

Christina Brugman Grant Application

GENERAL GRANT APPLICATION NOTES

(over 18 years of age)

STUDENT APPLICANTS

High school students visit the Student Grant Application and Student Form notes.

If you need to add extra content to any section of the Grant Application:

For applications sent in the mail – add your extra comments on a separate sheet of paper and attach it to your application.

For your online application, add any extra comments in an email addressed to klightfeldt@comcast.net

*** REQUIRED FIELD**

All fields marked with an asterisk (*) must be completed.

Name of Applicant / Organization

If you are the applicant, we require your name – please include middle initial. If an organization, please write your organization's name in full.

If Organization, Contact Name

If you are individual, write 'INDIVIDUAL' in this field; if you are an organization we require a contact name.

Phone

We may wish to interview you. Please include a phone number where you can be reached.

Address

Please use your address if an individual applicant, or your organization's business address. No P.O. boxes please.

Email

We will keep your email private.

Is applicant individual, organization or public entity?

If you are an organization, please let us know if you are a for profit, or nonprofit.

List your Mission Statement

Only if you are an organization with a Mission Statement.

Do you or your organization have a website?

This would apply to an organization or public entity but if you have a website about your project we would be very interested in seeing it.

What are your qualifications related to the project?

If you don't have a qualification related to your project, that doesn't affect your application. For example, you may be applying for a grant to attend a training course.

Name & Description of Project

As you wish to see it publicized. Please keep this to one or two paragraphs or about 120 words.

Total Cost of project

An estimation is fine.

Funds requested

Budget for your grant to cover your costs.

Requested by when?

Let us know when you need the funds.

Projected completion date?

The funds must be used within 1 year from the date of award. If you can complete your project within one year, please state the date of completion. If your project will run longer than a year, divide your project into sections and let us know.

What planning has already been done?

Please keep this to one or two paragraphs or about 120 words.

What is the Budget for the Project (detailed breakdown)?

Please keep this to one or two paragraphs or about 140 words.

What other funds will be contributed to the project?

Have you applied to other organizations for a grant for your project? If you have already received funds let us know from whom and when. This will not go against your grant application.

How will the project/funds benefit Kirkland Emergency Preparedness?

How will the city benefit from your project?

What outcomes do you hope to achieve?

Keep this to less than about 70 words.

How will the project be maintained/sustained in the future?

Many projects fall by the wayside after a short time so it is important to hear from you how you are planning to maintain or sustain your project or course in the future. If it's a course, attending other related courses is a consideration.

How to Apply

Send your filled Application Form to:

Karen Lightfeldt,
GKCCC,
8930 NE 116th Pl.,
Kirkland, WA 98034

Email: klightfeldt@comcast.net

If you have not received a response from us regarding your project by May 15, please email Karen.

Hardcopy applications must be postmarked by Friday, May 5, 2017.

Online applications must be received by Friday, May 5, 2017.

Applicants will be notified on the status of their application by May 15, 2017.