualified for future grants.
- E. Assign one (1) person from your organization to be responsible for all paperwork submitted to the Philadelphia Activities Fund office.

MONITORING OF PHILADELPHIA ACTIVITIES FUND GRANTS

Each council district office will be responsible for the final review and approval determination of all Philadelphia Activities Fund applications. Approved applicants will be subject to periodic program and fiscal reviews in accordance with the contract.

EXPENDITURE OF FUNDS

All program expenditures must comply with the Philadelphia Activities Fund guidelines. Repairs to property, payment of salaries and purchase of certain equipment are not covered by the grant.

DETAILED INSTRUCTIONS FOR GRANT APPLICATION

SECTION I – DEMOGRAPHIC INFORMATION

- Block 1: Fill in complete name of the organization.
- Block 2: Fill in the mailing address of the organization. *(This must be a verifiable address. Post office box numbers will NOT be accepted.)*
- Block 3: Fill in the telephone number of the organization.
- Block 4: Fill in the name and title of the person authorized to sign the contract.
- Block 5: Fill in the email address of the authorized person.
- Block 6: Fill in the telephone number of the authorized person.
- Block 7: Answer yes or no to status of incorporation.
- Block 7a: Identify the Councilmanic District in which the organization resides.
- Block 7b: Check appropriate block.
- Block 8: Check appropriate block.
- Block 9: Check appropriate block and provide Tax Identification #.
- Block 10: Describe your organization. You should describe all of the programs you operate not just the one you are seeking funding for. Include a history of your organization, how long you have been active, your goals and objectives and any information that you feel will define who you are. Additionally, provide a summary of your overall budget for the current year. (If necessary, use the additional space provided at the end of the application.)
- Block 11: Read the statement provided and answer yes or no.
- Block 12: Answer yes or no.
- Block 13: Describe the participants in your programs, i.e., ages, male, female, numbers involved in your programs.
- Block 14: Describe and define the area of the city you will operate your program.
- Block 15: List zip codes where the participants in your program reside.

SECTION II – PROPOSAL SUMMARY

- Block 1: Describe the program for which you are seeking funding. You should include all areas of the program even if this funding only represents a portion of your program. The description should be clear and concise with goals expected to be achieved, the need for the program and the expected outcomes.
- Block 2: Describe what educational activities will be included. Education can include teaching a sport or activity. Motivational and developmental benefits can include speakers, special trips, life skill activities and other segments that may be considered as growth and development to the participants.
- Block 3: Give locations where the activity will take place.
- Block 4: Give the numbers you expect to have in the activity.
- Block 5: Place the actual dates for your program in the appropriate areas.
- Block 6: Check the appropriate block. (Fees can be charged)
- Block 6a: Give the amount of the fees and explain how fees will be used to operate your program.
- Block 7: Tell why this program is needed in this area and how it will benefit the area defined.
- Block 8: Describe your instructional activities. Describe all training that will be given to the participants. (You may use the space provided at the end of the application if necessary.)
- Block 9: If your program has any participant limitations, please explain and give the reason for these limitations.
- Block 10: List all of the names, email addresses and telephone numbers of the officers of your organization. Please make sure their titles are included.
- Block 11: Identify the person responsible for operating the program you are proposing. Include telephone numbers.
- Block 12: Identify the person who will be responsible for keeping the financial records and preparing the financial reporting sheet for this program. Include telephone numbers.
- Block 13: All sources of funding for your organization should be listed. This should include fund-raising fees, grants, awards and donations.
- Block 14: Put in the amount you are requesting. This should be the amount that is outlined on your budget request page.

SECTION III – BUDGET

In preparing your budget for your proposed program, please itemize each area that is needed to operate this program. You are allowed to include costs such as supplies, materials, umpiring and referee fees, postage and other costs needed to operate this program, **YOU MAY NOT CHARGE STAFF COSTS TO THIS GRANT. YOU MAY NOT CHARGE CAPITAL COSTS TO THIS GRANT.** In general capital costs are defined as any major or minor new construction, repair, or alteration to existing structures or physical plant associated with grant applicant organization. If this budget reflects only a portion of the budget for this program, you should itemize the entire program and indicate in the appropriate column what this grant will pay for.

*If you have any questions, you may call the
Philadelphia Activities Fund Office
Between 9:00 A.M. and 5:00 P.M. Monday through Friday
at
(215) 683-8448
or
Send an email to us at:
Pafgrant@phila.gov*