

Guidelines for Submitting a Grant Application

Please read through these guidelines carefully prior to completing a grant application with Phillips Charitable Foundation.

1. PCF only funds US 501 (c) 3 organizations.
2. If your application is for a new project, present a clear and detailed project plan including the name of the responsible staff person and a statement of their ability to successfully accomplish the project goals. You may be asked to provide a statement from the Executive Director that the Board of Directors fully supports this new project.
3. *“Ask for only what you need, not for what you think you can get.”* Applications with unrealistic overreaching funding requests will be declined. An application discussing how your organization has secured funding from other sources that will, in conjunction with a grant from PCF, complete your project or program’s fiscal needs is very beneficial.

Funding Range Limitations

Marie Barth Small Grant Award are applications requesting funding of between \$2,500 to \$5,000

Director Initiated Grant Award are applications requesting funding of between \$5,000 to \$25,000 unless you have prior approval to request more.

4. Present your application with financial statements prepared according to GAAP (Generally Accepted Accounting Principles) along with well thought-out, detailed projections. Applications with brief financial data, not in Financial Statement format and vague Excel spreadsheets will be rejected.
5. Do not request funding for the following:
 - a. Salaries for newly created positions or internships
 - b. Galas, golf outings and the like
 - c. Fully funded programs or projects
 - d. Political campaigns, protests, advocacy and lobbying efforts
 - e. Debt reduction
 - f. General fundraising campaigns
6. Review your application for completeness before submitting.
7. Ask questions if you have them.