

Letter of Application

Four [4] copies of the letter of application must be received by the Portiuncula Office no later than 3 p.m. on January 10.

Technical requirements:

- Maximum of two [2] pages
- Typed with 1.5 line spacing

The letter of application should include:

- A brief description of your organization including its tax exempt status
- A brief statement of your organization's achievements related to the identified need/problem for which you are seeking a grant
- A statement whether or not your organization has ever submitted a letter of application in the past. If yes, identify the project and the amount awarded if any
- A brief description of the problem or need, the targeted population you plan to address, and how this project fits within the scope of the foundation's guiding principles
- The geographic area(s) (state, county) that will benefit from the request
- The specific amount and purpose for which funds are requested
- A statement regarding your ability to abide by the ethical and social teachings of the Roman Catholic faith

Mail the four copies to: Executive Director
Portiuncula Foundation
305 34th Street
Pittsburgh, PA 15201