



**CREW Philadelphia
Philanthropic Partner Application
General Information, Application & Instructions**

GENERAL INFORMATION

CREW Philadelphia (crewphiladelphia.org)

CREW Philadelphia provides opportunities to connect to a network of local and national members representing nearly every discipline within the commercial real estate industry. As a founding Chapter of the CREW Network (founded in 1989), CREW Philadelphia works diligently to further the organization's core mission - to influence the success of commercial real estate by advancing the achievements of women. Currently, there are over 10,000 members located in 70 major markets across North America.

CREW Network seeks to influence the success of women in the commercial real estate industry by focusing on fulfilling four key initiatives: business development, leadership development, industry research, and career outreach.

Our Core Values include:

- Leadership: A comprehensive approach to exhibit support, develop & innovate the best qualities of leadership
- Excellence: The highest standards in business, networking, and philanthropy
- Influence: The power to be an agent of positive change and create success
- Community: Support, assistance, and loyalty to others in a multi-disciplinary organization
- Integrity: Steadfast, trustworthy, and dependable
- Advancement: Leadership development, education, and opportunities

Our Criteria for determining the winner of the grant includes (in order of importance – from highest to lowest):

- Highlights and/or supports the achievement of women and/or girls.
- Supports the real estate industry.
- Provides career or life training through mentoring and/or networking.
- The funds for the grant will go towards a specific program which can be monitored and results seen.
- Ability for CREW Philadelphia to partner with the organization and help facilitate the program in which the funds will be applied.
- Impact the grant will have on the proposed project which the funds will be allocated.

Through our annual Fall Charitable Luncheon we provide the opportunity to create an advantageous partnership and relationship while making a tangible impact on our local communities. As such, CREW Philadelphia has committed to raise funds for the selected beneficiary.

Our community giving is centered around empowering and improving the lives of women and/or girls by supporting issues important to them and providing opportunities, tools and resources so that they can take personal action.

NOTE: CREW Philadelphia does not discriminate on the basis of sex, race, color, national origin, ethnicity, creed, religion, sexual orientation, gender identity, gender expression, age, marital status, physical and mental ability, military or veteran status, or any other characteristic protected under federal, state or local law.

CREW Philadelphia will support organizations and programs that address one or more of the following priorities:

- The positive development of women and girls
- The advancement of women and girls in commercial real estate

Philanthropic Partner Guidelines

1. 501(c)(3) Status:
Non-profit organizations that demonstrate tax-exempt status under IRS 501(c) (3); or groups or organizations that submit an application through a fiscal sponsor, (i.e., a tax-exempt organization under IRS 501(c) (3) that agrees to accept funds on its behalf).
2. Proceeds from the annual Fall Charitable Luncheon must be used to support activities that directly benefit women and/or girls, therefore, the Philanthropic Partner and/or programs are prohibited from using the proceeds for:
 - Capital campaigns, endowments, capital equipment, fundraising, emergency funding or special events
 - Government agencies, individuals, political campaigns or lobbying organizations
 - Advertising, publishing, or promotional materials
 - Attending third party conferences or one-time educational workshops
 - Religious programs (however, programs run by religious organizations may apply).
3. The organization chosen to be the Philanthropic Partner will need to do the following during the year of partnership:
 - Send a representative to the Fall Charitable Luncheon to accept the award and make a presentation about the organization.
 - Provide a time-line of when and how the grant will be used.
 - Work with a CREW Philadelphia member to discuss how CREW Philadelphia can help partner with and/or promote the project for which the grant was awarded.
 - Provide an end of year summary detailing how the funds were used.
4. The Philanthropic Partner will be required to sign an agreement with CREW Philadelphia, the form of which is attached hereto, documenting the use of the grant.

Restrictions:

Organizations that have been recipients of this award within the last two years will not be considered. These organizations may reapply again after a two year wait period.

APPLICATION INSTRUCTIONS

DEADLINE: June 29, 2017– 11:59 p.m.

1. All applicants are required to submit completed applications via email to crewphiladelphia@crewnetwork.org
****Please Note Email Subject as: “Philanthropic App.: + Your Organizations Name”.***

2. All applicants must include a copy of the following as part of the application:
 - 501(c)(3) ruling letter for your organization; or your sponsor's most recent 501(c)(3) ruling along with a letter from your sponsor indicating willingness to serve in that capacity.

 - Most recent audited/reviewed financial statements. If an audited financial statement is not available, include one copy of the organization's most recent Board-approved financial report/budget.

 - Current Board of Directors list.

 - General Application (Attached).

 - Application Narrative (3 pages or less)
 - a) Organization Information*
Briefly and concisely describe your organization's history, mission, major achievements, current programs and services, and your constituency (target groups and geographic locations).

 - b) Problem/Needs Statement*
Describe the needs or issues your program (program support requests) or organization (general operating support requests) addresses. Include relevant statistics or other information that substantiates the needs or problem identified.

 - c) Outline what the grant will be used for*
Describe how the funds will strengthen the capacity of your organization to better serve the needs of women and girls. Please outline your organization's goals, outcomes, strategies and activities that will be implemented to address your organizations priorities. Also, describe any collaboration with other organizations, program recruitment, and potential barriers to the organization/program.

 - d) Evaluation (1 page or less)*
Explain outcomes you are expecting of your organization or your program from the proceeds received from CREW Philadelphia. How will you measure outcomes and document your success? Describe the impact your program or organization had on your target population.



GENERAL APPLICATION

Organization's Legal Name: _____

Organization's Address: _____

Telephone number: Fax number: Website: _____

Executive Director: _____

Contact person and title (if different from Executive Director): _____

Phone # & Email address of contact person: _____

Date organization founded: _____

Does your organization have 501(c)(3) status? Yes No

If no, name of fiscal sponsor* for this application: _____
**A letter from the fiscal sponsor must be attached*

Total organizational budget (current fiscal year): _____

If proceeds will be used for a specific program/project, please attach Program/Project Budget (including a breakdown of the Sources and Uses of Funds)

Has your organization applied to CREW Philadelphia before? Yes No

If yes, please indicate most recent year: _____

Has your organization received CREW Philadelphia donation before? Yes No

If yes, please indicate years and amounts: _____

TARGET POPULATION

Please complete the following as accurately as possible for the population of women and girls directly impacted by your organization. Check all that apply.

1a. Total number of individuals (male/female) served/impacted: _____

1b. Number of women and/or girls directly served/impacted: _____

2. Age

- 0-4
- 5-9
- 10-19
- 20-29
- 30-39
- 40-60
- 61 and up

3. Economic Status

- No income
- Low income
- Middle income
- High income
- Other _____

4. Supported Regions

5. Ethnicity

- African American
- Asian
- Caucasian
- Latina
- Native American
- Multi-Racial
- Other

CREW PHILADELPHIA FUNDING PRIORITIES

Please identify which of the funding priorities this application addresses (check all that apply):

- The Positive Development of Women and Girls
- The Advancement of Women and Girls in commercial real estate