



Thank you for applying to the Greater Harrisburg Foundation, a regional foundation of The Foundation for Enhancing Communities. Tell your story clearly and concisely. Attachments are required; follow all directions. Failure to answer questions, utilize this template, or attach required documents will disqualify your application. **Answer all questions using information that applies to the project seeking support of grant funds.** Contact Jennifer Strechay, Program Offer for Community Investment, at [jstrechay@tfec.org](mailto:jstrechay@tfec.org) or 717-236-5040 with questions.

## **APPLICANT PROFILE**

### **Applicant Organization Name**

Brethren Community Ministries

*Provide your organization's name as currently recognized by the IRS*

- Check box if the Applicant Organization Name above is a "Doing Business As" name and the provided 501c3 letter states a different name. To be recognized by the "Doing Business As" name, attach ONE legal document using the provided name. If not provided, TFEC will utilize the 501c3 name.**
  
- Check box if the Applicant Organization uses a Fiscal Sponsor and provide name here**  
*Click or tap here to enter text.*

### **Name, Title, Email, Phone of Executive Leader**

Don Mitchell, Board Chair, [dvm\\_90274@yahoo.com](mailto:dvm_90274@yahoo.com), 310-779-9911

*All contracts and notifications of grant status will be addressed to the individual provided here*

### **Applicant Organization's Physical Address**

219 Hummel St. Harrisburg PA 17104

### **Applicant Organization's Address for Mailed Communications**

219 Hummel St. Harrisburg PA 17104

*All contracts and notifications of grant status will be sent to the address provided here*

### **Name, Title, Email, Phone of Contact Completing Application**

Alyssa Parker, Operations Manager, [brethren.com.min@gmail.com](mailto:brethren.com.min@gmail.com), 717-559-5673

*If application questions arise, this individual will be contacted by TFEC staff*

### **Organization's Mission Statement**

Serving Allison Hill in becoming a safer, healthier community empowered by God's peace.

### **Organization History (Do not exceed this page)**

In 2000, a member of the Harrisburg First Church of the Brethren created Brethren Community Ministries to be an outreach organization for the church. In 2001, that same member launches Agape Satyagraha, a non-violence resolution training program for youth in the community. Soon after we expanded to include Kid's Church and computer classes. In 2012, we partner with On Earth Peace and Heeding God's Call to End Gun Violence. We have been using this organization to connect community members with others, encourage leadership, build peacebuilding skills, and walk alongside them to develop goals and achieve success.

## PROJECT PROFILE

### Project Title

Agape Satyagraha

*Project Title must match title listed throughout application and online.*

### Project Areas of Focus

UPSTREAM GENERAL

*Choose UPstream General if your project utilizes upstream strategies but is not principally centered upon the categories below. See the grant guidelines for additional detail.*

### UPSTREAM: FOCUS AREAS

*Choose an UPstream Focus Area (if your project is principally centered upon one or more of the categories below). Please select only those area(s) that apply to this project. See the grant guidelines for additional detail.*

<p><b>EDUCATION</b></p> <p><input type="checkbox"/> Programs &amp; projects that focus upon or nurture access to early childhood education</p> <p><input checked="" type="checkbox"/> Education &amp; development programs for children &amp; youth</p> <p><input type="checkbox"/> Educational programs serving adults</p>	<p><b>ENVIRONMENT &amp; PARKS</b></p> <p><input type="checkbox"/> Environmental stewardship</p> <p><input type="checkbox"/> Horticulture &amp; the arts</p> <p><input type="checkbox"/> Health &amp; environment</p> <p><input type="checkbox"/> Park beautification &amp; improvement</p>
<p><b>HEALTH</b></p> <p><input type="checkbox"/> Health &amp; human services</p> <p><input type="checkbox"/> Cancer awareness and/or research</p> <p><input type="checkbox"/> Dental care for those in need</p> <p><input type="checkbox"/> Health &amp; human services</p> <p><input type="checkbox"/> HIV &amp; AIDS</p> <p><input type="checkbox"/> Individuals with debilitating or terminal illness</p> <p><input type="checkbox"/> Individuals with intellectual disabilities</p> <p><input type="checkbox"/> Prevention of head and/or spinal cord injury</p> <p><input type="checkbox"/> Purchasing of devices that improve accessibility</p>	<p><b>HOMELESSNESS</b></p> <p><input type="checkbox"/> Homelessness &amp; hunger</p>
<p><b>MENTAL HEALTH</b></p> <p><input type="checkbox"/> Counseling for children with terminally ill family members</p> <p><input type="checkbox"/> Guidance, counseling, or programming that includes guidance and/or counseling for youths</p> <p><input type="checkbox"/> Mental health</p>	<p><b>SENIORS</b></p> <p><input type="checkbox"/> Programs &amp; projects serving older adults</p>
<p><b>COMMUNITIES OF FOCUS</b></p> <p><input type="checkbox"/> Disaster relief &amp; human services that serve the communities of Lebanon City, PA and Cressona, PA</p> <p><input type="checkbox"/> Programs and projects that benefit residents of Millersburg, a borough of Dauphin County, PA</p> <p><input type="checkbox"/> Projects to enhance Camp Hill Borough parks provided by youth organizations such as Scout programs or other youth organizations; programs &amp; projects that focus upon or nurture access to early childhood education within Camp Hill.</p>	

### Counties to be served as part of project; check all that apply.

Cumberland     Dauphin     Franklin     Lebanon     Perry     Northern York (Dillsburg Area)

### Projected Number of Individuals to be served by project

    10                          Total number of ADULTS served

    30                          Total number of CHILDREN (ages 17 and under) served

    40                          Total number of ALL INDIVIDUALS served by the project

*If above data is not appropriate to project, be sure to fully state the audience type and numbers to be served in Question 2 of the Impact Narrative.*

## PROJECT SNAPSHOT

1. Capture your UPstream project and the community need it seeks to address in 200 words or less.

This program is meant to work with youth to train them to handle conflict as well as understand the principles and teaching of both Rev. Dr. Martin Luther King Jr. and Mahatma Ghandi. Living in the inner city, there is a high crime rate and violent acts around the neighborhood. This program gives youth a safe space to grow, learn, and develop healthy strategies for nonviolence.

## PROJECT NARRATIVE

Answer questions 2-10 clearly and concisely; no limit.

2. The GHCF UPstream grant opportunity seeks to improve our area communities by supporting existing or new “upstream” systems, interventions, programs, or projects that attempt to create positive social change by addressing a problem at its source rather than managing its “downstream” symptoms. Describe your proposed upstream project, the geographic area it will serve, and the audience to be served; state why this audience was selected. Include how/why your project is “upstream” and how your project is working to address a specific need or needs. You **MUST** use and complete the following statement within your answer, “Grant funds will be used to \_\_\_\_\_”.

Our Agape satyagraha program is based on the principles of nonviolence. We chose to target the youth because they are the ones that are passionate about change as they see the violence and they are the next generation that will carry out this mission. We see this as working at the bottom and educating youth through their most important years of learning to embed these principles into their way of living. This program is upstream because this is not simply a way to address issues of violence after they happen, but to create a community full of nonviolent activists. It is hard for youth in this area, a neighborhood with a poor reputation and no seemingly safe place. We are here to offer them a safe space, warm food and an opportunity to develop strategies to succeed and make a difference. These grant funds, if awarded will be used ot continue to provide a hot meal every week, fund opportunities for enrichment through field trips, updates to the graduate program, and outreach into the community.

## DATES & LOCATIONS

3. When and where will the project take place? List dates and locations as appropriate in chronological order. State if provided dates/locations are confirmed, estimated, or to be determined.

This project will be taking place from January 1, 2021 to December 31, 2021 within Harrisburg First Church’s facility. This is confirmed.

## ROLES & RESPONSIBILITIES

4. Does the project involve partnerships, collaborations, service, or affiliations with other organizations that will strengthen the project? If so, LIST their name(s) and corresponding role(s) within the categories below OR if this does not apply to you, state why your project is best positioned for success as a single organization.

**SINGLE ORGANIZATION STATEMENT:** [Click or tap here to enter text.](#)

**PARTNERSHIPS:** *We are equally invested in providing this project and success is dependent upon all organizations and shared roles although one entity serves as the applicant for this grant. Our application includes a letter from each partner that states their role in this relationship.*

[Click or tap here to enter text.](#)

**COLLABORATIONS:** *We are working with other organizations to make this project happen, but we serve as the lead organization for this grant opportunity and our project success is enriched by, but not dependent upon, our collaborators. An additional letter is NOT required, but may help the application.*

We work with the organization, On Earth Peace to tell the story of this program, but we do not receive financial or in-kind assistance from this organization. We are the main project site actively working within this context.

**SERVICE:** *Our project will serve these organizations and cannot take place without their commitment to accept service. Our application includes a letter from each organization (this includes schools) that states their intent to participate.*

Click or tap here to enter text.

**AFFILIATIONS:** *Our project may be affiliated with these organizations in some way, but is not 100% dependent upon their participation. An additional letter is NOT needed.*

Click or tap here to enter text.

## COMPARABLES

5. Are other organizations in your service area providing services that are similar to your proposed project? If yes, state their names or services and explain how your project differs. If no, state NA.

There may be other organizations in the area that do something similar, but nothing really sticks out to me. There are some that have sessions in conflict resolution, but in our program we teach youth about nonviolence and educate them on the history and impact of this idea from a number of different perspectives, faith based, art, theatre, social gathering, trips, etc. We also invest ourselves into the lives of our youth making sure they have all they need to succeed. We are an organization that prides itself on looking at the whole person rather than an individual issue – that is what sets us apart the most from others.

## ASSESSMENT & IMPACT

- 6a. What will project success look like? Provide a brief overview of the project's key outcomes, outputs, and/or other results of success.

The key outcomes of this project includes an ability to demonstrate a greater knowledge of nonviolence practices and be able to respond in situations where nonviolence would be needed. We also look at the behavioral changes in the home and in school. Overall, the success of this project would look like a young student being able to use these lessons in real situations, gain a greater understanding of nonviolence principles and history, and cultivate leadership.

- 6b. How will project success be measured and documented (i.e.: how will you know the project is successful? Are you collecting value statements, numbers served, surveys, photos, before and after images, or using other methods)?

This is measured through the training as they must pass certain requirements demonstrating knowledge and growth to move on to the next level. This involves, leading, demonstrating, creating, explaining, and other sources of measurement to display adequate knowledge. We also have pre-post testing which just us a sense of where they started in terms of managing conflict situations, interactions with violence, school behavior, home life, and other attributes that could have an impact on their training. These questions will be asked after the completion of the course as well as in the beginning. To reflect on change.

## **FUNDING & SUPPORT**

7. If this proposal is not funded at the level requested, will you be able to implement the project as stated? Explain as needed.

We will use money from our general operating expenses to make sure this program continuing to operate. We have some money that could be used to fund this program if these funds could not be granted.

8. This grant opportunity will not fund 100% of any project. Restate the amount you are seeking and describe other funding sources and amounts.

We are asking for \$5,000. We will be using the money from the Branabas Fund grant to fund the other \$2,350 that would allow the program to be fully funded.

9. Did the applicant organization end its most recent fiscal year with a budget surplus or deficit? If so, briefly state the amount of the surplus or deficit and state how the surplus may be used (i.e. is it earmarked for another program) and/or how the deficit may be handled.

We ended 2019 with a surplus of \$21,187.68. This is due to the drop in payroll expenses since we did not have a full time executive director most of the year. This surplus is going back into the programs as well as a new position (Operations Manager).

## **ACCESS & INCLUSION**

10. As a community foundation, TFEC fosters a climate of purposeful inclusion that values diversity of gender, age, race, ethnicity, national origin, range of abilities, sexual orientation, and socio-economic status. Please state how your project will be made accessible to all individuals who qualify for participation in the project and describe any accommodations, modifications, technologies, or services you will offer to ensure that all eligible participants experience the best possible services or outcomes.

Brethren Community Ministries strives to foster a climate of inclusivity and accessibility for ALL of our community members. We make sure we have mentors and leaders who can connect with the experience these youth go through. We make sure to assist them in whatever they may need. We make sure to take our time especially with youth who do not have English as a first language, such as our Nigerian youth and those who are not quick learners or have trouble learning. We make sure that we are a space where youth can come and feel safe and taken care of.

## BUDGET WORKSHEET

Complete the Budget Worksheet below; a Project Total is required.

ITEM OR SERVICE <i>Examples include: Contracted Services, Equipment, Personnel, Supplies; list your own as appropriate.</i>	DESCRIPTION OF ITEM OR SERVICE	REQUESTED GRANT FUNDS <i>Indicate where funds sought through this grant opportunity will be applied.</i>	OTHER FUNDING SOURCES <i>State the names and amounts of all other funding sources.</i>	PENDING, COMMITTED, OR RECEIVED <i>Using a P, C, or R, indicate the status of all funding sources.</i>	\$ TOTALS <i>Add across to provide a total for each row. Total columns as indicated in bottom row.</i>
Award Outings	1 outing a quarter that educates as well as rewardign them for working on their trianing	\$1,500	\$300 - from Barnabas Fund	C	\$1,800
Program Supplies	includes materials for projects and everyday use such as paper and pens	\$500	will be handled on an as needed basis from Barnabas Fund	C	\$500
Food	every week we make sure participants have a hot meal	\$1,500	\$500- from Barnabas Fund	C	\$2,000
Building Use	this is for the use of the youth room and adjacent room at HFCoB	\$1,500	\$1,500 - from Barnabas Fund	P	\$3,000
		\$			\$
		\$			\$
		\$			\$
		\$			\$
		\$			\$

<b>TOTALS</b>	<b>\$5,000</b>	<b>\$2,350</b>		<b>\$7,350</b>
	<b>Total: Requested Grant Funds</b>	<b>Total: Other Funding Sources</b>		<b>PROJECT TOTAL</b>

## Brethren Community Ministries Staff and Board Members

**Don Mitchell –Chair** (2008-Present, starting serving as Chair in 2010)

**Term:** 2014-2019 (HFCOB Member)

**Legal Full Name:** Don Valliant Mitchell

**Date of Birth:** 9/16/47

**Home Address:** 231 Indian Creek Dr.  
Mechanicsburg, PA 17050

Cell: 310-779-9911

[dvm\\_90274@yahoo.com](mailto:dvm_90274@yahoo.com)

**Employment:** Retired/Owner of Transportation Services; Taxis' and Limousine, Director of Church Development, Atlantic Northeast District, Church of the Brethren

**Involvements:** Former Chair of Pacific Southwest District's /Imperial Heights Peace and Justice Center, Chair of Mission and Church Planting Commission of Pacific South West District of Church of the Brethren (PSWD), Member of PSWD Witness Commission (Resigned above duties after moving to Pennsylvania), Member of Urban Peace Tours, sponsored by the Church of the Brethren, General Board Witness Commission, Former member TURF Committee, Member of Urban Peace Tours, sponsored by the Church of the Brethren Witness Agency, TURF Committee, ANE Witness Commission, ON Earth Peace Board.

**Steve Seitz – Vice Chair** – (2013-Present)

**Term:** 2014-2019 (2013) (HFCOB Member)

**Legal Full Name:** Steven Lynn Seitz

**Date of Birth:** 9/28/1942

**Home Address:** 3332 Green St.  
Harrisburg, PA 17110

Cell [240-305-5504](tel:240-305-5504)

Email [slseitz@verizon.net](mailto:slseitz@verizon.net)

**Employment:** Steve is currently self-employed with his wife Dotti in their company, The Puppet and Story Works, providing shows for retirement communities, schools, and churches in the Mid-Atlantic States. Steve is retired from the federal Agency for Healthcare Research and Quality, Rockville, MD. Previously, he was a Project Officer for the National Training System for Substance Abuse Prevention at the Center for Substance Abuse Prevention in the Substance Abuse and Mental Health Services Administration, DHHS. Prior to that he had been a psychodramatist and counselor for the Washington D.C. city Mental Health Services Administration.

**Rick Woodard – Treasurer** - (2008-Present)

**Term:** 2014-2019

**Legal Full Name:** Richard Norman Woodard

**Date of Birth:** 8/20/1948

**Home Address:** 219 N. 23<sup>rd</sup> St.  
Camp Hill, PA 17011

Cell: 717-991-4204



[richard.n.woodard@gmail.com](mailto:richard.n.woodard@gmail.com)

Employment: Retired real estate agent with Century 21

Involvements: Founder and Co-Coordinator of the Allison Hill Fund; Member of Camp Hill Presbyterian Church; Board member (and current Chair) of the [Peace Tax Fund](#); Camp Hill Borough Council Member; Board members and Treasurer of Christian Churches United of the Tri-County Area; Current president of West Shore Sertoma, and has served as president in 2003-2005 as well.

**Wanda Santiago – Secretary (2004-Present)**

**Term:** 2014-2019 (2004)

**Legal Full Name:** Wanda Kay Santiago

**Date of Birth:** 9/18/1956

**Home Address:** 301 Crescent St.  
Harrisburg, PA 17104

Home: 717-236-8147

Cell [717-579-4782](tel:717-579-4782)

[sanwuan@comcast.net](mailto:sanwuan@comcast.net)

Employment: Owner-Operator of Santiago Day Care

Involvements: Volunteer with Community Life Team Activities, Tutor/Mentor with Hope Foundation, Coordinator for Underprivileged Children's Christmas Party, was on Board of Habitat for Humanity, was Tutor with TOYS, and was Chair of Parent Advisory Team for Harrisburg School district, neighborhood resident.

**Belita Mitchell- Board Member (2013-Present)**

HFCOB Sr. Pastor is Permanent Member (HFCOB Member)

**Legal Full Name:** Belita Doreen Mitchell

Date of Birth: 3/28/1946

**Home Address:** 231 Indian Creek Dr.  
Mechanicsburg, PA 17050

Cell: 310-779-9911

[pastorbelita@yahoo.com](mailto:pastorbelita@yahoo.com)

Employment: Senior Pastor at Harrisburg First Church of the Brethren since late 2003.

Previously employed as Associate Pastor and Executive Account Manager for a Fortune 100 Company in So. California.

Involvements: Church of the Brethren Annual Conference Moderator, 2007; Past Chair of Denominational Committee on Interchurch Relations and NCCC (National Council of Christian Churches) Delegate; Revivalist, Retreat Leader, and Workshop Presenter; Past Coordinator of the South Allison Hill Ministerium and member of The Milton Hershey Penn State Medical School Admissions Committee; Current Chair of Harrisburg Chapter of Heeding God's Call to End Gun Violence and National Board Member; Member of Atlantic Northeast (ANE) District Church of the Brethren (CoB) Urban Initiatives Task Team, and ANE District Standing Committee Delegate to the CoB Annual Conference.

**Pastor Ron Ludwick – Board Member (2015-Present)**

**Term:** 2015-2020

**Legal Full Name:** Ronald Elmer Ludwick

**Date of Birth:** 7/26/1949

**Home Address:** 920 Melody Lane  
Lebanon, PA 17046

Employment: Pastor with Shippensburg Church of the Brethren; Bethany Seminary Student;  
Pastor with Hanoverdale Church of the Brethren; Currently Pastor of Lebanon Church of the  
Brethren

Involvements: Zion Choral; Messiah College Choral Arts; Ministers of Music Quartet; Living  
Hope Counseling Center Board; Lebanon Valley Brethren Home Board

Cell [717-813-6314](tel:717-813-6314)

Email: [lcobpastor@comcast.net](mailto:lcobpastor@comcast.net)

**Colin Scott– Board Member (2018-Present)**

**Term:** 2017-2022

**Legal Full Name:** Colin Wayne Scott

**Date of Birth:**

**Home Address:** 5517 Partridge Court,  
Harrisburg, PA 17111

Cell [717-645-4711](tel:717-645-4711) Work [717-783-5949](tel:717-783-5949)

Email [cwscotty03@hotmail.com](mailto:cwscotty03@hotmail.com)

**Employment:** Assistant Counsel at the Pennsylvania Public Utility Commission

Involvements: Colin began as a Board Member with Brethren Community Ministries  
(bcmPEACE) in 2017. He currently serves on the Church of the Brethren Mission and Ministry  
Board to which he was elected at the 2017 Annual Conference, and is a member of the Board's  
Executive Committee. He assisted the Stewardship of Property II Committee (2017-2018) in his  
Board capacity. Colin is also a member of the Southern Pennsylvania District Board and is  
presently on the District Nurture Commission where he focuses on Youth ministry. On the  
District Board he was previously a member of the Church Development and Revitalization  
Commission (CDRC).

**Involvements:** Colin is a member of the Mechanicsburg Church of the Brethren (MCOB). In  
the past, he served on the church's Leadership Team; he was the Chairperson of the Christian  
Education Ministry Team. As a youth, he served on the Southern Pennsylvania District Youth  
Cabinet as well as on the Youth Steering Committee at MCOB. Colin teaches the Junior High  
Sunday School class and is a Youth Advisor at the church. Separately, he umpires baseball and  
softball as a member of the Central Penn Umpires' Association (CPUA) and USA Softball. He is  
also a member of Harrisburg Young Professionals (HYP).

**Mark Pickens– Board Member (2019-Present)**

**Term:** 2019-2024

**Legal Full Name:** George-Mark (Mark) Kibble Pickens

**Date of Birth:** 10/22/1982

**Home Address:** 345 Hummel St., Unit B,  
Harrisburg, PA 17104

Cell : (717) 829-5962

Email: [gmkpickens@gmail.com](mailto:gmkpickens@gmail.com)

**Employment:** Field Associate w/ Anabaptist Disabilities Network (ADN)

**Involvements:** Harrisburg First Church of the Brethren: Licensed Minister, Christian Education Team Member, Spiritual Life Team Member; Church of the Brethren Disability Advocacy Team Member; Consumer Advocate with Wheels in Motion Advocacy Team and The Center for Independent Living of Central PA; Board Member for PA's Statewide Independent Living Council (SILC), Central PA Diversity Forum Planning Committee Member

**Andy Hamilton– Board Member (2019-Present)**

**Term:** 2019-2024

**Legal Full Name:** Andrew Hamilton

**Date of Birth:** -

**Home Address:** -

**Cell:** -

**Email:** a.stewart.hamilton@gmail.com

**Employment:** Pastor at Steven's Hill Church of the Brethren

**Involvements:** -

#### **NON-VOTING—NOT BOARD MEMBERS**

**People to include on board discussions / activities:**

Gerald Rhodes

#### **Staff**

**Josiah Ludwick – Program Director (2013- Present)**

**Legal Full Name:** Josiah Ludwick

**Date of Birth:** -

**Home Address:** -

**Cell :** -

**Email:** josiahludwick@gmail.com

**Alyssa Parker– Operations Manager (2020-Present)**

**Legal Full Name:** Alyssa Monette Parker

**Date of Birth:** 11/10/1996

**Home Address:** 1317 Derry St. #2R  
Harrisburg PA 17104

**Cell :** (540) 718-6525

**Email:** alyssamonetteparker@gmail.com

**Louise Knight – Property Manager (2020 – Present)**

**Cell** (717) 919-4087

**Email** [larknight1223@gmail.com](mailto:larknight1223@gmail.com)



# Heeding God's Call to End Gun Violence 219 Hummel Street Harrisburg, PA 17103

July 28, 2020

Brethren Community Ministries  
Alyssa Parker, Operations Manager  
219 Hummel St.

Dear Brethren Community Ministries:

RE: Agape Satyagraha – Letter of Support

On behalf of Heeding God's Call to End Gun Violence – Harrisburg Chapter, please accept this letter of support to Brethren Community Ministries in their application for funding for their Agape Satyagraha program through the Greater Harrisburg Community Foundation UPstream Grant.

Heeding God's Call to End Gun Violence is an organization that is "Inspiring Hope, Raising Voices, [and] Taking Action to End Gun Violence". In Harrisburg, we work with churches and faith based organizations to bring an end to gun violence.

We have worked with the Agape Satyagraha program for years as the youth and leaders have participated in vigils, memorials, planning, and advocating. They have been a light to the community as they teach youth to resolve conflicts in a nonviolent manor as well as gain leadership and make a difference within Harrisburg and Allison Hill specifically.

Heeding God's call offers its support for this program because we have witnessed the fruit it bore in collaboration not only within our ministry, but in the overall community and personal growth. This program supports the mental and spiritual growth of young people to create a socially just community that is safe. We are proud to support a program that does this work.

If you require more information about Heeding God's Call – Harrisburg Chapter, please contact us via [www.heedinggodscall.org](http://www.heedinggodscall.org)  
717-903-2674  
GeraldWR@aol.com


Sincerely,

Gerald W. Rhoades  
Chair of the Harrisburg Chapter of Heeding God's Call to End Gun Violence

## 2020 GREATER HARRISBURG COMMUNITY FOUNDATION UPSTREAM SIGN & SUBMIT FORM

Provide signatures from the applicant organization, below. Both organization representatives must sign.

*By providing your original OR digital signature below, you agree that the provided information in this application is true to the best of your knowledge and may be submitted for review. Completion of this form is one component of your Complete Application.*

- |                                     |                        |               |   |
|-------------------------------------|------------------------|---------------|---|
| <input type="checkbox"/>            | <b>President/CEO</b>   | _____         | Click or tap here to enter text.  |
|                                     |                        | Ink Signature | Digital Signature   |
| <input checked="" type="checkbox"/> | <b>Board President</b> | _____         |  |
|                                     |                        | Ink Signature | Digital Signature   |

### REQUIRED ATTACHMENTS TO BE UPLOADED & SUBMITTED BY 4PM ON THE DEADLINE DATE

*All grant materials must be submitted through the TFEC online application system by 4pm on the deadline date.. This grant opportunity does not utilize delivered or mailed materials.*

- Complete Application:** Applicant Profile, Project Profile, Project Snapshot, Project Narrative, Budget Worksheet, and Sign & Submit Form with original or digital signatures.
- Board of Directors List:** Professional affiliations (ie: work positions and/or titles as applicable) must be included.
- ONE, TWO, or THREE letters of support with original or digital signatures. Applicants may submit the number of letters that will best support their application.** Letters of support from the applicant organization's Board of Directors will not be accepted. Identical form letters are discouraged. A minimum of ONE letter of support is REQUIRED for this grant opportunity regardless of response to Question 4.
- If you have indicated PARTNERSHIP with or SERVICE to other Agencies as stated in Question 4, you must upload letters with original or digital signatures documenting the relationship.** A letter of partnership or service may also serve as a letter of support if support is expressly stated.
- Applicants who utilize a FISCAL SPONSOR** must include a letter signed by the Executive Leader of the Fiscal Sponsor organization indicating agreement to serve as the Fiscal Sponsor. An original or digital signature is required.
- IRS 501(c)(3) determination letter.**
- 1st Page of Applicant Organization's Most Recent 990.** If 990 is not available, upload applicant organization's most recent audit or financial statement to meet this requirement.

### QUESTIONS

If you should have any questions regarding this form or TFEC grant opportunities, contact Jennifer Strechay, Program Officer for Community Investment, at [jstrechay@tfec.org](mailto:jstrechay@tfec.org) or 717-236-5040.