

# Project Spotlight: Philadelphia Activities Fund



**Project Type:** Grant Administration & Implementation

**Timeline:** Sept. 2023 - ongoing

## About the Client

The Philadelphia Activities Fund, Inc. (PAF) is a Pennsylvania non-profit organization, designated as a 501(c)(3) charitable entity. PAF's mission is to provide financial support to organizations and associations engaged in recreational and community-based programs within the City of Philadelphia. By promoting sportsmanship, the arts, and health, PAF aims to enrich the educational and recreational landscape of the city. The fund offers grants to a diverse range of community and recreation organizations, fostering increased involvement and participation across various activities such as sports, dance, arts, and health initiatives. The fund awards approximately 1000 grants per fiscal year, this year totaling \$3.8M.



## Project Scope & Approach

Anavi Strategies was brought on as a partner to revise and strengthen PAF's grant program policies and procedures to address organizational shifts and process gaps occurring within the organization over the past 4 years since the COVID-19 pandemic. We undertook a comprehensive assessment to pinpoint areas for improvement and implemented streamlined processes to ensure smooth and effective grant cycles.



Our role as partners includes designing the grant application using the Submittable grant management platform. This encompasses creating an eligibility questionnaire, application forms, email templates, and grant contracts. In our first cycle as grant managers, we facilitated the board's procurement of the Submittable platform. Our role is to manage the entire grant program, ensuring compliance with program regulations and bylaws while delivering exceptional customer service to applicants, grantees, Councilmembers, and PAF stakeholders. We employ a trauma-informed and empathetic approach, ensuring every aspect of our work is executed with excellence and responsiveness to community needs.

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## Project Activities

<b>Communication with City Council Staff</b>	Regularly engage with council staff from all 10 districts to ensure seamless collaboration and support throughout the grant process.
<b>Applicant and Grantee Support</b>	Provide ongoing communication and problem-solving assistance to both applicants and grantees, ensuring their needs are met promptly and effectively.
<b>Application Vetting</b>	Thoroughly vet all applications to ensure compliance with grant eligibility criteria.
<b>Weekly Check-Ins</b>	Hold weekly meetings with the Submittable team to ensure the grant management platform is functioning optimally and addressing any issues promptly.
<b>Quarterly Board Meetings</b>	Conduct quarterly meetings with the PAF Board of Directors to align on procedures, provide program updates, and request special approvals for applications and budgets.
<b>Budget Reconciliation</b>	Meet with PAF's Controller on a monthly basis to ensure we maintain the financial health and integrity of the organization. In partnership with the Controller, we prepare the organization's budget and monthly financial reports for the Board of Directors, and maintain internal controls to safeguard the Fund's assets and ensure financial integrity.
<b>Legal Counsel Management</b>	Engage weekly or bi-weekly with PAF's legal counsel to review grant agreements and service contracts, establish and maintain governance best practices, ensure the organization is operating within the bounds of the law for compliance and regulatory issues, and to effectively fulfill the mission of the Fund.
<b>Non-profit Administration</b>	In addition to grant management and execution, Anavi Strategies ensures the Philadelphia Activities Fund is operating smoothly and efficiently. We ensure the Board of Directors has the information and resources they need to lead the organization. We coordinate policy development, compliance, vendor relationships, financial management, risk management, technology and information systems with an eye towards evaluation and improvement.

## Results

- **Applications Received:** Successfully managed **1,010 applications** for the 2024 grant cycle.
- **Grants Execution:** Facilitating the execution of **\$3.8 million in grants**, supporting a wide range of community and recreational activities across Philadelphia.

## Looking Ahead

Our partnership with PAF includes the potential for annual contract extensions for up to three years. At the conclusion of our first full grant program cycle in March 2025, we will have the opportunity to evaluate the policies and practices implemented at the start of our tenure. This evaluation will help refine our approach and ensure continued improvement and success in supporting Philadelphia's community and recreational programs.



*By leveraging Anavi Strategies' expertise in grant administration and implementation, PAF has streamlined its processes and significantly enhanced its ability to support and foster community-based activities in Philadelphia. Our ongoing commitment to excellence and responsiveness ensures that the PAF's mission of promoting educational and recreational values continues to thrive.*

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