



Kappa Kappa Kappa, Inc.
Delta Phi Chapter, Muncie

Request for 2020 Impact Grant

Grant Guidelines:

Tri Kappa's purpose is to bring women into close, unselfish relationships for the promotion of charity, culture and education. To that end, Tri Kappa seeks to address the broad needs of the City of Muncie and of Delaware County in the following categories:

- Charity
- Culture
- Education

Grant applications must be for projects that benefit the needs of citizens and organizations in Muncie and Delaware County (except for areas serviced by another Tri Kappa Chapter). Tri Kappa will focus upon projects that:

- Reach a broad segment of the community with needed services which are presently not provided
- Provide "seed money" for innovative community programs
- Enhance or improve institutional or organizational self-sufficiency
- Act as a catalyst for action and community participation

Impact Grant Procedures:

The attached grant application and the information requested therein must be provided when submitting an application.

- **All Impact Grant Requests must be postmarked by April 1st**
Mail to: Kappa Kappa Kappa, Inc.
c/o Stacey Shears
1100 W. Royerton Road
Muncie, IN 47303
Email: MuncieDeltaPhi@trikappa.org (for inquiries only)
- **The Impact Grant Committee** will review all applications and awards will be determined by June 1st.
- Grant Distribution will be made by June 30th.
- Grant amount will not exceed \$10,000.
- Funds must be used within one (1) year.
- A Tri Kappa Impact Grant is non-renewable and not awarded annually.

Tri Kappa evaluates each grant awarded and requires grantees to submit a final **Post-Grant Report** by June 1st of the following year, which should contain adequate information on the grant program and expenditures. When accepting this grant, Tri Kappa expects your organization to recognize the financial support provided by our sorority in your publications, publicity, and promotion of the funded program.



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Impact Grant Requirements

Please include the following information when submitting your proposal:

- Provide **seven (7) stapled copies** of the following: *(Please do not submit applications in binders.)*
- A completed grant application
- The organization's mission statement
- A list of your officers and board of directors with affiliations
- The organization's most recent financial statements – income and expense, compared with budget, for year to date and a recent balance sheet
- A copy of the organization's Federal 501(c)(3) IRS tax exemption letter
- A letter of endorsement from your Board President, Principal or Chief Executive Officer
- Brief proposal (not to exceed 5 double spaced pages) that provides:
 - Project goals and objectives
 - Target population and an estimated number to be served
 - Implementation plan
 - Project budget including expected revenue, in-kind contributions and other grants
 - Staff involved in project
 - Community benefits
 - Method of evaluation
- If applying for equipment, please include three bids or price quotations from qualified suppliers



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Impact Grant Application 2020

Date: _____

Organization Name: _____

Organization Address: _____

Organization Phone: _____ Fax: _____

Email: _____ Phone: _____

Federal EIN: _____

Contact Person: _____

Executive Director Signature: _____

Amount Requested: _____

Dates for Grant Implementation: _____

Have you applied to other agencies or foundations for this project?

If so, please indicate name(s) and amount (s), and when you expect a reply:

Important: In the space remaining, give a brief summary of your grant request, including the specific need or purpose, and how the requested amount of funding will be used:

