



## Grant Application General Information

Kirtland Community College Foundation is only able to fund a limited number of projects each grant cycle due to limited resources. Grant applications are accepted two times per year.

Applications must be completed and submitted to the Foundation office the last business day of **April** and **October** to be considered for funding.

Grant applicants may submit requests up to \$5,000 per award cycle.

### GRANT ELIGIBILITY

- 1) The requested project must provide benefit to those within the geographic area served by the college.
- 2) No grants will be allocated to individuals.
- 3) Grants are not made for routine operating expenses or budget deficits.
- 4) Proposals seeking initial funding for projects that are new, dynamic, and that show funding support from additional organizations, are given strong consideration.
- 5) Applications for repeat projects and sustained funding are strongly discouraged without prior approval from the director.

### GRANT DECISIONS

1. All grant decisions are reviewed by the KCCF Foundation Board's Grants Review Committee.
2. KCCF looks far more favorably upon projects that affect a broad segment of students across its component counties; Ogemaw, Roscommon, Crawford, and Oscoda.
3. A request to consider a portion of support for a project will generally receive greater funding priority than requests that ask for the entirety of the project budget.
4. All recommendations for grants must be approved by the KCCF board.
5. Board approval usually occurs within two months after the grant application deadline.



### **GRANT APPLICATION CHECKLIST**

- Look over the information on the General Information page to find answers to questions about eligibility, deadlines, amount available, and other frequently asked questions about available funds.
- Complete the Grant Application Cover Sheet
- Complete the Common Grant Application in its entirety
- Complete BOTH the Budget Sheet and a Budget Narrative, describing details of the project's proposed budget.
- The combined Cover Sheet, Narrative, Budget Sheet & Budget Narrative are not to exceed 8 total pages. (attachments not included)
- Do not include additional materials unless specifically requested in the attachments.
- Be sure to secure any appropriate signatures before grant submission (i.e., program director, dean, president, etc.).
- Submit the original proposal electronically at [foundation@kirtland.edu](mailto:foundation@kirtland.edu) (Re: Grant Submission), OR bring (one) printed copy to the Foundation office, located within the President's Suite on the Roscommon Campus.



## COMMON GRANT APPLICATION FORMAT

### A. Common Grant Application Cover Sheet (attached)

### B. Narrative

1. Executive Summary
  - i. Provide a narrative executive summary that briefly explains why your department is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if allocated.
2. Purposes of the Grant
  - i. Describe the need/problem to be addressed, the target population, and who will benefit.
  - ii. Explain your intended timetable for implementation of the project.
  - iii. Include any possible collaborators on the project, including other departments or outside organizations and individuals.
  - iv. Explain what makes your project unique and necessary, and why it is not a duplication of any existing service or program.
  - v. State your long-term strategies for funding after the allocated grant funding.
3. Evaluation
  - i. Describe your program/project evaluation goals and specify success measures.
4. Organizational Information
  - i. Only applicable to outside applicants. Provide a brief summary of your organization's history, mission and vision, current programs, activities, and accomplishments.

### C. Budget and Budget Narrative

1. Use the Grant Budget Form provided in the grant application packet.
2. In the Budget Narrative, please explain how each item relates to the proposed budget, and amounts requested from other funding sources.
3. Also, please indicate priority items in the budget that can be funded separately in the instance that the committee may be unable to meet your full request.

### D. Additional Attachments

1. Outside organization requesting funding are required to submit their 990 along with their completed grant application. Not applicable for Kirtland departments or programs.

***Completed applications should be emailed in their entirety to [foundation@kirtland.edu](mailto:foundation@kirtland.edu)***

***Paper copies (one) may be submitted to the Foundation office in the event that an emailed version is unavailable.***

We look forward to working with you!