

City of Allentown
2024 Funding Application

I. Contact Information

1. Legal Name of Organization

2. Organization's Alias (if applicable)

3. Name of Executive Director/CEO

4. Federal Tax ID Number (if applicable)

5. Organization's Physical Address

6. Mailing Address (if different from physical address)

7. Organization's telephone number

8. Organization's website (if applicable)

9. Contact Person's Name

10. Contact Person's Title

11. Contact Person's phone number

12. Contact Person's email address

II. Organization Information

1. Tax Exemption Status (if applicable)

2. Geographic Areas Served

3. Mission and Primary Purpose

4. Date founded:

5. Is this organization registered and in good standing ("active" status) with the city, county and current with taxes?

☐ Yes ☐ No

If no, please explain:

6. Is this organization currently in good standing and in compliance with all applicable Federal, State and Local Laws?

☐ Yes ☐ No

If no, please explain:

7. Describe the services the organization currently provides to City of Allentown residents.

8. Is this a minority owned organization? ☐ Yes ☐ No

9. Target populations served: (check all that apply):

- ☐ Youth
- ☐ Adults
- ☐ Seniors
- ☐ Low-Moderate Income households (defined in Grant Guidelines)
- ☐ LGBTQ+
- ☐ Veterans
- ☐ Persons with Disabilities
- ☐ Black, Indigenous, People of Color (BIPOC)
- ☐ Other (if other please explain).

10. Approximately how many people do you serve monthly?

11. Approximately what percentage of people you serve are residents of Allentown?

12. How are the people you serve included in your organization's decision-making process?

13. What are your organization's equity priorities?

III. Program Information

1. Name of Project, Program, or Request

2. Total Amount Requested (Note: The City of Allentown reserves the right to award less funds than requested).

3. Please describe in detail the program/project you are requesting to be funded. Include any helpful data, statistics, and narratives, and specify how these dollars will support this program or assist this agency.

4. Please explain how this program/project/request aligns with one of the priority areas specified in the program criteria (Housing Stock Improvement/Blight remediation, Eviction Prevention and Response, Essential Service Operational Support, Technology Infrastructure, Community Well-Being).

5. Is the population served by this project/program comprised of 51% or more Low-Moderate Income individuals.

☐ Yes ☐ No

6. Is the population your organization serves comprised of 51% or more BIPOC (Black, Indigenous, People of Color), LGBTQ+, and/or people with disabilities (as defined by the Americans with Disabilities Act)?

☐ Yes ☐ No

7. Approximately what percentage of people served by this program will be Allentown residents?

8. How does your organization intend to measure the success of this program/project?

9. Have you engaged other community partners in your program/project? List any partners.

10. In what ways does this project/program create a systemic and sustainable impact on the participants and community?

IV. Funding & Budget

1. What is your organization's projected total annual expenses for your upcoming fiscal year?

2. What is the budget for this program/project? (Please include an itemized budget of expenses for this program/project with the completed application)

3. What percentage of the program/project budget will these funds be used to support?

4. What, if any, other funding sources will support this program/project?

5. Have you been awarded other funds specifically for this program?

☐ Yes ☐ No

If applicable, please specify:

6. If this is an ongoing project, how does your organization plan to sustain this project in the future?

7. Does your organization have access to or employ a grant writer?

☐ Yes ☐ No

V. Required Supporting Documents

1. Please include the following documents, as applicable.

- ☐ State Tax Exemption Documentation or Internal Revenue Services (IRS) Determination
- ☐ Mission Statement
- ☐ Diversity, Equity and Inclusion Statement
- ☐ Annual Agency Audit
- ☐ Affirmation Letter of 501(c)(3), 501(c)(6), or 501(c)(19) status
- ☐ Articles of Incorporation, bylaws, and current list of board of directors and officers
- ☐ Limited liability company certificate of formation
- ☐ Fictitious name registration
- ☐ Pennsylvania Subsistence Certification.

2. Please include your organization's prior two years of IRS Form 990 and any extension documentation.

3. Please include your organization's current copy of IRS W9 Form.