

***On the Table Philly* Activate Mini Grant Rules**

<p>VIDEO</p> <p>Video submissions must NOT:</p> <ul style="list-style-type: none"> • promote illegal behavior • support racial, gender, religious, sexual, or other prejudice • invade the privacy of any person • contain any offensive language • include any content that is in violation of third-party intellectual property rights including, but not limited to rights of privacy and publicity 	<p>PROJECT APPROVALS</p> <p>Applicant is responsible for obtaining any necessary permission and approvals from the local municipalities and/or any of their agencies such as City of Philadelphia’s Department of Parks & Recreation for projects taking place in public spaces.</p> <p>If partnering with a community organization, applicant is responsible for obtaining any necessary permission and approvals.</p> <p>By submitting an application, applicants agree to share their idea with the Greater Philadelphia community.</p>
<p>FUNDING RESTRICTIONS</p> <p><i>On the Table Philly</i> grant funds may NOT be used for the following type of projects and expenses:</p> <ul style="list-style-type: none"> • Capital campaigns • Endowment funds • Political or lobbying groups • Religious organizations for religious purposes • Businesses for commercial purposes • Building Construction • Debt financing • Attempting to influence legislation • Attempt to intervene or participate in any campaign for political office <p>By accepting this award, an organization agrees that it does not limit those who can be employees, volunteers, board members or receive services based on their race, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, disability or any other legally protected characteristic.</p>	<p>GRANT PAYMENT PROCESS</p> <ul style="list-style-type: none"> • Grant payments for individual recipients will be paid on a reimbursement basis. Individuals will need to submit receipts and an IRS Form W-9 (rev. November 2017) to receive payment for the project costs incurred up to \$1,000 or the grant amount, whichever is less. No earlier versions of this IRS Form will be acceptable to receive payment. • Grant payments for organization recipients will be paid directly to the organization in two installments – half at the project’s beginning and half when it is completed -- depending on project budget and format. <p>GRANT REPORTING</p> <p>Grant recipients will be asked to document their projects through photos, video or social media, using the hashtag #LetsTalkPhilly.</p>
<p>GRANT REVIEW PROCESS</p> <p>Submissions will be reviewed by a panel of community experts, including members of The Philadelphia Foundation staff, LISC Philadelphia, and selected hosts of <i>On the Table Philly</i> conversations who are not eligible to review their own applications.</p> <p>Evaluation will include consideration of how each proposal is:</p> <ul style="list-style-type: none"> • Connected: It springs from an <i>On the Table Philly</i> conversation. • Specific: It targets a specific locale, audience or situation. • Actionable: It can be accomplished with the requested resources. • Relevant: It aligns with pressing local or regional needs. • Innovative: It offers a new approach to the issue, population or community it addresses. 	