

**Kappa Kappa Gamma  
Charitable Foundation of Houston  
2016-17 Grant Application**

The Kappa Kappa Gamma Charitable Foundation of Houston will be pleased to review your application for funds raised subsequent to the *2016 Kappa Kappa Gamma Holiday Pilgrimage*. Please provide the following information to complete your application for funds:

- Twelve copies of the Grant Request Application;
- Twelve copies of each Project Application (maximum of one for grants over \$10,000 and one for grants less than \$10,000);
- One email of the information contained in Project Application above sent to [kappaphilanthropychair@gmail.com](mailto:kappaphilanthropychair@gmail.com)
- A single envelope containing the items required as attachments in the Grant Request Application along with any collateral materials you deem necessary to help us understand your mission.

Submit to:

Jill Oliver  
323 Longwoods Lane  
Houston, Texas 77024

713-301-9768 (cell)  
[kappaphilanthropychair@gmail.com](mailto:kappaphilanthropychair@gmail.com)

**Kappa Kappa Gamma  
Charitable Foundation of Houston  
2016 Grant Request Application**

1. **Date of application:**
2. **Name of organization:**
3. **Organization's mission statement:**
4. **Contact regarding this grant application, including name, title, street address if different from mailing address, FAX and email:**
5. **Annual organization budget for the current fiscal year:**
6. **Past two fiscal years' revenues, expenses and assets:**
7. **Percentage of budget used for fundraising expenses:**
8. **Number of paid employees and full-time equivalents:**
9. **Total salaries (including benefits) and percentage of budget:**
10. **Non-salary benefits afforded senior staff members:**
11. **Total number of persons served during a typical fiscal year:**
12. **Percentage of Board members making a financial gift during past fiscal year:**
13. **Percentage of average attendance of Board members at official Board meetings during past fiscal year:**
14. **Date of last grant request to this Foundation:**
15. **Years and amounts of prior grants from this Foundation:**
16. **How did your entity become aware of this opportunity? (please feel free to ask Kappas to submit letters of support to the Philanthropy Committee Chair prior to the August 1 deadline if appropriate—this is NOT a requirement)**

*In addition to the foregoing Grant Request Application, please provide **one** copy of the following in a separate envelope:*

- ✓ Current 501(c)(3) IRS Determination Letter
- ✓ Cover letter signed by the Chair of the Board of Directors/Executive Director/Development Director
- ✓ One-page Fact Sheet describing history and scope of your organization
- ✓ List of current Board of Directors and Officers, including business/community affiliations and phone numbers
- ✓ Website if available
- ✓ Two most recent fiscal years' operating budgets
- ✓ Two most recent years' financial statements and balance sheets
- ✓ Current annual report if available
- ✓ Articles of Incorporation and By-Laws
- ✓ Form 990 and link to web version
- ✓ Top 100 Donor List (specific amounts not necessary)
- ✓ Resume of person(s) responsible for overseeing this project

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**Project Information for Grant OVER \$10,000**

1. Amount requested for this project:
2. Detailed description of proposed project, including goals and/or objectives:
3. What is the expected date for program implementation? (NOT sooner than the date when funds are awarded)
4. Projected timeframe of project:
5. Will this be a new project in 2016? If not, when was it initiated?
6. How many persons will be served through this project? Please describe the characteristics of the persons served, especially with regard to our focus on rehabilitation (see “Area of Current Interest” in our Grant Guidelines).
7. Will any fees be charged to beneficiaries of the project?
8. How is this project/program distinguished from others serving the same beneficiary population?
9. How is this program unique among others in the Houston area?
10. What is the evaluation process for this project within your organization?
11. What Measures/Outcomes will you use to assess results?
12. In light of the potential April 2017 date for distribution of these funds, how will you initiate or sustain this project prior to the receipt of funds? (Please note #6 under Grant Guidelines.)
13. Please list other sources of income for this project:
14. Should the KKG Charitable Foundation of Houston consider a naming opportunity for this request? Is there a funding amount at which this opportunity is available?

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Charitable Foundation of Houston

**Project Information for Grant UNDER \$10,000**

1. Amount requested for this project:
2. Detailed description of proposed project, including goals and/or objectives:
3. What is the expected date for program implementation ? (NOT sooner than the date when funds are awarded)
4. Projected timeframe of project:
5. Will this be a new project in 2016? If not, when was it initiated?
6. How many persons will be served through this project? Please describe the characteristics of the persons served, especially with regard to our focus on rehabilitation (see "Area of Current Interest" in our Grant Guidelines).
7. Will any fees be charged to beneficiaries of the project?
8. How is this project/program distinguished from others serving the same beneficiary population?
9. How is this program unique among others in the Houston area?
10. What is the evaluation process for this project within your organization?
11. What Measures/Outcomes will you use to assess results?
12. In light of the potential April 2017 date for distribution of these funds, how will you initiate or sustain this project prior to the receipt of funds? (Please note #6 under Grant Guidelines.)
13. Please list other sources of income for this project:
14. Should the KKG Charitable Foundation of Houston consider a naming opportunity for this request? Is there a funding amount at which this opportunity is available?