**Organization Information**

Name of Organization:

Project Name:

Grant Amount Requested:

Address:

501(c)(3) Tax ID Number (if applicable):

Mission Statement:

Contact Name:

Contact Phone Number:

Contact Email Address:

Social Media Accounts:

Top 3 Annual Funding Sources:

**Project Information** *(No more than 2 pages; spacing can be adjusted but is provided to give you a guide to anticipated answer length.)*

1. Overall project summary: Include a description of the population you are serving; a clear, identified area of need, which would otherwise go undressed through normal means like your operational budget; and a description of how you propose to address this need with your project.
2. What is the timeline for this project? Ideally, projects will be well defined, less than a year in duration, and about 3-6 months long from inception to completion.
3. What quantifiable outputs (number of people served and/or number of activities provided) and/or outcomes (change in participant knowledge, attitude, or behavior) do you expect from your project and how will you measure these outcomes?
4. What is the ongoing, long-term benefit of this project for the participants?
5. What is the total project cost? How much have you raised to date and who are the funders?
6. Will the requested financial KC CAN! Grant plus any previous funding ensure the project is fully funded?
7. Explanation of how specific funds from KC CAN! will be used.
8. Describe any volunteer opportunities for KC CAN!.  Include the type of work, any skills required/desired, number of KC CAN! Volunteers, and the amount of time requested.
9. Will your project provide any visibility for KC CAN!?
10. Have you donated, granted or gifted any money to any political organizations, other non-profit, or any other organization? If so, how much and what was the cause supported?

**Attachments:**

* Board of directors list
* Current balance sheet & operating budget
* Most recent 990 tax return