



*Membership Development Support grants are made directly from a portion of the unrestricted bequests left each year to Philadelphia Yearly Meeting, and not from income on investments. These gifts are used to increase and strengthen membership, so that the Society of Friends will remain vital well beyond the donor's lifetimes and our own.*

#### **PURPOSE**

If the Society of Friends is to remain vital, outreach is a need for every Meeting, large and small. This fund supports work to attract new people to our Meetings and to our beliefs. It is our hope that each Meeting will discuss outreach as an opportunity to be seized and to grow on, and will develop its own ideas to attract new people to attend Meeting. As the name suggests, the fund also supports projects to strengthen current members and attenders in their development as Friends, and to strengthen Meeting communities so they are attractive and welcoming to new people. Friends are encouraged to envision the growth they seek, and to innovate to achieve it!

#### **WHO CAN APPLY?**

The Membership Development Support Fund is available to all Monthly and Quarterly Meetings of Philadelphia Yearly Meeting for projects that promote membership development. Meetings that apply must commit some of their own funds to the projects they propose.

#### **GRANT SIZE**

Grants range from \$50 to \$5,000 for a one-year period. Multi-year grants will be considered only in rare cases, and only when a major goal is reachable through clearly identified stages.

#### **THE FUND CAN SUPPORT PROJECTS TO:**

1. Enhance the visibility and outreach of Monthly Meetings in their communities
2. Attract new people to attend Meeting for Worship
3. Increase engagement of members and attenders in the Meeting community
4. Strengthen and increase membership in Monthly Meetings

**GRANTS WILL NOT BE MADE** for projects that have already been completed. Please plan to apply at least two months before your project is due to begin.

#### **APPLICATION**

There are two different application forms, with two different deadlines; one is for requests of \$1,000 and under, the other for requests over \$1,000.

**Requests for up to \$1,000:** Meetings must complete the 'Short Form' on the following pages.

**Requests for over \$1,000:** Meetings must complete the Quaker Grantmakers Common Form, using the instructions on the following pages. The Quaker Grantmakers Common Form can be downloaded [from the PYM website](#).

Meetings requesting more than \$1,000 do not need to complete the Short Form; Meetings requesting \$1,000 or less do not need to complete the Common Form.

#### **DEADLINES:**

**COMMON FORM applications** are due by 5:00 PM on the first day of September, December February & May.

**SHORT FORM applications** may be submitted by the first day of any month, September through June.

#### **REPORTING:**

A report on the granted project is due **within 1 year of the application date or within 2 months of the end of the project**, whichever is earlier. Reporting requirements vary between Short Form and Long Form applications, and are detailed at the end of each respective application.



1. NAME OF MEETING: \_\_\_\_\_ 2. DATE OF APPLICATION: \_\_\_\_\_

3. MEMBERSHIP:

Total adult members	Active adult members	Adult attenders	Active youth under 18

4. CONTACT NAME: \_\_\_\_\_

5. CONTACT MAILING ADDRESS: \_\_\_\_\_  
Street City State Zip

6. CONTACT PHONE (DAY): \_\_\_\_\_ (EVENING): \_\_\_\_\_ (CELL): \_\_\_\_\_

7. CONTACT E-MAIL: \_\_\_\_\_

8. SEND CHECKS FOR THE MEETING TO: \_\_\_\_\_  
Name Title/Role (Treasurer, Clerk etc.)

\_\_\_\_\_ Street City State Zip

9. PROPOSAL TITLE: \_\_\_\_\_ 10. AMOUNT REQUESTED: \_\_\_\_\_

11. Date funds are needed: \_\_\_\_\_ 12. Project start date: \_\_\_\_\_ 13. end date: \_\_\_\_\_

*Reminder: Applications must be received at least two months before the beginning of a project. A grant report is due two months from the end of a project or one year from the date of application, whichever is earlier.*

14. PLEASE DESCRIBE YOUR PROJECT, AND THE PROCESS BY WHICH YOUR MEETING DECIDED TO MAKE THIS PROPOSAL:

15. WHAT DO YOU EXPECT TO ACCOMPLISH WITH THIS PROJECT? LIST CONCRETE OBJECTIVES:

16. HOW WILL THE PROJECT CONTRIBUTE TO MEMBERSHIP DEVELOPMENT? HOW WILL ACCOMPLISHING YOUR OBJECTIVES INCREASE AND STRENGTHEN MEMBERSHIP?

17. WHO WILL OVERSEE AND IMPLEMENT THE PROJECT?

18. ARE THERE OTHER RESOURCES PYM CAN PROVIDE TO MAKE THE PROJECT A SUCCESS?

**SHORT FORM REPORTING REQUIREMENTS**

19. DATE REPORT IS DUE: \_\_\_\_\_ SEE BELOW

*IF YOU RECEIVE A GRANT, a report is due two months after your project's **end date** or one year after the **date of this application**, whichever comes first. Unspent funds are to be returned at that time.*

***Your report may be published or excerpted in PYM's website and newsletters. Photographs with photo credits are welcome.** The report must include:*

- a) One paragraph explaining how the grant helped to increase or strengthen membership in your Meeting.
- b) A brief but complete accounting of your project's expenses and incomes, with all funding sources listed.

**20. ATTACHMENTS: #1 & 2 are REQUIRED; #3 IS OPTIONAL.**

- PROJECT BUDGET WITH ALL FUNDING SOURCES (BOTH ACTUAL AND EXPECTED) INDICATED
- MEETING'S MINUTE APPROVING APPLICATION ON ITS BEHALF TO THE MEMBERSHIP DEVELOPMENT SUPPORT FUND FOR THIS PROJECT.
- OPTIONAL: ANY SUPPLEMENTAL DOCUMENTATION THAT MAY HELP THE GRANTS GROUP UNDERSTAND THE GOALS AND NATURE OF THE PROJECT.

21. **DEADLINES:** SHORT FORM PROPOSALS MUST BE RECEIVED BY 5:00 PM ON THE FIRST DAY OF THE MONTH, SEPTEMBER THROUGH JUNE. PLEASE APPLY AT LEAST 2 MONTHS BEFORE YOUR PROJECT WILL BEGIN.

22. SIGNED BY \_\_\_\_\_ CLERK OF THE MEETING, DATE \_\_\_\_\_

**Applications and reports may be be-mailed to [grants@pym.org](mailto:grants@pym.org) or mailed to:** Membership Development Granting Group, c/o Director of Grant Making, Philadelphia Yearly Meeting 1515 Cherry Street, Philadelphia, PA 19102



## *Instructions for use of the Quaker Grantmakers Common Form*

Download Common Form at  
[www.pym.org/grants/forms-and-guidelines/](http://www.pym.org/grants/forms-and-guidelines/)

- 1) **COPIES:** Only one copy is needed if submitting the application by mail.
- 2) **APPLICATION FORM:** You may skip item 12 on page 1 of the Common Form.
- 3) **PROPOSAL:** includes ½ page summary, and 2-page narrative. The narrative includes the funding request and evaluation section as outlined below.
- 4) **FUNDING REQUEST:** *For your Narrative, please follow the outline below and NOT the instructions in the “Narrative” section 2A on page 2 of the Common Form.*
  1. Describe the process by which your Meeting developed this project.
  2. How will the project contribute to membership development?
  3. What is your Meeting’s current membership, including total number of current adult members, active adult members, adult attenders, and active youth under 18?
  4. What individuals or groups do you intend to reach?
  5. What do you expect to accomplish with this project? What are the short-term and long-term goals?  
*Please be as specific as possible. Your evaluation will refer to these goals.*
  6. List events & activities planned, with timetable for implementation and completion.
  7. List key people responsible for the project and their roles and qualifications.
  8. How does the Meeting plan to contribute to this project?
  9. Explain interactions with other organizations, if relevant.
- 5) **EVALUATION:** Follow “Evaluation” section 2B on page 2 of the Common Form, making sure you base your evaluation of your project’s success as membership development on your goals described in item #5 above. Please choose evaluation measures that will help your Meeting to understand which efforts have worked, which have not, and why.
- 6) **ATTACHMENTS:** if mailed, only one copy each of the following is required:
  1. Project budget with all potential or actual funding sources indicated. Please list all funds applied to, amount requested, and status (pending, granted or refused) of your request.
  2. Financial Questionnaire for Meetings from the Common Form, lines 1 to 12 only.
  3. The Meeting’s operating budget for the current fiscal year and most recent annual financial report.
  4. List of Meeting’s Clerk and other officers with contact information.
  5. Meeting’s minute approving application on its behalf to the Membership Development Support Fund for this project.
- 7) **DEADLINES:** Common Form applications must be received by 5 PM on the first day of SEPTEMBER, DECEMBER, FEBRUARY or MAY.

*Applications and reports may be e-mailed to [grants@pym.org](mailto:grants@pym.org)  
or mailed to*

Clerk, Membership Development Granting Group  
c/o Director of Grant Making, Philadelphia Yearly Meeting,  
1515 Cherry Street, Philadelphia, PA 19102

### **Reporting Requirements for Common Form Applications**

If you receive a grant, you are expected to submit a report within one year of your application, or within two months of the close of your project. At that time, any unspent granted funds must be returned to the Membership Development Support Fund.

Your report must evaluate how the project succeeded as MEMBERSHIP DEVELOPMENT as described in the EVALUATION section of your proposal. **Your report may be published or excerpted in PYM's website and newsletters.** It should include:

1. A brief accounting of the use of the grant, with reference to the evaluation criteria included in your Common Form application,
2. A project budget listing all project income and expenses
3. Results such as participation levels at programs, new attenders at worship, attenders who become members, effects on your Meeting as a community, and broader public visibility resulting from the project
4. Scans of printed media coverage generated, and electronic photographs *with sources and photo credits.*
5. An analysis of how your project increased and strengthened membership. What worked, what did not, and why? Both qualitative and quantitative measures are helpful, as are lessons learned for future in-reach or outreach efforts.

Your candid appraisal will provide helpful information for future outreach efforts of other Meetings