

GRANT PROPOSAL GUIDELINES



**Kappa Kappa Gamma
Alumnae Association of Greater Kansas City
Holiday Homes Tour Proceeds 2018**



Following are the guidelines for grant proposals to the Greater Kansas City Alumnae Association of Kappa Kappa Gamma Fraternity. The funds distributed are proceeds from the annual Holiday Homes Tour organized by the Association. Grants are awarded for one year only.

Timeline for Tour Proceeds 2018:

- ❖ Application and grant proposal due December 1, 2017
- ❖ Applications and grant proposals reviewed January and February, 2018
- ❖ Tour proceeds recipients announced March, 2018
- ❖ Annual Holiday Homes Tour held first week of December, 2017
- ❖ One year grant awarded April, 2019

Requirements for grant applicants:

- ❖ Organization is a 501(c) (3) nonprofit
- ❖ Agency services provide aid in the betterment of the overall welfare of the community

Complete and submit by **December 1, 2017 five (5) copies** of:

- ❖ Application
- ❖ Grant Proposal
- ❖ If available, “Check Mark-reviewed” DonorEdge® from the Greater Kansas City Community Foundation
- ❖ Email application, Grant Proposal and “Check Mark-reviewed” DonorEdge® profile to Valerie Chaloud at vchaloud@gmail.com
- ❖ Mail all five (5) copies to:
Valerie Chaloud, Tour Proceeds Chairman 2018
6740 Rainbow Ave.
Mission Hills, KS 66208

GRANT PROPOSAL GUIDELINES

The Guidelines are divided into two sections:

- ❖ Agencies **WITH** a “Check Mark-reviewed” DonorEdge® Profile at the Greater Kansas City Community Foundation
- ❖ Agencies **WITHOUT** a “Check Mark-reviewed” DonorEdge® Profile at the Greater Kansas City Community Foundation

DonorEdge® is available free of charge for any nonprofit in the greater Kansas City area. Visit www.gkccf.org to sign up to participate if you currently do not have a DonorEdge® profile.

Agencies **WITH** a “Check Mark-reviewed” DonorEdge® profile at the Greater Kansas City Community Foundation should submit the following along with its DonorEdge® profile:

1. **Grant Proposal:** In TWO PAGES or fewer, describe the specific program(s) the tour proceeds will be used to fund. Include:
 - a. Amount requested
 - b. Total budget for program(s) with major expenses and revenue sources
 - c. Program(s) description
 - d. Define long term success of the program(s)
 - e. Define short term (one year or less) success of program(s)
 - f. Describe how program(s) success is monitored
 - g. Provide examples and evidence of past success of the program(s) (if a new program, describe program success of similar programs or target success goals)
 - h. Describe the background of key people who staff the program
2. **Financial Information**
 - a. Agency budget for the current fiscal year with revenue and expenses (major categories). If there is a deficit, explain how that deficit is being managed.
 - b. For the previous three (3) fiscal years in your DonorEdge® profile, explain any changes greater than 15% (i.e., one-time gift).
3. **Other:** In ONE PAGE or fewer;
 - a. **Partnership:** Please provide information regarding how your agency can assist Kappas in promoting and supporting the homes tour. For example, public relations, printing, mailing, ticket sales, homes to be toured, patron party home, etc.
4. Include your “Check Mark-reviewed” DonorEdge® profile.

Agencies **WITHOUT** a “Check Mark-reviewed” DonorEdge® profile at the Greater Kansas City Community Foundation should submit the following:

1. **History:** In ONE PAGE or fewer, give a brief history of your agency. Include the mission, date founded, growth of agency, geographical area served, number of clients served on an annual basis, executive director and key staff’s background, number of staff, etc.
2. **Services:** In ONE PAGE or fewer, describe the services your agency provides to aid in the betterment of the overall welfare of the community.
3. **Proposal:** In TWO PAGES or fewer, describe the specific program(s) the tour proceeds will be used to fund. Include:
 - a. Amount requested and total budget for program(s) with expenses and all revenue sources
 - b. Program(s) description
 - c. Define long term success of the program(s)
 - d. Define short term (one year or less) success of program(s)
 - e. Describe how program(s) success is monitored
 - f. Provide examples and evidence of past success of the program(s) (if a new program, describe program success of similar programs or target success goals)
 - g. Describe the background of key people who staff the program
4. **Board:** Enclose a list of your current Board of Directors, including their occupation or community roles. Denote the Board Chair.
5. **Financial Information:**
 - a. Budget for the current fiscal year with revenue and expenses (major categories). If there is a deficit, explain how that deficit is being managed. Please include information on whether the agency has an endowment or reserve account that is not reflected in the financial statement.
 - b. Revenue and Expenses (major categories) for the previous three (3) years. Explain any changes greater than 15% (i.e. one-time gift).
6. **Other:**
 - a. Copy of 501(c)(3) status letter
 - b. Partnership: In ONE PAGE or fewer, provide how your agency can assist Kappas in promoting and supporting the homes tour. For example, public relations, printing, mailing, ticket sales, homes to be toured, patron party home, etc.

Please note: The recipient(s) chosen to receive funds from the Holiday Homes Tour will be required to allow a Kappa liaison to sit on the agency’s board of directors, in a non-voting capacity, during the year in which the tour is held and until the agency allocates and disperses Kappa funds.

Application Deadline: Friday, December 1, 2017

Please return application and proposal to the Tour Proceeds Co-Chairman 2018:

Valerie M. Chaloud
6740 Rainbow Ave.
Mission Hills, KS 66208
(913)432-5675
vchaloud@gmail.com

GRANT PROPOSAL APPLICATION

Kappa Kappa Gamma
Alumnae Association of Greater Kansas City
Holiday Homes Tour Proceeds 2018

Name of Applicant Organization: _____

Address: _____

Executive Director: _____

Phone Number: _____

Chairman of the Board of Directors: _____

Kappa Association Member Sponsor: _____

Address of Sponsor: _____

Phone Number of Sponsor: _____

A letter of endorsement will be accepted from ONE (1) Kappa. It may be written by the sponsor or another Kappa, however, only one (1) letter will be accepted by the Tour Proceeds committee.

Application Deadline: **Friday, December 1, 2017**

Please follow proposal guidelines and submit completed application to:

Valerie Chaloud, Tour Proceeds Chairman 2018
6740 Rainbow Ave.
Mission Hills, KS 66208
(913) 432-5675
vchaloud@gmail.com