

# *Christina Brugman Grant Application*

## **NOTES**

### **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, leave this field blank; if you are an organization we require a contact name.

### **Phone**

If you are under the age of 18, we will need your adult teacher/sponsor/parent or guardian phone number. Please note, we may have to contact you by phone later so ensure your sponsor has permission to give us your phone number.

### **If Student, Adult Sponsor/Parent/Guardian**

If you are a minor (under the age of 18) you will need to supply us with either a sponsor (for example a teacher or troop leader) or parent/guardian's name. We will also require that you have a sponsor/parent/guardian sign a photo/publicity waiver, if necessary.

### **Address**

Please use your address if an individual applicant, or your organization's business address. If you are under the age of 18, please supply us with your sponsor's address on the address line. For example, we would accept a teacher and your teacher's school address. We would like you to give your sponsor permission to share your address with us, if necessary. We will not share any personal information. No P.O. boxes please.

### **Contact Information**

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 of Project**

As you wish to see it publicized.

**Name & Description of Project**

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.

**Funds requested by when?**

This will help us move forward with our allocation of grant funds so you are not out of pocket.

**Projected completion date?**

The funds must be used within one (1) year from the date of award. If you can complete your project within one year, please state the date of completion. If you project will run longer than a year, contact us to discuss a separate arrangement.

**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?**

Some examples would be perhaps you have applied for training in Emergency Preparedness in Kirkland, Washington, or wish to attend a CERT course. These are examples that could benefit the city if you join the CERT group and volunteer to be on call should any emergencies occur. Or if you are technically minded, perhaps you have thought of developing an app that could be used by the City of Kirkland in an emergency.

**What outcome 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](mailto:klightfeldt@comcast.net).

**Hardcopy applications must be postmarked by Friday, April 27, 2018.**

**Online applications must be received by Friday, April 27, 2018.**

**Applicants will be notified on the status of their application by May 18, 2018.**