



**GRANT ELIGIBILITY APPLICATION PACKET  
FOR NON-US GRANT APPLICANTS**

Please provide all information requested in this packet in ENGLISH.

The principal officer or director who is authorized to represent your organization must sign the documents.

Please email the completed and signed packet and all the required documents to [eligibility@tpfund.org](mailto:eligibility@tpfund.org).

## CHECKLIST

PLEASE MAKE SURE THAT YOU INCLUDE ALL THE REQUIRED DOCUMENTS ALONG WITH YOUR APPLICATION. WE CANNOT REVIEW YOUR APPLICATION UNTIL ALL THESE DOCUMENTS ARE RECEIVED.

- Completely filled out and signed Eligibility Application Form
- Bylaws/Constitution/Articles of Incorporation
- Government Registration Document
- List of Board of Directors with Affiliations
- Staff Resumes/Bios
- News Clippings
- Income Statement
- Balance Sheet
- Current Annual Budget
- Major donors List

## INTRODUCTION

**PLEASE NOTE THAT THIS IS NOT A GRANT APPLICATION FORM BUT AN ELIGIBILITY APPLICATION FORM.**

Under the laws of the United States, Turkish Philanthropy Funds (TPF) is required to follow certain rules and procedures in making grants to charitable organizations located outside the United States. These rules and procedures are established by the Internal Revenue Service (“IRS”), the US government department which has oversight over the tax matters of nonprofit organizations.

We have compiled this packet to help us gather the information we will need in order to determine whether we will be able to qualify your organization as equivalent to a United States public charity.

It is very important that you provide all the information requested in the packet including all the financial figures requested on the financial form. Sign the documents and return the packet only after all items are included.

FOR MORE INFORMATION PLEASE REFER TO FAQ SECTION OF THIS APPLICATION, THE ENCLOSED GUIDE IN TURKISH OR [WWW.TPFUND.ORG](http://WWW.TPFUND.ORG). IF YOU STILL HAVE QUESTIONS, PLEASE CONTACT SENAY ATASELIM BY EMAILING TO [SENAY@TPFUND.ORG](mailto:SENAY@TPFUND.ORG) .

## **FREQUENTLY ASKED QUESTIONS (FAQ)**

### **Which organizations can apply to TPF for a grant?**

The selection process of TPF is open to all nonprofit organizations, without political or religious affiliations, from all regions of Turkey. To be considered for a grant, organizations first have to apply for eligibility through this package.

### **How can I submit a proposal to TPF?**

TPF first reviews organizations for eligibility before it invites them to apply for grants. Currently, the vast majority of our funds are given through donor advised grantmaking with the recommendations of our donors, and full-applications for competitive grantmaking are only accepted from organizations that have passed TPFs eligibility test. If you are to receive eligibility from TPF, you might receive grants from TPF in 2 ways:

#### *Donor Advised Grantmaking*

TPF Named Donors make grant recommendations for a grant to one of TPF grantee partners (organizations that receive eligibility)

#### *Competitive Grantmaking*

TPF invites its grantee partners to submit grant applications in four areas: Education, Gender Equality, Social&Economic Development and Arts&Culture.

### **Is there a timeline to submit eligibility applications?**

Organizations can submit eligibility applications to TPF anytime.

### **What is required with Grant Eligibility Application?**

Grant Eligibility Application Packet explains your organization's structure, charitable purpose and activities supported by governing documents, financial figures and other documents. Your organization must be organized and operated exclusively for charitable or other exempt purposes to qualify for public charity status.

## COVER PAGE

Date of application:			
Name of organization: <i>(Please include both the official Turkish name and its English equivalent)</i>			
Address of organization:			
Telephone Number:			
Fax Number:			
Website:			
Email:			
Head of Organization:		Email:	
Contact Person :		Email:	
Total Organizational Budget: <i>(for current year)</i>		Dates covered: <i>(mo/day/year)</i>	
1. Is your organization officially classified or recognized as a non-profit organization by the government of your city and country? <input type="checkbox"/> Yes <input type="checkbox"/> No			
2. Is your organization a tax-exempt organization in the country it is registered in? <input type="checkbox"/> Yes <input type="checkbox"/> No			
3. Are any of your income or assets distributed to, or applied to the benefit of, a private person or for-profit organization, other than the beneficiaries of your charitable purpose? <input type="checkbox"/> Yes <input type="checkbox"/> No			
4. Do any individuals or for-profit enterprises own any part of your organization's income or assets? <input type="checkbox"/> Yes <input type="checkbox"/> No			
5. What will happen to the assets of your charity in the event of dissolution (ie: ceasing to function)? You must answer this question even if dissolution is extremely unlikely.			
6. Is your organization controlled by any other organization? <input type="checkbox"/> Yes <input type="checkbox"/> No			

## PROPOSAL

PLEASE ANSWER ALL QUESTIONS AND INCLUDE ALL MATERIALS REQUESTED. THIS INFORMATION IS LEGALLY REQUIRED FOR TURKISH PHILANTHROPY FUNDS'S CONSIDERATION OF **ELIGIBILITY OF YOUR ORGANIZATION**.

### **I. SUMMARY:** *One page maximum*

Please summarize in one-page the primary purpose of your agency, the problem(s) to be addressed, the goals and objectives of the project(s) and/or programs (maximum of 3) of your agency, the population to be served, and the outcomes you hope to achieve as an organization.

**II. NARRATIVE:** *Four pages maximum*

**A. Background & Needs Assessment**— Please address the following:

1. A brief description of your organization's history, mission and goals.

2. The need that your organization works to address and the population that you serve. Please present any qualitative and/or quantitative data in support of your areas of operation and programs.

3. List cities and/or geographic area that your program has directly affected.

4. Current programs and past accomplishments. Please keep this information at a summary level and for each project note:

- i. Purpose,
- ii. The population targeted,
- iii. Intended outcome,
- iv. Time period for implementation,
- v. The methods you use to measure progress towards objectives,
- vi. Partners; and
- vii. Overall budget



5. The general approach to solving the stated need/problem in the sector and your organization's approach to the problem. Please discuss how your approach differs from other approaches in the sector.

6. Please discuss if your past efforts that dealt with the stated need/problem ever failed and the reasons those efforts failed or were inadequate to address the need/problem.

7. Number of paid full-time staff; number of paid part-time staff; number of volunteers.

8. All major assigned responsibilities by job title.

9. Description of procedures/systems in place to assess/monitor and evaluate programs/projects.

10. Your organization's partnerships — both formal and informal — with other organizations in third sector, private and/or public sectors.

**III. ATTACHMENTS - PLEASE EMAIL ELECTRONIC OR SCANNED VERSIONS OF ALL THE DOCUMENTS .**

**A. Financial Information— PLEASE INCLUDE THE FOLLOWING BY USING THE ENCLOSED FINANCIALS TEMPLATE.**

1. Income statement and balance sheet for most recent fiscal year, audited if available. The statements should reflect *actual* expenditures and funds received during your most recent fiscal year.
2. Operating expense and income budget for the current fiscal year.
3. A list of major donors that have made donations to the organization in the past fiscal year. [Please note that if you collect many small donations from the public please only include those who have made contributions of 5,000 YTL or more].

**B. Board Governance**

4. A list of your Board of Directors, with their professional affiliations. Please indicate the Board Chair. Please note the board members that make annual financial contributions and amount they contributed during the last fiscal year,
5. A schedule of board meetings for the last twelve months, including for each meeting the number of board members attending out of total.

**C. Other**

6. One-paragraph bios of key staff.
7. Copy of official government registration - the *Resmi Gazete* announcement or the official decision document by court or government administration.
8. Copy of your organization's basic governing documents (i.e. bylaws, constitution, articles of incorporation, etc.)
9. No more than three examples of recent articles/studies about, or evaluations of your organization, if available.
10. Most recent annual report, if available.

**IV. SIGNATURE**

By signing this Application, I \_\_\_\_\_, as an authorized representative of \_\_\_\_\_, assure that the statements and representations contained herein are accurate and complete.

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Principal Officer Name and Title

Signature

Date