



NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ DATE OF APPLICATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_
Street Apartment or Unit #
City State Zip
Country

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

Application Details

PROJECT TITLE / GRANT PURPOSE: \_\_\_\_\_

GRANT AMOUNT REQUESTED: \_\_\_\_\_

[ ] PROJECT Location(s) or [ ] TRAVEL Destination(s): \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Date grant is needed: \_\_\_\_\_ Your final report date\* \_\_\_\_\_
\*Reports are due 1 month after end date, and 1 year from date of grant check at latest.

Mode(s) of Travel if relevant: \_\_\_\_\_

Is this the most cost-effective means of travel? \_\_\_\_\_

IF YOU ARE A MEETING MEMBER please fill in:

MONTHLY MEETING: \_\_\_\_\_ NAME of CLERK: \_\_\_\_\_

CLERK'S PHONE: \_\_\_\_\_ E-MAIL \_\_\_\_\_

YEARLY MEETING: \_\_\_\_\_

IF APPLICATION IS ON BEHALF OF AN ORGANIZATION OR PYM COMMITTEE please fill in:

ORGANIZATION NAME \_\_\_\_\_

ORGANIZATION ADDRESS: \_\_\_\_\_
Street Suite or Unit #
City State Zip

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**IF GRANT CHECK SHOULD BE MAILED TO ADDRESS OTHER THAN ABOVE please fill in and explain:**

**ADDRESS:** \_\_\_\_\_  
Street Apartment or Unit #  
\_\_\_\_\_  
City State Zip

**PLEASE EXPLAIN HERE:**

**IF APPLICANT IS UNDER 18 YEARS OF AGE please fill in:**

**NAME OF PARENT/GUARDIAN:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
Street Apartment or Unit #  
\_\_\_\_\_  
City State Zip

**PHONE:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**REFERENCES IF REQUIRED [see checklist on last page] please provide the following information:**

**1) NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_  
**RELATIONSHIP:** \_\_\_\_\_  
**LOCATION:** \_\_\_\_\_  
City State or Province Country  
**E-MAIL:** \_\_\_\_\_

**2) NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_  
**RELATIONSHIP:** \_\_\_\_\_  
**LOCATION:** \_\_\_\_\_  
City State or Province Country  
**E-MAIL:** \_\_\_\_\_

**TYPE OF GRANT Requested**

*Please check all boxes that apply to you.*

***Members of PYM Meetings only:***

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- Transportation costs of travel under a religious concern
- Transportation costs on behalf of and at request of PYM
- Transportation costs to PYM or Quarterly Meeting Sessions

***PYM members and other Individuals:***

- International travel and witness
- YAF Individual ministry, service, witness or Quaker study

***Organizations:***

- Young Adult Friends project or event
- Transportation costs to PYM or Quarterly Meeting Sessions

**Purpose for which the grant is sought:** *Include name(s) of Friends organization, committee, meeting, etc., under which travel or project is undertaken, or which your travel or project will involve. What impact do you expect the travel or project will have for you or for the beneficiaries of your project? If your proposal relates to, or meets the **needs/interests of PYM young adult Friends**, be sure to explain how.*

*Attach additional pages as needed*

**Travel/Project Budget:** Please list all expenses of project / travel and sources of funding.

Show amounts contributed or pending from other sources.

Figure automobile travel at the yearly IRS mileage reimbursement rate plus parking and tolls.

Please attach a separate copy of your budget if you need additional or different expense & income lines.

<b>EXPENSES</b>	Description (e.g. Airfare round trip)	Amount expected	Amount already spent	Amount (TOTAL)	Notes (optional)
Airfare		\$	\$	\$	
Bus/train		\$	\$	\$	
Cabs		\$	\$	\$	
Automobile		\$	\$	\$	
Luggage Fees		\$	\$	\$	
Event Registration		\$	\$	\$	
Lodging		\$	\$	\$	
Supplies		\$	\$	\$	
Project Costs		\$	\$	\$	
Other (list):		\$	\$	\$	
		\$	\$	\$	
		\$	\$	\$	
<b>TOTAL Expenses</b>					

<b>INCOME</b>	Description (e.g. Fund-raising event at my Meeting)	Amount expected	Amount received so far	Amount (TOTAL)	Notes (optional)
Applicant		\$	\$	\$	
This Grant Request		\$	\$	\$	
Individual Contributions		\$	\$	\$	
Monthly Meeting		\$	\$	\$	
Other (list):		\$	\$	\$	
		\$	\$	\$	
		\$	\$	\$	
<b>TOTAL Income</b>					

**Required References and Documents**

Some grant applications require additional endorsements or support, explained below. See checklist on the following page for requirements.

**Clearness committee:** This is a requirement to test your leading to travel and witness with a group of experienced Friends or members of your Meeting or faith community. Please supply names and contact information for the group that has helped you in this way to discern your calling to this activity.

**References:** These are people who know you well and who are familiar with your travel plans. Please include members of Philadelphia Yearly Meeting or other Quakers if any are involved.

**Minute of support:** Friends traveling under a religious concern request a minute of travel for religious service or minute of introduction from their Monthly Meeting. For Young Adult Friends, your minute of support can be from your Monthly or Quarterly Meeting, your clearness committee or an endorsement from a person familiar with your proposed travel or witness.

**Minute of appointment:** If traveling at the request of Philadelphia Yearly Meeting, please attach the Yearly Meeting minute and/or other documentation approving your appointment to engage in this travel.

**Spiritual journey essay:** A brief (one-page maximum) statement of your experience of the spirit in your life; how were you led to this point? What actions have you taken so far and what insights have been given you? How did your intention to undertake the proposed witness or travel become clear?

CHECKLIST							
	Grants to Individuals					Grants to Organizations	
	Travel to YM or QM Sessions	Travel at request of PYM	Travel under religious concern	YAF Grant	International Grant	YAF Grant	Travel to YM or QM Sessions
Application form	x	x	x	x	x	x	x
Clearness Committee			x		x		
References			Clerk of Meeting	2	2		
Minute of support			Monthly Meeting	x			
Minute of appointment		x					
Receipts*	x	x	x	x	x	x	x
Budget	x	x	x	x	x	x	x
Spiritual journey essay			x	x	x		

**Receipts:** note that receipts must be must be submitted *either* in the application itself *or* as part of the report on the grant, in sum of at least the size of the requested grant. For travel grants, note that grants can only support documented costs of travel. Submitting receipts in advance, where possible, generally strengthens applications. For car travel reimbursed at the IRS mileage rate, please provide a map showing a route and calculated mileage should be attached. For tolls, parking, and taxis, provide receipts. Gasoline is covered under the mileage rate.

**Please submit your completed Application with required documents via email to [Grants@pym.org](mailto:Grants@pym.org) in MS-Word compatible, PDF, or text format with subject line: *Travel & Witness grant application*. We look forward to hearing from you!**