



KAPPA KAPPA KAPPA, INC.

Iota Chapter
Valparaiso

GRANT GUIDELINES



PURPOSE

Kappa Kappa Kappa Iota Chapter is a philanthropic organization that promotes charity, culture and education.

ELIGIBILITY

Kappa Kappa Kappa Iota Chapter welcomes **501(c)(3) or non-profit** organizations serving residents in the 46383 and 46385 zip code areas to submit a request for funding.

AMOUNT OF FUNDING

The maximum amount granted to any one organization may not exceed \$3,000 **for our fiscal year, June-July**. Priority will be given to specific projects with tangible items and measured outcomes supporting Charity, Culture or Education.

Organizations requesting a capital campaign should submit a letter requesting a meeting to review the project.

FUNDING PRIORITIES

Kappa Kappa Kappa Iota Chapter seeks to fund organizations doing the greatest good for the most people. Kappa Kappa Kappa Iota Chapter **does not** fund:

- ▲ Programs that are sectarian or religious in nature;
- ▲ Political organizations or candidates;
- ▲ **Operating Budgets;**
- ▲ **Capital projects outside of 46383 and 46385 area: or**
- ▲ Individuals (except **educational** scholarships through the **Kappa** scholarship process).

REPORTING REQUIREMENTS

All recipients **will submit** a final project report. This report shall describe:

- ▲ The number of people served **from 46383 and 46385 area;**
- ▲ **Project results and related photos or projected completion date;**
- ▲ **Specific details showing how the dollars were spent;**
- ▲ **Project report must be completed by Oct 1st or March 1st following receipt of the grant. A new grant will not be awarded without the final project report from a previous grant.**

DEADLINE

Grant requests will be evaluated two times each year (November and April). All applications for the fall must be received by **October 15th**. **All applications for the spring must be received by March 15th**.

All requests should be:

Emailed to:

trikappavalpo@gmail.com

(Please put organization name in the subject line.)

Check our web site, trikappavalpo.org, for updates.



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GRANT APPLICATION

In applying for grants, the following items should be addressed in a **NUMBERED** format with each category stated and **not exceed two (2) pages typed** with a font size no smaller than 12 point. It must be in a **word document and saved with your organization's name in the title.**

1. Date
2. Organization
3. Address
4. Telephone
5. Fax
6. Contact person
7. Title
8. Email address
9. Project title for which funding is requested
10. Amount Requested (Please include copies of estimates from suppliers and/or contractors)
11. State the mission of your organization
12. Describe in detail how the funds will be used
13. The number of people who will be served by the grant **from 46383 and 46385**
14. The timeline of the project
15. Describe in detail the goals and objectives of the grant
16. If you received a grant in the previous year, you must have submitted a final project report
17. Please list any other grant money pending or received dedicated to your project.