

# The Christopher Ludwick Foundation

## GRANT APPLICATION FORM

### Please Note Changes for 2017

The Christopher Ludwick Foundation is named for Christopher Ludwick (1720-1801), Baker General of the Army of the United States during the American Revolution, whose estate provided a trust “for the schooling and education gratis, of poor children of all denominations, in the city and liberties of Philadelphia, without exception to the country, extraction, or religious principles of their parents or friends...” For over two centuries the Ludwick trustees have fulfilled this mandate. **Applications for projects meeting these and other guidelines (see “About” at [ludwickfoundation.org](http://ludwickfoundation.org)) will be accepted annually between January 1 and February 15.** The Board of Trustees meets in May and awards are usually announced in June.

### INSTRUCTIONS FOR FILING APPLICATION

The original of this form on paper, **two (2)** photocopies, and any cover letter should be submitted to the Foundation at the address shown below, together with **two (2)** copies of each of the following documents for the applicant organization: \*

- (1) its most recent IRS not-for-profit determination letter
- (2) its most recent audited financial statement
- (3) its current fiscal year budget
- (4) its charter and bylaws
- (5) a list of its managing Board of Directors.

**Failure to supply one or more of these documents may disqualify the application.**

\*An exception is made for organizations that received a grant in the previous year: They need not supply documents 1, 4, and 5 provided there has been no change in the non-profit status, charter, and board of directors since last year. Certification of “No Change” should be checked on the application form.

In addition, the application and supporting documentation should be submitted electronically to [info@ludwickfoundation.org](mailto:info@ludwickfoundation.org).

Other supporting documentation may also be submitted but will not be returned.

***Applications must be postmarked between January 1 and February 15. Applications received before January 1 or after February 15 will not be considered.***

***Applications must be submitted on the Foundation’s Grant Application Form with responses limited to the space provided. Please do not use any type size smaller than 10 points.***

**Successful applicants will be required to file a status report on or before February 15 of the year following the grant.** See “Status Report” on the Foundation website for additional information.

Mail the completed application, together with supporting documentation, to:

Trina Vaux, Secretary  
The Christopher Ludwick Foundation  
P.O. Box 1313, 16 North Bryn Mawr Avenue  
Bryn Mawr, PA 19010

# The Christopher Ludwick Foundation

## 2017 Grant Application

**Name of Organization** \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Website \_\_\_\_\_

Executive Director \_\_\_\_\_

Current Board President \_\_\_\_\_

Primary Contact \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Website \_\_\_\_\_

### General information about your organization

When was your organization founded? \_\_\_\_\_

What is its stated purpose/mission?

What is your organization's annual operating budget? \$ \_\_\_\_\_

Please list the organization's three largest funders during the past fiscal year, and the grant amounts

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

## **Project for which funds are being requested**

Describe the project or program for which funds are being requested. Please be as specific as possible and limit your response to the space provided.

Specifically describe how this project will advance *the education of poor children in the City of Philadelphia* (the only purpose for which grants will be made).

Approximately how many children will be served by this project? \_\_\_\_\_

What is the total budget for the project? \$ \_\_\_\_\_ Please attach a detailed budget.

When is the project expected to commence?

Is this a new project or a continuation/extension of an existing program?

New Project     Continuation/Extension

Describe the relationship that your organization has with the School District of Philadelphia and how the program directly assists students in their school curriculum.

**Amount requested**

Amount requested from The Christopher Ludwick Foundation: \$\_\_\_\_\_

Have you previously applied for a grant from The Christopher Ludwick Foundation?  Yes  No

Have you previously received a grant from The Christopher Ludwick Foundation?  Yes  No

List other entities supporting the project and amounts (including support that has been applied for but not yet approved).

**Outcomes**

What are the project’s objectives and how will its success be measured? If the project is an extension or a continuation of an existing program, please tell us the key outcomes from the most recent period of operation. Explain any significant obstacles encountered and changes you will make to improve outcomes.

For last year’s grantees: Certify that there has been no change in your non-profit status, charter, or board of directors since last year. (If so, there is no need to provide supporting documentation.)

**Signature**

\_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_