

# KENT COMMUNITY FOUNDATION

*In affiliation with the  
Kent Chamber of Commerce*

## GRANT APPLICATION

The Kent Community Foundation (KCF) grant objective is to promote educational activities that inspire learning and/or cultural activities that encourage an appreciation of the arts in the community. The foundation supports this objective by funding grants to community organizations, schools, groups, or agencies. Grant applications are being accepted for activities to be performed between July 1, 2011 and June 30, 2012. Successful applicants will be notified by June 1, 2011.

### **The following guidelines apply:**

- Any organization or community agency serving the greater Kent and/or Covington area is eligible to apply.
- Grant requests may be funded from \$50 to \$1,000.
- Grant monies may be used for materials, supplies, extended-learning experiences, program presenters, performance groups, or venues. For schools, the request should be a compliment to the standard curriculum and not an extension of basic education activities.
- **The deadline is April 1, 2011.** Applications should be sent as an email attachment to [grants@kentcf.com].
- The Kent Community Foundation will be acknowledged on any promotional material, such as concert or event programs, flyers, press releases, or spot announcements related to the funding award. For durable, reusable equipment, KCF will provide a stick-on label to identify it as being provided by KCF funding.
- The applications will be reviewed on an individual basis. Foundation board members will gather information through phone contact and on-site visits when deemed necessary.
- Each successful applicant will receive an evaluation form. This form must be submitted within 60 days after completion of the project. Failure to do so will hamper future funding for the applicant and the organization, school, group, or agency.
- The grant money must be used for the proposed project or activity by June 30, 2012 or as scheduled in the grant application; otherwise, it must be returned.
- Tips:
  - The Kent Community Foundation Board looks for the following when considering a request:
    - a. Is the funding award request innovative?
    - b. Is the statement of the proposed project clear?
    - c. Are the objectives clearly and concisely stated, and do they support the KCF objective?
    - d. Do the stated objectives comply with KCF guidelines?
    - e. Is the budget request reasonable and sufficiently detailed?
    - f. Are there specific plans for evaluating the project?
    - g. How many individuals will participate in the project, program, event or activity?
    - h. Is the proposed project or activity cost-worthy and cost effective?

**KENT COMMUNITY FOUNDATION AWARD PROPOSAL  
COVER SHEET**

Applicant Name(s):

Mailing Address:

Organization:

Position/Title:

Home Phone:

Work Phone:

Project Title:

Proposal Request Amount:   \$

One paragraph summary description of project (130 words or less):

Submittal of this application grants the Kent Community Foundation the right to use this proposal and the results of this project, if funded, for public information purposes.

Date:

Name:

Title:

**KSD staff:** Once you have completed this cover page and the three-page proposal, please e-mail it to your school principal for review. **The school principal must forward applications to the Kent Community Foundation. If the request is for hardware or software, concurrence of the Information Officer is required.**

**Principals:** Please review each application you receive. If you agree with the *Principal's Statement of Endorsement* (see below), e-mail this cover page and the three-page proposal to the Awards Chair, Al Orwiler at [a.orwiler@comcast.net](mailto:a.orwiler@comcast.net). **Completed applications are e-mailed by the principal to the funding awards chair.**

**Principal's statement of endorsement:** *I have read this proposal and endorse the applicant's budget and his or her plans to implement this project in this school. The proposed project supports this school's improvement plan and our efforts to increase student academic achievement.*

**Note: All requests must be received by April 1, 2011.**

E-mail to [grants@kentcf.com](mailto:grants@kentcf.com)

## KENT COMMUNITY FOUNDATION GRANT APPLICATION

In order to evaluate your application, the review committee needs a basic understanding of your proposal. Within the space provided, please provide a **brief** response to the following questions.

1. **PROJECT DESCRIPTION:** Describe the project activities you wish to undertake through this request. Address what will be done, who will do it, what resources you are requesting, and where project activities will take place. If this is a **school request**, please comment on how this extends or enhances the standard curriculum and how it increases student achievement. Please limit your response to 150 words or less.

This funding request is designed for:

Start-up costs

Sustaining an existing program

Expanding an existing program

If funds requested are related to *start-up costs*, how will the program benefits continue after its first year?

2. **OBJECTIVES:** What are your objectives? Please include specific desired outcomes. How do the objectives support the Kent Community Foundation mission? If this is a **school request**, please comment on how this extends or enhances the standard curriculum. Please limit your response to 150 words or less.

3. **TARGET AUDIENCE:** How many people will be directly involved in the project?  
Describe the target audience and explain their involvement.

4. **COMMUNITY INVOLVEMENT:** Describe the level of community involvement that is planned/anticipated (e.g., business, parents, etc.).

5. **TIME SCHEDULE:** What is the schedule for accomplishing and evaluating the project?

6. **PUBLICITY:** How will the project be promoted and the results advertised?

7. **EVALUATION:** How will the success of the project be measured? How will you know if you have met your goals and objectives? For schools, how will you know your project had a positive effect on student achievement?

8. **OTHER RESOURCES:** What other funding sources are expected? Will you be using additional materials, labor, or dollars for this project (e.g., donations, grants, volunteer labor, other awards, building funds)?

Yes       No       If yes, please describe.

9. **FUNDING REQUEST INFORMATION:** Include information such as kinds of materials needed, sources of supplies, and costs. Be sure to include any sales tax and shipping charges.

Item/Activity	Supplier	Budget

**Total Foundation proposal amount: \$ \_\_\_\_\_**