

The Christopher Ludwick Foundation

GRANT APPLICATION FORM

The Christopher Ludwick Foundation is named for Christopher Ludwick (1720-1801), Baker General of the Army of the United States during the American Revolution, whose estate provided a trust “for the schooling and education gratis, of poor children of all denominations, in the city and liberties of Philadelphia, without exception to the country, extraction, or religious principles of their parents or friends...” For two centuries the Ludwick trustees have fulfilled this mandate, and applications for projects meeting these guidelines are accepted annually between February 1 and March 31. The Board of Trustees meets in May and awards are usually announced on or about June 1.

INSTRUCTIONS FOR FILING APPLICATION

The original of this form and *fifteen* (15) photocopies should be submitted to the Foundation at the address set forth below, together with *one* copy of each of the following documents for the applicant organization:

- (1) its most recent IRS not-for-profit determination letter;
- (2) an audited financial statement for its most recently completed year of operation;
- (3) its current fiscal year budget;
- (4) its charter and bylaws; and
- (5) a list of its managing Board of Directors.

Failure to supply one or more of these documents may disqualify the application.

One set of other supporting documentation (such as annual reports and press clippings) may also be submitted but will not be returned.

Mail the completed application, together with supporting documentation, to:

Trina Vaux, Secretary
The Christopher Ludwick Foundation
P.O. Box 1313
Bryn Mawr, PA 19010

**APPLICATIONS MUST BE RECEIVED BETWEEN FEBRUARY 1 AND MARCH 31.
APPLICATIONS RECEIVED BEFORE FEBRUARY 1 OR AFTER MARCH 31 WILL
NOT BE CONSIDERED.**

Please submit applications on this form and limit responses to the space provided.

I. Applicant Organization

Name:

Address:

Date founded:

Website:

II. Contact Person

Name:

Title:

Address (if different from applicant organization):

Telephone:

Fax:

E-mail:

III. (a) What are the stated purposes of the applicant organization?

(b) What audience does the applicant organization serve?

(c) What is the applicant organization's total operating budget? \$_____

IV. Describe the project for which funds are being sought. Please be as specific as possible and limit your response to the space provided.

V. Specifically describe how this project will advance *the education of poor children in the City of Philadelphia* (the only purpose for which grants will be made).

VI. (a) Is the project described above a new project, or an extension/continuation of an existing program?

(b) How will the project's success be measured? If the project is an extension or a continuation of an existing program, how has the program's success been measured to date?

(c) Approximately how many children will be served by the project?

(d) Describe any relationship that the applicant organization has with the Philadelphia School District, and how your program assists students directly in their school curriculum.

VII. (a) **Amount requested from The Ludwick Foundation:** \$ _____*

(b) Total budget for the project: \$ _____

(c) List other entities supporting the project (including support that has been applied for but not yet approved):

VIII. (a) Commencement date of project for which grant is requested:

(b) Approximate date funds will be needed:

SIGNATURE: _____

TITLE: _____

DATE: _____

* Multi-year grants may be requested by institutions with a long established relationship with the Foundation.