

## **Guidelines for Submitting a Grant Application**

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

PCF only funds US 501(c)3 organizations.

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. Remember to include estimates you have received for the project. You may be asked to provide a statement from the Executive Director that the Board of Directors fully supports this new project.

The amount of funding you are requesting must be realistic and align with your budgeting needs. 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.

Present your application with financial statements prepared according to GAAP (Generally Accepted Accounting Principles) along with well thought-out, detailed projections.

You should note we do not provide funding for:

- Salaries for newly created positions or internships
- Galas, golf outings and the like
- Fully funded programs or projects
- Political campaigns, protests, advocacy and lobbying efforts
- Debt reduction
- General fundraising campaigns

Ask questions if you have them.