

# *Christina Brugman Grant Application*

## STUDENT GRANT APPLICATION NOTES

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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](mailto:klightfeldt@comcast.net)

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### **\* REQUIRED FIELD**

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

#### **Student Full Name**

If you are the applicant, we require your name – please include middle initial.

#### **Address**

Include your city, state and zip code. No P.O. boxes please.

#### **Phone**

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

#### **Email**

We will keep your email private.

#### **Name of school and/or name of organization currently attending**

Even if your school or organization is not in the City of Kirkland.

#### **Parent/Guardian/Sponsor Name, Phone and Email Address**

We may have to contact them.

#### **If you have a website, the URL**

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 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?**

Keep this to one or two paragraphs or about 120 words.

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

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](mailto: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, 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.**