



## Program to Aid Citizen Enterprise Intensive Services Program LETTER OF INTENT

The Board of Directors of \_\_\_\_\_ hereby submit this notification of our intent to present a proposal to Program to Aid Citizen Enterprise (PACE) Intensive Services Capacity Building Program requesting funding consideration for the 2017-2018 grant year. The proposal will adhere to PACE eligibility guidelines.

**The mission of PACE is: To strengthen the community-based organizations that potentially or demonstrably can assist African American and economically disadvantaged communities to identify their needs and take effective action.**

The application must clearly demonstrate how the proposed project will build the capacity of the organization to carry out its mission and serve the community. Eligible organizations must meet the following criteria to be considered for funding:

### **Eligibility Checklist:** (Please initial each criteria)

\_\_\_\_\_ Organization is **not** a United Way of Southwestern Pennsylvania (United Way) partner agency

\_\_\_\_\_ Organization is situated and offers its primary services in Western Pennsylvania

\_\_\_\_\_ Organization has not participated in PACE's capacity building program, each year for the last 5 years

\_\_\_\_\_ Organization is not currently participating in PACE's Strategic Action Planning program

\_\_\_\_\_ Organization or project must address the needs of the African American and economically disadvantaged communities in accordance with one or more of the United Way's Critical Issue Impact Areas

Please check all categories appropriate to the constituents you serve:

\_\_\_\_\_ **Mission United** – enables military veterans and their families to successfully acclimate back to civilian life

\_\_\_\_\_ **Helping Families Thrive (formally Financially Struggling Families)** – helping financially struggling adults and families achieve self sufficiency

\_\_\_\_\_ **Children & Youth** – helping teens & young adults succeed and reducing risk factors for young children

\_\_\_\_\_ **Seniors** – assisting vulnerable seniors and adults to remain safely in their homes

\_\_\_\_\_ **People with Disabilities** – assisting vulnerable adults with disabilities to remain safely in their homes

\_\_\_\_\_ Organization's project(s) must be designed and implemented as non-partisan and non-discriminatory activities without regards to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status

\_\_\_\_\_ Organization must be an incorporated, non-profit entity, eligible for exemption from Federal Income Tax under the provisions of the U.S. Internal Revenue Service Code 501 (c) (3) or have a sponsor organization with nonprofit status

\_\_\_\_\_ Organization or its sponsoring organization must have a board of directors with governing, legal and fiduciary responsibilities

\_\_\_\_\_ Organization or its sponsoring organization must have a charter and by-laws that clearly define its mission

\_\_\_\_\_ Organization's internal fiscal management policies must meet accepted Pennsylvania Institute of Certified Public Accounts standards and must conform to generally accepted accounting principles (GAAP)

**PACE does not make grants for capital expenditures or fundraising events**

- This program is a:
1. \_\_\_\_\_ Continuation of a project currently funded by PACE
  2. \_\_\_\_\_ New submission by a former PACE Program participant
  3. \_\_\_\_\_ New submission by a former (not selected) applicant
  4. \_\_\_\_\_ First time PACE applicant

**PLEASE SELECT ONLY ONE CATEGORY THAT BEST DESCRIBES YOUR ORGANIZATION**

Type of Organization:

1. \_\_\_\_\_ Arts Organization
2. \_\_\_\_\_ Social Service Organization
3. \_\_\_\_\_ Education Organization
4. \_\_\_\_\_ Neighborhood and/or Community Development

Organization: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

The letter of intent is **due** at the PACE office **no later than**  
**4:00 PM on Thursday, APRIL 20, 2017**

We will accept faxed copies at 412-562-0292 or emailed copies at [pfiedler@pacepgh.org](mailto:pfiedler@pacepgh.org) and  
[hferencak@pacepgh.org](mailto:hferencak@pacepgh.org)

Program to Aid Citizen Enterprise  
Two Gateway Center, Suite 1700  
603 Stanwix Street  
Pittsburgh, PA 15222  
Phone: 412-562-0290  
Fax: 412-562-0292

First time applicants must contact Peg Fiedler by phone at 412-562-0290 ext. 218 and Hilary Ferencak at 412-562-0290 ext. 214 in order to receive an application and discuss the grant process.