Kent Community Foundation
Grant Application Information

The objective of the Kent Community Foundation grant is to promote educational activities that inspire or enhance learning and expand cultural arts in the community.

Who may apply?
Any organization or community agency serving the greater Kent/Covington area is eligible to apply.

What to submit?
Completed Grant Application (including cover sheet)

Where to submit?
Kent Community Foundation
P.O. Box 5493
Kent, WA 980364

Or electronically to:
grants@kentcommunityfoundation,org

What is the deadline:
Jan 31 & July 31

What is the grant size?
Up to $1,000

When must the funds be used?
6 months to 1 year from receipt of funds

Questions?
Email grants@kentcommunityfoundation.org

Each grant application will be reviewed by an assigned Grant Committee Member, (by phone or in person). The following criteria will be used to review the project:

Value: Does the project inspire learning and/or appreciation of the arts – is it innovative?
Participation: Number of participants, impact, duration
Goal: Is the goal clearly defined? Is it aligned with our mission?
Achievability: Can goal be achieved, are objectives clear, realistic, worthwhile
Budget: Reasonable and sufficient
Exposure: Acknowledgement of Foundation, publicity, exposure of Foundation
Evaluation procedure: Are plans suited to the nature of the project
Other: ex: passion for project

GRANT APPLICATION

Organization/Agency _____

(must serve the Greater Kent/Covington community)

Contact Person, Title _____

Phone _____ Email: _____

Mailing Address _____

Project Title: _____

Amount Requested: $ _____

On a separate sheet, <u>in 500 words or less</u>, provide the following information:

WHAT will your project do and WHAT do you hope to accomplish?
WHY is your project needed?
WHO (and how many) will participate in your project?
WHEN will your project happen (schedule for executing and evaluating)?
WHERE will your project happen?
HOW much will your project cost (total budget and other funding)?
HOW will your project enhance existing curriculum, increase achievement, better connect students to the education process or provide opportunities to appreciate and or participate in the arts?
HOW will you measure your project's success?
HOW will you publicize your project before and after it happens?

If your organization is a school:

Explain how your project enhances standard curriculum and increases student achievement.
_____ Have your Information Officer **initial here** if your project includes computer hardware or software.
Have your principal review and sign the following endorsement:

Principal's endorsement: *I have read this application and endorse the proposed project.*

Signature of principal: _____ Date: _____

Submit this cover page and your attachment describing your project to **grants@kentcomunityfoundation.org**

ALL APPLICATIONS MUST BE RECEIVED BY One of the following deadlines:
<u>January 31 or July 31</u>

If this application is granted, I authorize Kent Community Foundation to use this information and other information about the project, including images, for promotion of Kent Community Foundation.

Signature of applicant: _____ Date: _____