

**THE GRANDOM INSTITUTION**  
**1515 Cherry Street, Philadelphia, PA 19102**

**Heating Assistance Application Form**

*Apply by June 1. Grants are distributed the following December for low income heating.*

*Grandom grants are used to pay for heating assistance and may NOT BE USED FOR OVERHEAD COSTS.*

Organization: \_\_\_\_\_ Application Date \_\_\_\_\_

Service Area: \_\_\_\_\_

Contact name: \_\_\_\_\_ Title \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext \_\_\_\_\_ E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

Check all services that your organization provides:

LIHEAP Intake;  UESF;  Crisis;  Emergency Shelter;  Transitional Housing;  Weatherization;  Energy Education Workshops;  Home Repair;  Budget Counseling;  Financial Literacy;  Other – *Explain below:*

1. Amount requested: \$ \_\_\_\_\_
2. How many households did you help with heating assistance last year? \_\_\_\_\_
3. How many people benefitted? \_\_\_\_\_
4. What is your average grant? \$ \_\_\_\_\_
5. Did you provide grants for fuel oil? \_\_\_\_\_
6. If yes, what was your cost per gallon? \$ \_\_\_\_\_

**REQUIRED DOCUMENTS** *The following information and materials must be included with all grant applications:*

- A) Cover letter with grant request for the upcoming heating season. Please Include a brief description of:
  - a. Existing need and how you would you use a Grandom Institution grant
  - b. How your organization identifies recipients and delivers heating fuel
  - c. Are able to negotiate a discount for your clients from oil dealers?
  - d. Quantify heating fuel needs that you were NOT able to meet during the past heating season (October – April).
  - e. Explain any recent changes in your organization or heating fuel program.
- B) Copies of heating bills (If requesting a grant for an emergency shelter).
- C) Your organization's most recently filed IRS Form 990
- D) Proof of IRS 501(c)(3) status.
- E) List of Board of Directors