

KIRTLAND COMMUNITY COLLEGE FOUNDATION

Grant Application General Information

Before you develop a proposal, please consider the following information:

Kirtland Community College Foundation, after careful study, must select a limited number of projects for support from many applications because of limited resources.

ABOUT YOUR DEPARTMENT

1. Your department must provide benefits to those within the geographic area served by the college.
2. No grants are made to individuals, except for scholarship awards.

ABOUT YOUR PROJECT

1. Grants are for future projects only. **No funding will be given for projects completed before final board approval.** Board approval usually occurs within two months after the grant application deadline.
2. Grants are not made for routine operating needs or budget deficits.
3. Proposals seeking “seed money” for projects that are new, dynamic, and that show funding support from additional organizations, are given strong consideration.
4. **Kirtland Community College Foundation discourages repeated applications and sustained funding of programs.**

ABOUT FUNDS AVAILABLE

1. Applicants may submit requests up to a maximum of \$5,000 per application cycle.
2. For accounting purposes, all grants are disbursed upon receipt of documentation of the expenditures.

ABOUT DEADLINES

1. Grant applications are **generally** reviewed two times each year.
2. Applications must be completed and submitted to the Kirtland Community College President’s Office **by the last regular day of April and October** to be considered for award.
3. Grants are normally paid within one year of approval. If necessary, project expenditures may be extended into the next year. This extension must be requested **in writing**.

ABOUT GRANT DECISIONS

1. All grant decisions are reviewed by the Kirtland Community College Foundation Board.
2. Kirtland Community College Foundation looks far more favorably at projects which affect a broad segment of, or students not now being served adequately in, its component counties.
3. A request to consider a portion of support for a project, rather than one which looks to the Foundation as a sole funding source, will generally receive greater funding priority. Kirtland Community College Foundation is especially interested in matching grants which will attract money from other sources.
4. All recommendations for grants must be approved by the Board of Kirtland Community College Foundation at their next quarterly meeting following the application deadlines.

KIRTLAND COMMUNITY COLLEGE FOUNDATION

Grant Application Checklist

Dear Grant Applicant:

The Kirtland Community College Foundation Board welcomes your grant application.

Please use the following checklist to assist you in completing your proposal:

- Look over the information on the General Information page to find answers to questions about eligibility, deadlines, amounts available, and other frequently asked questions about available funds.**
- Follow the Common Grant Application Format in preparing your proposal.**
- Complete the Common Grant Application Cover Sheet. If you reproduce this form on your computer, be sure to include all of the information in the recommended format.**
- Follow the guidelines for the application Narrative. This section should not exceed five numbered pages.**
- Complete the Budget and attach a Budget Narrative to explain the project budget in greater detail.**
- The grant application Cover Sheet, Narrative, Budget, and Budget Narrative should not exceed a total of eight pages. See the Common Application Format for the list of attachments which must be submitted with the application. (The attachments are not included in the eight page limit.)**
- Do not include additional materials unless specifically requested in the attachments. Report covers, folders, binders, and excess information are not necessary and are usually removed before the application is sent to the Kirtland Community College Foundation Board.**
- Be sure to secure the appropriate signatures from your department (i.e., division chair, dean, president, etc.) before your proposal is submitted.**
- Submit the original proposal and five copies to the Kirtland Community College President's Office by the last day of April and October.**

KIRTLAND COMMUNITY COLLEGE FOUNDATION

Common Grant Application Format

Using your own word processor, provide the following information in this order. Please use these headings and subheadings in our responses and make every effort to stay within the application page limit.

A. COMMON GRANT APPLICATION COVER SHEET (attached)

B. NARRATIVE: Five numbered pages maximum. You may double space and use both sides of the paper.

1. Executive Summary

- a. Provide a half-page executive summary which briefly explains why your department is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if the grant is approved.

2. Purposes of Grant

- a. Describe the needs/problems to be addressed, the target population, and who will benefit.
- b. Describe the project goals and measurable project objectives. State whether this is a new or ongoing part of the department.
- c. State your plans to accomplish these goals and objectives, and the timetable for implementation of your project.
- d. Are there other organizations involved in this project? What are their roles and financial commitments?
- e. What makes your project different from other projects that may be involved in similar efforts?
- f. Do you have long-term strategies for funding after the end of the grant period?

3. Evaluation

- a. Describe your evaluation plan and specify success measures.

4. Organization Information

- a. Provide a brief summary of your department's history, mission and goals, current programs, activities and accomplishments.

C. BUDGET AND BUDGET NARRATIVE (2 pages)

1. Use the Grant Budget Form attached to this application. (A sample budget is provided.)
2. On a separate sheet, show how each budget item relates to the project and how the budgeted amount was calculated.
3. List amount requested of other foundations, corporations, and other funding sources.
4. Indicate priority items in the proposed grant budget in the event that Kirtland Community College Foundation Board is unable to meet your full request.

D. ATTACHMENTS

Submit the original application and five copies by the deadline date.

KIRTLAND COMMUNITY COLLEGE
Application Cover Sheet

Date of Application: _____

Name of Department: _____

Project Leader: _____ **Phone:** _____

Address for primary correspondence: _____

City/State/Zip: _____ **Phone:** _____

FAX: _____ **Email:** _____

List any previous support from Kirtland Community College Foundation in the past five years:

Project Name: _____

Purpose of grant (one sentence): _____

Dates of Project: _____ **Amount Requested: \$** _____

Is project on campus? Yes No **Total project cost: \$** _____

If no, indicate area served: _____

Signature, Project Leader

Date

Typed Name and Title

Signature, Department Head

Date

Typed Name and Title

Kirtland Community College Foundation

Grant Application Budget

Indicate only the EXPENSES that apply to your project

PROJECT EXPENSES	TOTAL REQUESTED FROM KCCF IN THIS APPLICATION (5,000 Maximum)	TOTAL EXPENSES FOR THIS PROJECT		
Salaries	S	8,300		
Payroll Taxes				
Fringe Benefits				
Consultants and Professional Fees				
Insurance				
Travel	232	568		
Equipment	A			
Supplies		160		
Printing and Copying		168	168	
Telephone and Fax			20	
Postage and Delivery		140	164	
Rent	M			
Utilities				
Maintenance				
Evaluation				
Marketing				
Other (Specify)		460	460	
TOTALS		\$1,000	\$9,840	\$9,840

Indicate REVENUE that applies to your project (use additional pages if necessary)

REVENUE	Committed (Project revenue that has been promised)	Pending (Project revenue that has not been confirmed)	
Grants/Contracts/Contributions			
Local Government	L		
State Government		2,300	
Federal Government			
Foundations			1,000
Corporations		1,025	
Individuals		1,355	
Earned Income	E		
Events/Publications and Products			2,550
Membership Income			
In-Kind Support			
Other (Specify)			1,610
TOTALS	\$2,300	\$7,540	\$9,840

The TOTAL PROJECT EXPENSES should EQUAL the TOTAL COMBINED REVENUE

Kirtland Community College Foundation

Grant Application Budget

Indicate only the EXPENSES that apply to your project

PROJECT EXPENSES	TOTAL REQUESTED FROM KCCF IN THIS APPLICATION (5,000 Maximum)	TOTAL EXPENSES FOR THIS PROJECT	
Salaries			
Payroll Taxes			
Fringe Benefits			
Consultants and Professional Fees			
Insurance			
Travel			
Equipment			
Supplies			
Printing and Copying			
Telephone and Fax			
Postage and Delivery			
Rent			
Utilities			
Maintenance			
Evaluation			
Marketing			
Other (Specify)			
TOTALS	\$0	\$0	TOTAL EXPENSES \$0

Indicate REVENUE that applies to your project (use additional pages if necessary)

REVENUE	Committed (Project revenue that has been promised)	Pending (Project revenue that has not been confirmed)	
Grants/Contracts/Contributions			
Local Government			
State Government			
Federal Government			
Foundations			
Corporations			
Individuals			
Earned Income			
Events/Publications and Products			
Membership Income			
In-Kind Support			
Other (Specify)			
TOTALS	\$0	\$0	TOTAL REVENUE Committed + Pending \$0

The TOTAL PROJECT EXPENSES should EQUAL the TOTAL COMBINED REVENUE