



**SAPPHIRE FUND**

1315 Spruce Street  
Philadelphia, PA 19107  
Voice: 267.514.2088  
Fax: 267 352 6287  
[www.sapphirefund.org](http://www.sapphirefund.org)

# Sapphire Fund 2011-2012 Grant Application Form

Please complete all fields of this application. Use additional paper if you require more room than the form provides. Attach all requested ancillary documents to this completed application before submitting to the Sapphire Fund. If you have any questions about completing this application, call the Sapphire Fund office at 267-514-2088 or email your question to [sapphirefundphilly@yahoo.com](mailto:sapphirefundphilly@yahoo.com).

## Section I: Organizational Information

<b>Legal IRS Name of Organization</b>	<b>Name of Executive Director</b>
<b>Street Address</b>	<b>City</b>
<b>State</b>	<b>Zip</b>
<b>Phone</b>	<b>Fax</b>
<b>Email</b>	<b>Website</b>
<b>Year Founded</b>	<b>Date Incorporated</b>
<b>Federal Tax ID #</b>	<b>State Charitable Registration # (PA,DE,NJ)</b>

## Section II: Geographic Area You Serve

List the city, county, & state as appropriate (e.g., Delaware Co., SE PA).

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## Section VIII: Composition of Organization & Constituency – INSTRUCTIONS:

Break out the average annual make up (in percent) for each of the following categories:

### Section VIII (a): Composition of Organization & Constituency - GENDER

	Board	Staff	Volunteers	Constituents
% Male	%	%	%	%
% Female	%	%	%	%
% Transgender	%	%	%	%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

### Section VIII (b): Composition of Organization & Constituency - LGBTQ

	Board	Staff	Volunteers	Constituents
% LGBTQ	%	%	%	%

### Section VIII (c): Composition of Organization & Constituency - ETHNICITY

	Board	Staff	Volunteers	Constituents
% African American	%	%	%	%
% Asian American	%	%	%	%
% Latino	%	%	%	%
% Caucasian	%	%	%	%
% Other	%	%	%	%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

### Section VIII (d): Composition of Organization & Constituency - AGE

	Board	Staff	Volunteers	Constituents
Youth (<18)	%	%	%	%
Senior Citizen (65+)	%	%	%	%



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## Section IX: Current Financials

<b>Current Year's Operating Budget =</b>	<b>\$</b>
<b>Current Major Funding Sources</b>	
<b>Source</b>	<b>Amount</b>
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>REQUIRED ATTACHMENTS:</b>	
<ul style="list-style-type: none"> <li>• Most recent operating budget</li> <li>• Last audited financial statement</li> </ul>	



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## Section X: Amount of Funds Requested

\$

## Section XI: Use of Funds

Briefly describe the use(s) (projects/programs/expenditures) for which funds are being sought.

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## Section XII: Grant Publicity/Involvement in Sapphire Fund Events

Describe how you will publicize our grant & be involved in yearly Sapphire Fund events.

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## XIV: Certification

My signature below certifies that, to the best of my knowledge and belief, the statements and information in this application and attachments are true and correct; that the document has been duly authorized by the governing body of the applicant organization; and that the applicant organization will comply with applicable laws, regulations, terms and conditions in effect at the time of the award and during the funding period. I understand that Sapphire Fund may review any and all information submitted as part of this request with advisors of the Fund's choosing. Sapphire Fund reserves the right to conduct site visits to the grant applicant's location(s) as part of its grants evaluation process.

**If my organization is selected as a beneficiary, we commit to providing Sapphire Fund a detailed mid-cycle (January) and end-cycle (July) written report regarding how funds are being utilized, and to provide information for and/or participate in Sapphire Fund promotional/publicity efforts. Failure to submit such reports or participate in promotional efforts will make my organization ineligible for future grant awards from Sapphire Fund.**

Signature of Authorized Organization Representative	Date
Print Name of Signer	
Print Name of Organization	

Sapphire Fund will determine grant amounts at the end of its 2011-2012 funding cycle. Please visit our website for past grant awards.

### Instructions for Submission

<ol style="list-style-type: none"> <li>1. Fill out all portions of the application.</li> <li>2. Attach or append all required additional documentation to the application. <ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of most recent operating budget.</li> <li><input type="checkbox"/> Copy of last audited financial statement.</li> <li><input type="checkbox"/> List of current board of directors.</li> </ul> </li> <li>3. Attach or append any <b>optional</b> documentation to the application. <ul style="list-style-type: none"> <li><input type="checkbox"/> Letters of Support (2 max.) <b>(OPTIONAL)</b></li> <li><input type="checkbox"/> Endorsements. <b>(OPTIONAL)</b></li> <li><input type="checkbox"/> Letters of Understanding. <b>(OPTIONAL)</b></li> </ul> </li> <li>4. Draft &amp; attach a cover letter, <b>(required)</b> on your stationery, signed by authorized signer.</li> </ol>	<ol style="list-style-type: none"> <li>5. Sign and date the application (authorized signer for the organization only).</li> <li>6. Print the name of the signer and the name of the organization.</li> <li>7. Submit 1 copy of the full application, cover letter, &amp; all required attachments via <b>one</b> of the following methods: <ul style="list-style-type: none"> <li><input type="checkbox"/> Single hard copy to Sapphire Fund office, <b>OR</b></li> <li><input type="checkbox"/> Scanned copy via email to <a href="mailto:sapphirefundphilly@yahoo.com">sapphirefundphilly@yahoo.com</a>, <b>OR</b></li> <li><input type="checkbox"/> Fax to 267 352 6287.</li> </ul> </li> <li>8. <b>All applications must be received by 5:00 PM EDT on November 5, 2011.</b></li> </ol>
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