Maritime Education Program

The W.W. Smith Charitable Trust

Program Guidelines

MARITIME EDUCATION

W. W. Smith funds maritime education efforts that promote positive youth development and appreciation for local waterways in the Greater Philadelphia area (e.g., Delaware River, Philadelphia waterfront).

Historically, funded programs incorporated the following:

- **Academics** – supporting improvement in youth academic outcomes, school attendance, participation in out-of-school time activities, and measurable positive development.

- **Life Skills** – promoting positive self-concept, personal development, healthy relationships, financial literacy, and other life skills among youth.

- **Maritime Skills** – practicing traditional maritime skills and crafts such as boatbuilding and paddling.

- **Maritime History** – exposing youth to maritime history, science, technology, culture, environment, and local waterways.

- **Career Skills** – providing youth opportunities to practice transferable job skills and gain awareness of careers in maritime-related fields.

- **Youth Leadership** – encouraging youth to share their learning through various exhibitions, peer mentoring, or leading on water experiences for the community.

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HOW TO APPLY

- Requests must be submitted using the Trust's online grant application.

- Proposals are accepted on a continuous basis and reviewed at the next regularly scheduled Trustees' meeting following the date of submission. Please allow up to six months for a decision status.

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ELIGIBILITY AND SELECTION

- Organizations in existence for at least one year are eligible. We do not make grants to private foundations, Type III supporting organizations, or individuals.

- The organization must have an established service location in the five-county Greater Philadelphia area (Bucks, Chester, Delaware, Montgomery, Philadelphia) or City of Camden, NJ.

- Applicants are limited to one proposal at a time and one grant per year.

- Funds must be used for youth development activities that promote maritime education.

- Most of the grant-supported efforts should benefit low-income or otherwise disadvantaged school-aged youth residing in the five-county Greater Philadelphia area (Bucks, Chester, Delaware, Montgomery, Philadelphia) or City of Camden, NJ.

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FUNDING

- Grants are awarded for a one-year term.

- Organizations receiving three consecutive years of funding may be less likely to receive an immediate renewal.

- The minimum award is $5,000.

- Grants typically range from $25,000 to $50,000. You can contact us to inquire about your request plans.

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USE OF FUNDS

- Funds may be used for maritime education programmatic expenses.

- Administrative overhead may be included at 10%.

- W. W. Smith does not support capital campaigns, general operating, computer systems, vehicles, new building construction, or retroactive funding of non-emergencies.

Application Tips

The following are some helpful tips to get started:

- You have access to collaborate with other individuals on this request. To invite others to collaborate, click the blue "Collaborate" button in the top-right corner. You may use this article for additional instructions or troubleshooting.

- You have access to translate this application to other languages. Click the Google icon in the top-left corner to begin.

- Add administrator@grantinterface.com to your address book or safe senders list to ensure you receive all system communications.

- **Experiencing a technical error?** Email support@foundant.com to be directly assisted by experts trained with this online software. You can copy info@wwsmithcharitabletrust.org when sending that email so that our team is aware.

- Before filling out the application, you may find it helpful to click the "Preview" or "Question List" button above. This will offer you a preview of all of the questions on the application. When you opt for Question List, this will generate a PDF version of the questions; you can download and save to access when not in our grant portal.

- You may wish to utilize a word-processing tool (e.g. Microsoft Word, Google Docs), then cut and paste your responses into the application.

- You may save and return to your application at a later time by clicking the "Save Application" button at the bottom. Be sure to bookmark our application web page or you can access it by going to wwsmithcharitabletrust.org/maritimegrants.html and clicked the link under Apply Online.

- When clicking the "Submit Application" button, you will be required to review the entire application one final time.

- Email info@wwsmithcharitabletrust.org if you have any questions.

Key Contacts

Board Chair Contact Information*
Provide your Board Chair: Name, Email, Phone Number

Character Limit: 1000

Project Contact Information*
If there is a person responsible for managing the proposed project or program, provide: Name, Title, Email, Phone Number, Address.

Character Limit: 1000

Organization Overview

Mission Statement*

Briefly summarize your organization's current mission.

Character Limit: 250

History*

Give a brief summary of your organization's history.

Character Limit: 2000

Main Services*

List the name and short description of up to five (5) of your main services or programs.

Character Limit: 2000

Recent Achievements (optional)

Please share up to 3 of your organization's recent achievements and/or recognitions.

Character Limit: 1000

Number of Full Time Staff*

Character Limit: 5

Number of Part Time Staff*

Character Limit: 5

Number of Volunteers*

Character Limit: 6

Leadership and Governance

Executive Director*

Briefly describe the Executive Director's full name, background, length of time with the organization, experience, and/or education.

Character Limit: 1000

Board Members List*

Provide name, board role (e.g. officer, committee chair, member), years of board service with your organization. *Do not provide contact information.*

Character Limit: 5000

Organization Finances

CURRENT FISCAL YEAR FINANCES

Total Annual Budget*

- Enter the total amount of your organization's annual budget for its current fiscal year.

- Do not include dollar sign. For example, if amount is $50,000 input 50,000.

Character Limit: 20

Administrative / Overhead Percentage*

What percentage of your budget is allocated to administrative (i.e. management and fundraising) expenses?

Enter the number only. Do not include % sign.

Character Limit: 3

Organization Budget Upload*

- Provide organization budget, including anticipated sources of income.

- For some applicants, the organization budget also serves as the program budget. If this is the case, please upload the same budget for both the organization and program budget uploads in this form.

File Size Limit: 5 MB

Foundation Funding*

If you have received foundation grant funding in the past year, please list the name of foundation, amount, and purpose (general operating or project-restricted).

Limit to the 5 highest awards.

Character Limit: 500

RECENT FINANCIAL REPORT SUMMARY

- Complete the following sections using information included on your organization's most recently filed IRS 990 return. If your organization does not file a tax return, use information from its most recent financial statement.

- Enter "0" for items that are not applicable.

- Do not include dollar sign. For example, if amount is $50,000 input 50,000.

Revenue and Expenses Summary

REVENUE CATEGORY	AMOUNT

Contributions and Grants	
Program Service Revenue	
Investment income	
Other Revenue	
Total Revenue	

EXPENSE CATEGORY	AMOUNT
Program Services Expenses	
Management and General Expenses	
Fundraising Expenses	
Total Expenses	

Nets Assets or Fund Balance (Year-End)

Total Assets	
Total Liabilities	
Net Assets or Fund Balance	

FINANCIAL COMMENTS (Optional)

If applicable, you can use this section to:

- Explain any significant financial changes (e.g. shifts in funding, major deficits or surpluses, unusual
  spending or income, etc.) impacting your budget and/or recent financial reports.

- Explain if your organization did not file an IRS 990 tax return for its prior fiscal year,

- Share any additional finance-related comments.

Character Limit: 1000

Request

REQUEST OVERVIEW

Project Name*

Name of Project.

Character Limit: 100

Project Site Address(es)*

List the site address(es) for your proposed project (if different from your main address). Otherwise, enter "Same as main address" as your answer.

Character Limit: 500

Geographical Area Served*

The Maritime Education Program supported is limite to the five-county Greater Philadelphia

region (Bucks, Chester, Delaware, Montgomery and Philadelphia counties) or the City of Camden, NJ.

Please indicate the county(ies) of residence for the persons impacted by this grant (check all that apply).

Choices

Bucks County, PA
Chester County, PA
Delaware County, PA
Montgomery County, PA
Philadelphia County, PA
Camden, NJ

Number of Youth*
How many children / youth do you expect to benefit?

Character Limit: 4

Age Groups*
Detail the age groups (or school grades) that would benefit from this grant.

Character Limit: 500

Percent of Persons Low-Income*
Of the persons who would benefit from this grant, what percentage would you expect to be lowincome?
For this question, please use "at or below 200% of the federal poverty guidelines (FPG)" as a guide.

You can click here or search online for HHS Poverty Guidelines for the current year.

Enter number only. Do not include % sign.

Character Limit: 3

Low-Income Determination*
What method(s) do you use to determine the income level for the persons who would benefit from this grant?

Character Limit: 1000

PROJECT PLAN

When responding to items in this Project Plan section, keep in mind that funded programs have typically incorporated the following:

- **Academics** – supporting improvement in youth academic outcomes, school attendance, participation in out-of-school time activities, and measurable positive development.

- **Life Skills** – promoting positive self-concept, personal development, healthy relationships, financial literacy, and other life skills among youth.

- **Maritime Skills** – practicing traditional maritime skills and crafts such as boatbuilding and paddling.

- **Maritime History** – exposing youth to maritime history, science, technology, culture, environment, and local waterways.

- **Career Skills** – providing youth opportunities to practice transferable job skills and gain awareness of careers in maritime-related fields.

- **Youth Leadership** – encouraging youth to share their learning through various exhibitions, peer mentoring, or leading on water experiences for the community.

Project Need*

Describe the need for your proposed project.

- Identify the issue or need to be addressed, providing evidence of size and/or severity.
- Provide demographic and geographic information regarding the community, neighborhoods, and/or persons who would benefit from this grant.

Character Limit: 2000

Project Goals*

List up to 3 goals for this project.

Character Limit: 1000

Project Activities*

- List the main activities your organization will undertake to achieve the goal(s).
- If this is an ongoing program, briefly describe the typical activities, service process, and how many persons benefited over the past two years.

Character Limit: 5000

Project Staff*

- List up to 3 persons most responsible for this project
- Only list full name, job title, and number of years employed with your organization.

Character Limit: 1500

Measuring Progress*

- How would you define "success" for this specific project?
- How do you intend to track and document any successes?

Character Limit: 1000

Collaboration*

Briefly describe any formal or informal partnerships that may be relevant to this grant request.
(Insert N/A if not applicable)

Character Limit: 1000

Continuum of Services*

How will the proposed project complement other local efforts to address the same needs?

Character Limit: 1000

External Monitoring*

- Briefly describe any external groups that monitor or evaluate the activities related to this grant request.

- Examples include government agencies, certifying entities, professional associations, and/or funders that regularly review your activities based upon set criteria.

- Insert N/A if not applicable.

Character Limit: 500

Request Amount and Budget

Grant Request Amount*

- Do not include dollar sign. For example, if amount is $50,000 input 50,000.

Character Limit: 20

Total Program Budget*

- Do not include dollar sign. For example, if amount is $50,000 input 50,000.

Character Limit: 20

Program Budget*

- Provide a program budget (if applicable), including anticipated sources of income.

- For some applicants, the organization budget also serves as the program budget. If this is the case, please upload the same budget for both the organization and program budget uploads in this form.

File Size Limit: 5 MB

Other Project Funding*

- List other sources that may fund this project. List funding source, amount, and status (pending or received/committed) for each.

- For pending grant requests, include funder's name, amount requested, and expected decision date.

- If only pursuing funding from W. W. Smith, please state that.

Character Limit: 1000

Prior W. W. Smith Funding

Most Recent W. W. Smith Grant Summary (If applicable)*

Provide a summary of your most recent W. W. Smith Basic Needs grant. Include the following:

- Notice of Award Date

- Award Amount

- Use of Funds

- The number of seniors, children, or families with children served with the funds and how they benefited.

If you have not received a W. W. Smith grant in the past, please state that below.

If you are a current grantee submitting this application prior to the end of your grant period, use this section as your interim progress update, based upon use of funds to-date. If awarded a follow-on grant, your full final report will be requested closer to the start date of your new award.

Character Limit: 2000

Payee Information

Mailing Address*

If awarded, you will be mailed a check. Please type your mailing address below, including contact person for payments and the name of your organization as it should appear on the check.

Note: If you are applying under a fiscal sponsor, please indicate that and provide the sponsor's Organization Name, Tax ID (EIN), Mailing Address, and Contact Person (Name, Phone, Email Address).

Character Limit: 2000

Attachments (Not Required At Time of Submission)

Financial Statements*

Please upload your most recent annual financial statement (audited if available)
If your organization is audited or reviewed, upload your most recent audit or review. If not, upload the board-approved financial statements from your most recently completed fiscal year.

File Size Limit: 5 MB

Organization Budget for Current Fiscal Year*

Upload the organization's annual budget, including both expenses and income, for the current fiscal year.

File Size Limit: 5 MB

IRS 990

Please upload most recently submitted / accepted IRS 990.

File Size Limit: 5 MB