



Philanthropy

Service

Friendship since 1925

GRANT REQUEST APPLICATION 2017 (Application due November 1, 2017)

About the PPWC

The Pacific Palisades Woman's Club (the "PPWC") is dedicated to enhancing and preserving the quality of life in Pacific Palisades in the areas of education, recreation, beautification, community services and other charitable causes. Our primary event is the annual Home Tour and Holiday Boutique, from which funds will be raised.

General Grant Focus

The PPWC awards grants to assist organizations that work in the areas of Arts and Recreation, Community and Charitable Organizations, Education and Beautification. To be considered for a grant, applicant organizations must be based in Pacific Palisades and/or provide services that benefit the Palisades community. Organizations that are defined as tax exempt under Section 501(c)(3) are eligible for consideration with a limit of one application per organization. Preference is given to applications showing a broad community outreach.

Application Deadline

All applications must be submitted **in complete and final form by November 1, 2017**. Please note that this deadline is the date by which applications must be in final form, ready for consideration by the PPWC. Applications still requiring follow-up, correction, amendment, supplementation or other changes after November 1, 2017, will be deemed incomplete and not eligible for consideration. Thus, applicants are encouraged to complete and submit their applications far enough in advance of the November 1st deadline to allow for any necessary follow-up prior to that date. If you have any questions regarding your application, please contact the Club Administrator, Roberta Donohue at (310) 454-9012 or robertappwc@gmail.com.

Grant Guidelines and Requirements for Monetary Awards

The PPWC, a 501(c)(3) organization, is dedicated to ensuring that the funds it raises and distributes via grant award are properly and timely applied to viable projects which better our local community. The following guidelines and requirements shall govern all grant applications and all grant awards made pursuant to this application. Before completing the application form, please familiarize yourself with these requirements and initial next to each one, signifying your organization's acknowledgment and acceptance of these terms.

- Eligible projects must have all necessary approvals and required permits (city, county, school, local organization, etc.) in place at the time of application. Written documentation verifying same must be included with your application.
- Applications for projects which involve collaboration with another entity (such as a school) must specify the entity with which you will collaborate and provide details confirming that arrangements have been made with the other entity to accommodate the project or program.
- The full amount of the grant funds received must be used for the sole purpose(s) outlined in the grant application and may not be expended for any other purpose without advance approval by the PPWC. Use of any portion of the grant award for a purpose other than that outlined in the grant application must first be approved by the PPWC.
- The full amount of awarded grants must be spent within the fiscal year, unless otherwise reviewed and specifically approved by the PPWC. **The "fiscal year" shall mean up to and including February 28 of the calendar year following the calendar year in which the grant award was made.** The PPWC prefers that funds are spent by the end of the award calendar year, if possible, to ensure that projects are on track and that project completion will occur by the end of the fiscal year.
- The project specified in your application, for which funding is awarded, must be completed within the fiscal year, as that term is defined above. Please be aware that failure to complete the specified project, or any alternative project later approved by the PPWC, within the fiscal year may render your organization ineligible to receive a grant in the next grant cycle.
- Your designated Grant Fund Administrator will check in with you during the year regarding the progress of your project. Timely communication and responses are expected and appreciated. Please be sure to notify your Administrator of changes in the contact/point person or contact information for your organization. Grant recipients must also advise their Administrator in a timely manner of any problems which will impact the progress of the funded project or jeopardize its completion, prior to the end of the fiscal year (as defined above).

Date of Application:

Legal Name of Organization (to which grant would be paid):

Tax ID number/EIN under which your organization files its tax returns:

Is your organization a 501(c)(3) currently in good standing with the IRS? Yes No

**Please attach a copy of the IRS letter (and any other necessary supporting letter from a parent or affiliate organization) demonstrating your 501(c)(3) status. A copy of the letter(s) demonstrating your 501(c)(3) status MUST be attached to this application in order for your application to be deemed complete and eligible for consideration.*

Address:

Contact Person:

Phone:

Email:

Please describe the organization's purpose AND how it benefits our mission to enhance and preserve the quality of life in the Pacific Palisades.

Has your organization received a grant from the PPWC or PPJWC in the past?

Yes No

If yes, please describe how the grant(s) were used and provide photos if applicable.

Grant Request Amount: \$

Briefly explain the purpose of your grant request and how you will spend the funding if your organization is selected to receive a grant. Please be specific, making sure to include details demonstrating the project's viability (such as: the actual date(s) of any events or programs; venues for any events or programs; schools or other organizations with which you have arranged to work or partner; etc.).

Please specify how your organization arrived at the amount requested. (Please provide a breakdown of costs or how the request is to be spent/allocated, if applicable.)

If you receive partial funding for your grant request, will you be able to move forward with your project?

____ Yes ____ No

Please detail any additional fundraising plans or sources.

I certify that the information contained in this application is true and correct. I further certify that I have the authority to sign this application on behalf of the organization submitting this application (the "applicant organization") and to agree to the terms and requirements of this application on behalf of the applicant organization. I acknowledge and agree to the terms and requirements stated above in this application, and agree, on behalf of the organization submitting this application, to comply with and be bound by those terms and requirements. I understand and agree, and the organization agrees, that failure to comply with the terms stated in this application may result in having to return the grant award to the PPWC.

Signature

Name (printed)

Title/Role at Applicant Organization

Please return this application by November 1, 2017, per the instructions on the following page, to the PPWC Administrator, by email robertappwc@gmail.com, or by mail to P.O. Box 292, Pacific Palisades, CA 90272, Attention: Grant Program.

Application Checklist

(For internal use by applicants; do not
attach to grant application submission.)

It is the responsibility of each applicant to ensure a complete and timely submission by November 1, 2017. To help make sure your application is eligible for consideration, please read through the following checklist and ensure that you have complied with each of the following:

- 1) Did you respond to all questions stated on the application?
- 2) Did you read the "Grant Guidelines and Requirements" and initial next to each one to signify your organizations agreement to each and all of terms?
- 3) Does your description of the project for which you seek funding include details, such as the date(s) of any events or programs to be presented, the venue secured for any event or program, the schools with/at which you plan to work or do programs, etc.?
- 4) Have all necessary permits and/or approvals been obtained? Please provide written documentation with your application.
- 5) Have you attached a copy of the IRS letter (and any necessary supporting letters) establishing your organization's 501(c)(3) status?
- 6) Is the application signed by someone with the authority to (a) verify the information submitted in this application and (b) bind the applicant organization's agreement to the "Grant Guidelines and Requirements"?