

**GRANT APPLICATION GUIDELINES AND CRITERIA**

**THE PROGRAM**

The KFoundation has established a program to connect nonprofit organization resources. These awards are offered annually and may be renewed based on the effective operation of the agency. This program is administered by the KFoundation. Awards are granted without regard to race, color, creed, religion, sexual orientation, gender or national origin.

**ELIGIBILITY**

Applicants to the KFoundation program must be –

* Michigan area organizations with annual budgets of less than $500,000.
* Applicant must complete an official application form provided by the KFoundation. No copies or outdated applications will be accepted.
* Each applicant may submit no more than one application. Applications must be residents of the state of Michigan.
* All questions must be answered and either printed in black ink or typed and all signatures affixed on the forms provided in order to qualify.

**AWARDS**

If selected as a recipient, the agency will receive an award in one of three categories, A) Language Studies and ESL Programs, B) Leadership, C) Workforce Development and Career Planning, D) Policy and Equity, E) Family and Relationships. Up to five awards will be granted each year.

**APPLICATION**

Interested agencies must complete the application and mail or email it along with supporting documentation and attachments to KFoundation postmarked no later than September 30. Grade reports are not acceptable. Applicants will receive acknowledgment of receipt of their grant request. If an acknowledgment card is not received within three weeks, applicants may call the KFoundation to verify that the application has been received.

Applicants are responsible for gathering and submitting all necessary information. Applications are evaluated on the information supplied; therefore, answer all questions completely as possible. Incomplete applications will not be evaluated. All information received is considered confidential and is reviewed only by KFoundation management.

**CRITERIA**

1. Agency must be established for at least three years, and in good standing with the State of Michigan.
2. Agency must provide services in one of the award categories
3. Agency must have documented history of service.
4. Agency must have a program or initiative devoted to middle school or high school aged youth.
5. Agency must have a facility to provide programs and services. A scheduled walk-through of the facility will be part of the evaluation process.
6. Agency CEO must attend a formal interview if selected as a candidate. The agency must present a presentation which may include staff and board members to highlight the agency’s strength and importance to the community.
7. Application and supporting documents will be verified.

**SELECTION OF RECIPIENTS**

Grant recipients are selected based on community commitment, demonstrated leadership and references by collaborative partners. Financial need is not a primary consideration.

Selection of recipients is made by KFoundation Board of Trustees. All applicants agree to accept the decision as final. All applications and attachments become the property of the KFoundation. Award notifications will be mailed in February.

**PAYMENT OF AWARDS**

Payments are made in equal installments throughout the duration of the program. The award will be sent directly to the financial institution of the agency. All awards must be applied toward the program use approved by the Board of Trustees.

**OBLIGATIONS**

Recipient(s) must use the award as stated in eligibility guidelines. Recipient(s) are required to notify KFoundation of any changes in address, location, leadership, or other relevant information.

Agencies must submit a report to the KFoundation along with a copy of the bank statement(s) to coincide with the program cycle.

**REVISIONS**

The KFoundation reserves the right to review the conditions and procedures of this program and to make changes at any time including termination of the program.

**ADDITIONAL INFORMATION**

Questions regarding the scholarship program should be addressed to:

 KFOUNDATION

 PO Box 36394

 Grosse Pointe, Michigan 48236

 Ph: (313) 368-0240

 Email: kfoundation@gmail.com

 Website: binionconsulting.com