



PURPOSE

The Travel and Witness Granting Group (TWGG) provides grants to support service and witness by individuals following leadings of the Spirit.

TYPES OF GRANTS & ELIGIBILITY

1. **Travel grants.** These grants support documented travel costs to help:
 - a. Individuals engaged in promotion of international understanding, justice and peace Restricted to individuals traveling abroad or to international travelers coming to the U.S. for Quaker concerns.
 - b. PYM members and attenders traveling in Quaker service or under a religious concern recognized by their meeting, or under appointment by and on behalf of Philadelphia Yearly Meeting.
 - c. Students, whether Quaker or not, attending Friends Schools and travelling internationally on Friends' concerns.
2. **Grants to PYM Young Adult Friends (YAFs,** between the ages of 18 and 40) in ministry, service, witness, and Quaker study. Projects can take the form of putting Quaker values into practice and in action or to apply Quaker perspective to a pressing social concern. If a project involves work with a Friends organization, application should be made from the organization.
3. **Grants to organizations can be made for:**
 - a. Programs, events, or activities which support and build the community of PYM YAFs. This may include scholarships or subsidies for Quaker events or gatherings.
 - b. Travel expenses of PYM members and attenders traveling to PYM Annual Sessions, Continuing sessions, and Quarterly Meetings, or under appointment by and on behalf of Philadelphia Yearly Meeting.

APPLICATION REQUIREMENTS

1. Applicants must report on prior TWGG grants before making new applications.
2. Applicants must wait at least one year from applying before making a new application.
 - a. Except when applying for travel to Annual Sessions, Continuing Sessions, and/or Quarterly Meeting
3. Applications may **not** be made for:
 - a. Tuition aid for primary, secondary, or college education
 - b. Salaries or paid internships
 - c. Travel that occurs entirely outside the United States
4. For travel entirely within the United States, applications are not considered for:
 - a. Incidental costs of travel, such as overnight accommodations, event fees, and meals.
 - b. Travel costs that are normally covered by PYM committees' yearly budget. In extraordinary cases, their Council -- if unable to fund the travel -- may request a special grant on the committee or structure's behalf.
5. Applications for Travel Grants from PYM members and attenders traveling under religious concern, and not under appointment by and on behalf of Philadelphia Yearly Meeting, from a YAF, or incurred attending Philadelphia Yearly Meeting (YM) sessions, including continuing sessions, and for Quarterly Meeting (QM) sessions, **must** supply a travelling minute or minute for religious service from their Monthly Meeting, and to list their Meeting clerk or a member of their clearness committee as a reference.

GRANT SIZE

1. **Grants to individuals** range in size from \$200 to \$3,000. Grant size is limited by the availability of funds.
2. **Grants to organizations** range in size from \$200 to \$4,000.

PRIORITIES

The Travel and Witness Granting Group is composed of Friends of all ages from various PYM Monthly Meetings. The granting group's discernment is guided by these priorities. Preference is given to:

- a. First time applicants.
- b. Projects where there is a significant contribution from other sources or the individual in the form of financial support or services in kind (such as volunteer hours, use of meeting facilities, etc.)
- c. Projects that support Quaker testimonies including diversity, equity, and inclusion.
- d. Applicants with demonstrated need.

Individuals travelling to PYM Annual Sessions, Continuing Sessions, Quarterly Meetings, and under appointment by PYM are encouraged to contact PYM for non-grant travel support or reimbursement. While this type of travel in Quaker service is eligible for a grant, PYM has other funds available to support this type of travel.

APPLICATION PROCEDURES & TIMELINE

1. **Application:** Applications for travel grants must be made within four months of the completion of travel; applications for project grants must be made at least one month before the project begins.
2. **Deadlines for Application: March 1, June 1, September 1, December 1. Submit completed application:** Download the form online at www.pym.org/grants. Completed applications with all required documents may be submitted by:
 - a. E-mail to Grants@PYM.org.
 - b. Mail to Philadelphia Yearly Meeting, Attn: Grants, 1515 Cherry Street, Philadelphia, PA, 19102.
 - c. Through the online application form.
3. Confirmation of application: After you apply, PYM staff will confirm that your application was received, and then review your application for completeness before passing it on to the Granting Group to consider for approval. You may be asked to submit additional material, to submit missing material, or to clarify aspects of your application if they are unclear.
4. Decisions are made by the end of each month in which there is a deadline for applications.
5. If approved, grant checks will normally be mailed within the first two weeks of the month following (for the March deadline, grants will be mailed in April; for June, they will be mailed in July, and so on.)
6. Grant reports are due within one month of the end of the granted project/travel; grantees are expected to return grant money not used for the specified purpose at the time they report. Until a report is received, requests for new grants will not be considered.
7. Download the TWGG Report Form, from PYM's Forms & Guidelines webpage at <https://www.pym.org/grants/forms-and-guidelines/>. Email completed report to Grants@PYM.org, or mail it mail it to Attn: PYM Grants, 1515 Cherry Street, Philadelphia, PA, 19102, or complete the online report form

CONTACT

Phone: (215) 241-7116
E-mail: Grants@pym.org

Mail: TWGG, c/o
PYM Grants
Philadelphia Yearly Meeting
1515 Cherry Street, Philadelphia, PA, 19102

FUNDS

TWGG grants are made from the following donor-restricted funds, only for the purposes listed:

Friends Institute – *to support and encourage young adult Friends, between the ages of 18 and 40, in ministry, service, witness and Quaker study.*

International Outreach Pooled Fund –*to assist people to engage in activities that promote international understanding, justice and peace, by travelling to any part of the world where Quakers and others address conditions of injustice, conflict, the environment, or poverty or engage in fellowship among Friends.* [This is a Friends Fiduciary Fund]. (it can support incidental costs of travel, including meals and lodging.)

International Outreach Fund -- PYM Fund for same purpose as above.

John Pemberton Fund –*supports transportation expenses for Members of PYM traveling in Quaker service (but not incidental costs of travel).*