



SMALL GRANT APPLICATION FORM

1. INFORMATION OF APPLICANT	This information will be primarily for awarding the grant.
1.1. Name of the Organization	
1.2. In which state is your organization based?	
1.3. In which City / County is your organization based?	
1.4. Please specify if your organization is 501(c)3 non-profit, government agency or public school?	
1.5. Federal Tax ID Number (EIN)	
1.6. Mailing Address Line 1	
1.7. Mailing Address Line 2	
1.8. City	
1.9. Zip Code	
1.10. URL of your Website	
2. COMMUNICATION FOR APPLICATION	All communication regarding your grant application will be sent via email. Please list contact information for the person in your organization who will be responsible and point of contact for all grant related communication.
2.1. Primary Contact First Name	
2.2. Primary Contact Last Name	
2.3. Primary Contact Email	
2.4. Primary Contact Phone Number	
2.5. Alternate Contact First Name	
2.6. Alternate Contact Last Name	
2.7. Alternate Contact Email	
2.8. Alternate Contact Phone Number	
3. ORGANIZATION INFORMATION	
3.1. Mission statement of your organization	



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3.2. What year was your organization established?	
3.3. Brief history of your organization and profile of your organization leadership	
3.4. Name of the Executive Director / President / Leader of your organization	
3.5. How many members in your board	
3.6. How many paid employees?	
3.7. How many volunteers?	
3.8. List projects your organization has completed in the last 3 years.	
3.9. Provide details or website reference of a recent project you have completed?	
4. PROJECT INFORMATION	
4.1. Proposed Title of Project	
4.2. Brief Description of Proposed Project (up to 200 words)	
4.3. Specify which PPFBO goal(s) this Grant proposal meets	a. Microfinance for underprivileged community b. Education/Training to address skill gaps in underrepresented communities c. Disaster relief for distressed community
4.4. Project Start Date	
4.5. Project End Date	
4.6. How will the requested funds be used?	
4.7. Provide details of how the project will be executed, monitored, and managed? (up to 500 words)	
4.8. What are the metrics and timeline for a successful outcome of the project?	
4.9. What impact will this project have in the community	



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4.10. How does this impact further support PFFBO's goals?	
4.11. Describe the capabilities of your organization that will help enhance the success of this project	
4.12. Please provide a contact name of a reference who can provide testimony on a project your organization has completed	
4.13. How and when will the project results be reported back to PFFBO?	
4.14. Are you willing provide PFFBO testimonial(s) about the successful outcome of your project?	
4.15. Are you willing to give permission to PFFBO to recognize & mention this grant on our website and link to your website?	
5. PROJECT BUDGET	
5.1. Total Project Grant amount requested from PFFBO	
5.2. Total Project budget of your overall project	
5.3. How does your organization plan to fund the difference between the overall budget and the PFFBO grant amount requested?	
6. REFERENCE INFORMATION	
6.1. How did you hear about PFFBO?	
6.2. If applicable, who referred you to PFFBO?	
7. SUBMITTING INSTRUCTIONS	Please download this application form and attach the completed form to pffbo.pdx@outlook.com . You will receive an email confirmation that your application has been received. For Small Grants Application Form must be submitted no later than on



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31 March or 31 June, 30 Sept or 31 Dec to be considered for following Quarterly session.

Based on the answers to the questions below, your organization may be eligible for funding from funds that are provided to PFFBO via the Benevity Donations matching program.

8. BENEVITY SELF CERTIFICATION	
8.1. Is your organization an approved organization to receive Benevity Donations?	YES OR NO
8.2. Have you submitted the self-certification declaration that is required by Benevity Clients?	YES OR NO
8.3. If you answered NO to the above two questions, then your organization will not be able to use the matching funds that are provided to PFFBO via Benevity Donations	To allow PFFBO to utilize resources from Benevity Donations you must agree to Benevity's Self Certification Declaration. To submit this agreement please send email to ppfbo.pdx@outlook.com with SUBJECT: REQUEST FOR BENEVITY SELF CERTIFICATION DECLARATION

Signature	
Full Name	
Title	
Date	

Please feel free to add more rows (attachment)...