



KLSA Community Grant Application 2023-2024

Completing this application does not guarantee an award

Awards are not guaranteed. Available funds, demonstration of need, volunteer and fundraising activities, and compliance with KLSA regulations impact grant requests.

1. Fill out the form completely. Incomplete forms **will not** be considered. Turn in both pages of the application. Documents can be filled out electronically; however, please print and sign, scan and email.
2. Community grant applications are considered between September 1st and April 30th. Deadline as follows:

September 29, 2023	October 27th, 2023	November 24, 2023	December 29, 2023
January 26, 2024	February 23, 2024	March 29, 2024	April 26, 2024
3. Things to consider when applying::
How will the money benefit the community? - How many people will benefit from this donation? - Is the request a necessity or nicety? - Will this donation represent the sole source of an organization's operating budget? - Has the requesting organization made an effort to raise funds for this event/project? - Have funds been received from other organizations for this event/project?
4. Requests should be submitted 30 days before funds are needed. If not submitted 30 days in advance, your request could be unfilled or denied.
5. Requests from the following organizations must include additional information as listed below:
 - a. Teachers - need signatures from the Principal and PTA/PTO President (if the President is unavailable, we will accept VP, Treasurer, or Secretary signature). A request for money from the corresponding PT(S)/A/PT(S)O must also have been made.
 - b. Boy Scouts and Girl Scouts - need signature from the Troop Leader.
 - c. High school sports teams - need signatures from the Booster Club President (if the President is unavailable, we will accept VP, Treasurer, or Secretary signature), and the Principal. A request for money from the corresponding Booster Club must also have been made.
6. **KLSA will not pay for costs associated with sales of food, beverages, or door prizes.**
7. Final reconciliation (receipts for expenditures) must be turned in within 45 days of approval of funds. If you are unable to do so, future requests from your organization will be denied.
8. If your organization does not utilize all of the community grants for the purpose requested, the unused amount must be returned to KLSA. Checks should be made payable to: KLSA
9. All checks must be issued to an organization, **checks will not be issued to an individual.**
10. Checks are null and void 90 days after the issue date and funds will not be reissued. You may re-apply for a grant but are not guaranteed approval.
11. The Joint Ethics Regulation and AR 1-100 prohibit military members and civilian employees from asking for gifts, either directly or indirectly. If a business, on its own initiative, chooses to donate a gift to a unit welfare fund, then the unit may accept IAW AR 1-100.

If you have additional questions please contact: communitygrants@klsa.org

I have reviewed the Community Grant Request Form and all additional information. I am aware of the requirements related to the application process.

Print Name: _____

Title: _____

Signature: _____

Date: _____



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Organization Name: _____

POC: _____ Phone: _____

Mailing Address: _____ Email: _____

Requested Amount: \$ _____ Date Funds Needed: _____

Check Payable To: _____

Name of Event or Project: _____ Date & Location of Event or Project: _____

Breakdown of funds usage, **be as detailed as possible**. Please attach any estimates/invoices with the application:

Total Cost of Project: \$ _____ Number of individuals benefiting from these funds: _____

Fill out the following pertaining to **this application**:

1. Fundraisers to date (event and amount raised): _____

2. Requested funds from other organizations? (please list date, amount, organization name, and monies received/awarded): _____

3. How will this project be impacted if your request is only partially funded or denied in full? _____

4. Is your organization willing to volunteer for KLSA events and/or at the KLSA Thrift Shop? _____ Yes _____ No

POC Name & Signature

Title

Date

2nd Name & Signature (when required line #5)

Title

Date