



Christ the King Foundation Grant Application

Date of request: _____

Project or Program Name: _____

Contact/Responsible Person(s): _____

Address: _____

Daytime Phone: _____

Evening Phone: _____

Email: _____

NOTE: Process/ timeline information

The Foundation Board of Trustees acts on grant requests during its June and December meetings. Grants must be submitted by April 1 or Oct. 1 to be considered. Requests must be submitted on the *CtK Foundation Grant Application* form by email, for action to be taken. *All grant requests must be submitted electronically.* (See CtK website for downloadable form: www.lifeatctk.org/foundation. The website has the Foundation Grant Submission and Evaluation Process information, as well.)

A grant contact person or program representative may be requested to attend a Foundation meeting to present the proposal and/or respond to questions.

Grant recipients must report outcomes/progress of their goal(s) and share pictures (if available) or other results of the grant **within a year** of receiving the grant. (See page 5 for report documentation.)

TO SUBMIT A COMPLETED APPLICATION and/or ask questions, please contact Foundation President, Freya Hanson, at hansonfo@aol.com or 651-633-9408.

APPLICATION

Please respond to the following questions fully and completely. You may include appropriate documentation or attachments under supplementary documentation at the end of this application. Incomplete proposals will not be considered for funding.

1. Provide a succinct, but thorough, description of the proposed project, including how this grant will help your organization. How will you measure the success of this project?

2. Who will benefit from this proposed program or project?

3. Upon successful completion of the project, what is the proposed plan for future continuation and financial sustainability?

This description should include anticipated future expenditures.

4. Will a CtK Team, standing committee and/or CtK staff-person be involved? If so, what is their role in the implementation process?

5. Program Implementation:

Goal(s)	Activities	Timeline

6. Estimated budget for this program or project:

Total Project Cost	Foundation Grant Request	In-kind/ Other Funding

Source(s) of any in-kind/other funding:

Please include any supplementary documentation on the back of this page or attach at the end of this application.

FINAL REPORT

Grant recipients must report outcomes/progress of their goal(s) and share pictures (if available) or other results of the grant within a year of receiving the grant.

1. How did the grant funding help your organization/committee reach its goal(s) and who benefitted?

2. What obstacles and adversities did you encounter in completing this project? How were you able to overcome them?

3. Describe how this project is sustained/self-sustaining since completion.

4. Summarize budget and expenditures for the project.

Unused funds must be returned to the Christ the King Foundation within 30 days of completion of the project.