

Danville Tri Kappa
Delta Kappa Chapter
P.O. Box 254
Danville, IN 46122
danvilletrikappa@yahoo.com

Request for Charitable Grant

The Delta Kappa Chapter of Kappa Kappa Kappa, Inc. (Danville Tri Kappa) will accept grant requests from non-profit agencies, programs and organizations to support charity, culture and education in our community.

Application Process

Grant requests may be submitted at any time, but will be reviewed by members of the Grant Committee twice yearly. Applications must be postmarked/e-mailed by the following dates:

- Spring Grant Cycle – Application deadline April 1, notification by May 15.
- Fall Grant Cycle – Application deadline October 1, notification by November 15.

An organization may receive funding only once per rolling 12 months. Applications may be made by e-mail or mail and must be typed. ****Please be sure to include Cover Sheet, Budget Worksheet, and Project Narrative****

Application Evaluation

Our Grant Committee considers the following factors when reviewing grant applications:

- Grants are eligible to non-profit / charitable organizations only, verification may be requested
- Potential benefit to charity, culture or education in our community
- The need addressed in the proposal
- The capability of the proposing organization to achieve the desired results
- The extent and sources of other funds being sought and/or raised for the project
- Danville Tri Kappa reserves the right to partially fund any grant/sponsorship request.

Your Responsibility as a Grant Recipient

- Use funds only for the approved project within the following 12 months after awarded
- Accept grant at a Tri Kappa meeting

Grant funding is NOT available for:

- Deficit financing

Tips for Applicants

- Do not use jargon, acronyms or technical words even though your proposal may be of a technical nature; this detracts from our broader understanding of the project.
- E-mail if you have questions or need assistance (danvilletrikappa@yahoo.com)
- If there are youth in your organization, please involve them in the grant application process.

Danville Tri Kappa
Delta Kappa Chapter
P.O. Box 254
Danville, IN 46122
danvilletrikappa@yahoo.com

Grant Application Cover Sheet

Organizational Information

Name of Applicant Organization:

Federal Tax ID Number:

Mailing Address:

City: State: Zip Code:

Contact Name:

Phone:

E-Mail:

Website Address (if applicable):

Program/Project Information

Program/Project Title:

Targeted Geographic Area to be Served:

Anticipated Number of People to be Served:

Area of Concentration: Charity Culture Education

Date and Duration of Project:

Signature and Certification

I, the undersigned, certify that the statements herein are true and completed to the best of my knowledge. I agree to comply with all policies, terms and conditions of Danville Tri Kappa, Delta Kappa Chapter.

Written signature if submitting by mail: _____ Date:

Electronic signature* if submitting by email:

* The person submitting this application acknowledges that the typed name appearing in the electronic signature field above is the individual responsible for this grant application and has written and/or reviewed and approved its contents. If someone other than the individual whose name appears above has completed this form, enter the **name and title of the grant writer** here:

Danville Tri Kappa
Delta Kappa Chapter
P.O. Box 254
Danville, IN 46122
danvilletrikappa@yahoo.com

Project/Program Budget Worksheet

Please list total funding and expenses related to this project.

Program Needs

Description of Needs:	
Costs of Needs: (include itemized costs as well as total cost)	

Secured Funding

Source #1 (Internal or External) and Dollar Amount:	
Source #2 (Internal or External) and Dollar Amount:	
Source #3 (Internal or External) and Dollar Amount:	

Funds Requested from Danville Tri Kappa

Items / Costs to be covered and Dollar Amount:	
---	--

Danville Tri Kappa
Delta Kappa Chapter
P.O. Box 254
Danville, IN 46122
danvilletrikappa@yahoo.com

Project Narrative

Briefly describe your organization and this project. Things to include:

- Explain the need that prompted this project
 - The population, geographic area and impact your project will have on our community
 - How project will address the statement of need
 - Objectives of the project, anticipated benefits
 - Plans to promote project and Danville Tri Kappa's sponsorship.
 - What, if any, other organizations are partnering with yours on this project?
 - Is this an annual or ongoing project, how will it be funded after the Danville Tri Kappa funds are exhausted?
-