



## 2023 Community Grant Application

### Guidelines and Instructions

Please read all instructions carefully before you begin to submit documents. All documents submitted become the property of Pearl Elegance Foundation, Inc. (PEF). It is the responsibility of the applicant to submit a complete proposal packet. The Foundation will not assume responsibility for organizing materials submitted separately.

The Community Grant is open to non-profit organizations and individuals for the following purposes:

- Attendance at seminars, workshops, and conferences
- Seed money to develop a project to address a specific Alpha Kappa Alpha Sorority, Inc. International Program (education, health, family, and environmental stewardship)
- Projects/activities supporting youth and families
- COVID-19 related projects
- Social Justice projects

#### **Instructions:**

- The awards will be announced in November. Awards range from \$250 to \$1,000.
- All applications must be typewritten and double-spaced.
- The applicant must submit narrative, budget and supporting documents not to exceed five (5) typewritten pages, double spaced.

#### **The narrative should include:**

- Name of project/activity
- Need or rationale
- Objectives
- Procedure
- Number of participants assisted by this program
- Target audience
- Relationship to Alpha Kappa Alpha Sorority, Inc. program priority
- Expected benefits
- Method of evaluation (with proper timeline)

#### **The budget must include:**

- Total funds for the project/activity
- Delineate the use of requested funds
- Funds from other sources (if applicable)

Within 90 days of completion of project/activity, a final report must be sent to PEF and include the actual budget expenditures and accomplishments.

**This is a one-time award. An organization that has received an award from PEF in the past is not eligible to apply.**

**Application Information:**

- Submit online, <https://pefinc.org> or via e-mail to: [grants@pefinc.org](mailto:grants@pefinc.org)
- Application Deadline: Thursday, August 31, 2023

If awarded, funds may be distributed in two (2) allotments of equal amounts (except for awards for seminars, workshops, and conferences):

## Application Cover Page

(must be typed and submitted with complete proposal)

**Individual or Organization Contact Information:**

Date of Application \_\_\_\_\_

Individual or Organization Name \_\_\_\_\_

Federal/Employer ID Number (if applicable) \_\_\_\_\_

Mailing Address of Organization \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_

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

Organization Website (if applicable) \_\_\_\_\_

**Primary Contact Information:**

Name \_\_\_\_\_

Title \_\_\_\_\_

Telephone Number \_\_\_\_\_

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