

The Christopher Ludwick Foundation

GRANT APPLICATION FORM

Please note that the Ludwick Foundation's requirements for applications and application deadlines change from time to time. Be sure to read all instructions carefully.

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) will be accepted annually between December 1 and January 14.** The Board of Trustees meets in May and awards are usually announced in June.

INSTRUCTIONS FOR FILING APPLICATION

Two (2) copies of the completed application 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, labeled “Doc 1”
- (2) its current fiscal year budget, labeled “Doc 2”
- (3) its charter and bylaws, labeled “Doc 3”
- (4) its most current 990 form, labeled “Doc 4”
- (5) FY23 Status Report, if applicable, labeled “Doc 5”

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 document 3 provided there has been no change in the non-profit status or charter since last year. Certification of “No Change” should be checked on the application form.

In addition, one copy of the completed application and supporting documentation should be submitted electronically to info@ludwickfoundation.org.

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

Applications must be postmarked between December 1 and January 14. Applications received before December 1 or after January 14 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 January 14 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:

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

The Christopher Ludwick Foundation

2025 Grant Application

Name of Organization _____

Address _____

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: _____