

## **Jordan Family Foundation**

**P. O. Box 280**

**Saegertown, PA 16433**

### Eligibility and Application Guidelines

- The project must enhance or otherwise benefit the community of Saegertown.
- The organization must be tax exempt under Section 501(c)(3), as demonstrated by a copy of the applicant's IRS determination.
- Organizations that are not independently incorporated as tax-exempt may apply through a qualified incorporated "conduit" organization, i.e. The Borough of Saegertown, PA.
- The organization must not discriminate on the basis of age, race, color, religion, national origin, handicap, sexual orientation, marital status, gender or gender identity in any program or activities receiving funds.
- Applications must be postmarked by March 31<sup>st</sup> or September 30<sup>th</sup> for consideration. Funds will be distributed by June 30<sup>th</sup> and December 31<sup>st</sup> respectively.
- Full project budgets should be included in this application.
- No awards will be made to individuals.
- All applications must be submitted using official Jordan Family Foundation application forms and mailed to the **Jordan Family Foundation, P. O. Box 280, Saegertown, PA 16433**
- A final report, with copies of invoices, must be submitted and a visit will be made upon completion of the project.

### Evaluation Criteria

- Evidence of community interest and support.
- Positive impact on the community.
- Non-duplication of existing programs and services.
- Qualified staff with ability to plan and to implement the plan.
- Evidence of organizational stability and/or fiscal responsibility.
- Accuracy and appropriateness of the budget.

**Jordan Family Foundation**  
**Project Grant Application Form**

Submission Deadlines

- Applications must be postmarked by March 31<sup>st</sup> or September 30<sup>th</sup> for consideration. Funds will be distributed by June 30<sup>th</sup> and December 31<sup>st</sup> respectively.

**Organization Data**

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

**Project Information**

Project Name: \_\_\_\_\_

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Project Location: \_\_\_\_\_

Please submit a brief narrative to explain what the funding will be used for and how it will benefit the community of Saegertown, PA.

**Project Budget**

**Income**

Amount of Request \$ \_\_\_\_\_

**Expenses**

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

**Total Expenses** \$ \_\_\_\_\_

**Application Certification**

I certify that the information contained herein and in all attachments and supporting material is true and correct, the filing of this application has been duly authorized by the governing body of the applicant, and the undersigned have authority to execute this application on behalf of the applicant.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date