



*Please provide the following information in the order indicated. Use the headings and subheadings provided. Then, in your own words, address the questions and issues posed in the outline. Please use a standard typeface (font) of no less than 10 points and margins of no less than 0.5 inches.*

## **NARRATIVE** (six page maximum):

### **Purpose of the Grant**

- What overall (long-term) changes are you working toward? (e.g., ultimately, we want to increase high school graduation rates).
- Why do you want to create this change?
- The specific people or segment of the community you will focus upon (including number of participants and geographic area to be served) and why you chose this focus.
- Evidence you have from those you will serve and other sources that this change is wanted and will be used. If applicable, include information about the target population's involvement in the development of the project/program.
- What are the specific short-term outcomes you seek to achieve with this request, described in measurable terms (e.g., increase reading level of participating students)?
- How are these short-term outcomes linked to the overall (long-term) changes described above?
- Specific performance targets you seek and your reasons for choosing those particular targets.

### **Implementation: How will you produce the changes described above?**

- What you will do — describe your work plan. Include information about how you will reach the population you plan to serve, as well as the strategies you will use to achieve the outcomes proposed above. A detailed work plan can be included as an attachment, but is not required.
- What participants will do — describe their experiences.
- Indicators that will tell you participants are making progress towards the changes you seek.
- Why you chose the particular approaches you will use.

### **Evaluation**

- How will you know the changes have occurred?
- How will you verify the extent to which participants achieve outcomes/performance targets?
- What you will do with this information?

*Note: Interim and final evaluation and expenditure reports will be required for every grant awarded. Final evaluation reports, either in whole or in part, will be made available to the public through Foundation communications. See the "Public Disclosure and Grant Recipients" section of our Grant Guidelines for further information.*

### **Organizational Capacity and Background**

- Your organization's mission and how this project relates to it.
- Why are you an appropriate group to undertake this project? Include similar program or organizational accomplishments and the extent to which you achieved your performance targets/outcomes.
- If this is a collaborative project, the rationale for collaboration and the roles of each partner.
- Responsibilities, qualifications, capacity, cultural competence and commitment of staff and volunteers involved in the project.
- Other local groups doing similar or related work, and your linkages with them.

### **Funding Plans**

- What additional resources are needed now, and what is the future of this project?
- How other resources needed to complete the project are being secured.
- How you will support this project in the future if it is to continue.

## REQUIRED ATTACHMENTS

*Please label all attachments to correspond to the bold-faced, capitalized items below.*

- **MOST RECENT FINANCIAL STATEMENT**, audited if available. This statement should reflect actual expenditures and funds received during your most recent fiscal year.
- **MOST RECENT FORM 990**, including Schedule A.
- **ORGANIZATION'S CURRENT ANNUAL OPERATING BUDGET** (use attached budget form).
- **CURRENT PROJECT BUDGET**, if requesting other than general operating support (use attached budget form). If request is for a period other than the current year, please include a **PROJECTED PROJECT BUDGET**.
- If your organization will complete its fiscal year within the next three months, include a **PROJECTED OPERATING BUDGET** for the coming year.
- List of **FOUNDATION AND CORPORATION SUPPORT** received by or pledged to your organization for the period to be covered by the grant request. Please include the amount of each grant and whether or not the funds are restricted to a particular activity.
- A copy of your IRS 501(c)(3) **TAX EXEMPT LETTER**. If your are not an IRS 501(c)(3) agency, please identify your fiscal agent and attach the written agreement from the fiscal agent.
- **BOARD OF DIRECTORS**, with affiliations.

## OPTIONAL ATTACHMENTS

*The following items are welcomed, but not required.*

- **LETTERS OF SUPPORT/COMMITMENT** (up to three).
- Recent **PUBLIC EXPOSURE**, including newsletter, articles, newspaper clippings, evaluations or reviews (up to 4 pieces total).
- Recent **ANNUAL REPORT**.
- **DETAILED WORK PLAN**

Applications and required attachments should be mailed to: Kaleidoscope Foundation, Inc., P. O. Box 1769, Catoosa, OK 74015-9998.  
**No in-person deliveries, faxes, email submissions or late applications will be accepted.**



*(This form may be reproduced on your computer provided your answers are made within the same space limitations as the form.)*

**Please use a typeface of 10-points or larger.**

Legal Name of Organization: \_\_\_\_\_  
(Name should be the same as on IRS determination letter)

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Executive Director: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Fax number: \_\_\_\_\_ Year Founded: \_\_\_\_\_

Contact Person/Title/Phone number: \_\_\_\_\_

### **PROPOSAL SUMMARY:**

Project Name (if applicable): \_\_\_\_\_

Amount Requested: \$\_\_\_\_\_ Period for which funds are requested: \_\_\_\_\_

Please summarize in a short paragraph, the purpose of your agency. Then briefly explain why your agency is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if a grant is made.

### **AUTHORIZATION**

Name of top paid staff or Board Chair (type): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**No in-person deliveries, faxes, email submissions or late applications will be accepted.**

# Kaleidoscope Foundation, Inc.

## Partners Grant Application

*(You may reproduce this form on your computer, keeping answers to the space provided and using no less than a 10-pt font.)*

**ORGANIZATION BUDGET** for period of \_\_\_\_\_ to \_\_\_\_\_

EXPENSES			REVENUES	
Salaries <sup>(1)</sup>			Government Grants <sup>(2)</sup>	
Fringe Benefits			Grants from Foundations and Corporations <sup>(3)</sup>	
Consultants & professional fees			Contributions from Individuals	
Training			Earned Income <sup>(4)</sup>	
Travel			United Way or other cooperating fund	
Equipment			Fundraising Events & products	
Supplies			Other	
Telephone				
Printing and copying				
Evaluation				
Other				
Overhead (Management and General)				
<b>Total Expenses</b>			<b>Total Revenues</b>	

- (1) Number of full-time employees \_\_\_\_\_ part-time employees \_\_\_\_\_
- (2) What percent of the budgeted revenues from government grants has been secured? \_\_\_\_\_
- (3) What percent of the budgeted revenues from foundation and corporation grants has been secured? \_\_\_\_\_
- (4) Describe sources of earned income:

Please use the remaining space to explain any unusual items in your budget:

# Kaleidoscope Foundation, Inc.

## Partners Grant Application

*(You may reproduce this form on your computer, keeping answers to the space provided and using no less than a 10-pt font.)*

**PROJECT/PROGRAM BUDGET** for period of \_\_\_\_\_ to \_\_\_\_\_

EXPENSES			REVENUES	
Salaries <sup>(1)</sup>			Government Grants <sup>(2)</sup>	
Fringe Benefits			Grants from Foundations and Corporations <sup>(3)</sup>	
Consultants & professional fees			Contributions from Individuals	
Training			Earned Income	
Travel			United Way or other cooperating fund	
Equipment			Fundraising Events & products	
Supplies			Other	
Telephone				
Printing and copying				
Evaluation				
Other				
Overhead (Management and General)				
<b>Total Expenses</b>			<b>Total Revenues</b>	

(1) For this project/program, the number of full-time employees \_\_\_\_\_ part-time employees \_\_\_\_\_

(2) What percent of the budgeted revenues from government grants has been secured? \_\_\_\_\_

(3) What percent of the budgeted revenues from foundation and corporation grants has been secured? \_\_\_\_\_

Please use the remaining space to explain any unusual items in your budget: