

THE KIDS TRUST

2010 GUIDELINES FOR GRANT REQUESTS

About Us

The mission of The Kids Trust is to help young children of abuse grow up in a happy, safe, and exciting environment. The Kids Trust was created in 2005 by and in memory of Gary L. Houck, Jr. At the age of 29, Gary became a victim of suicide. Gary's wish was to create a fund that would provide support and services to young children who are living with, physical or emotional abuse, or neglect. This Trust is administered by The Foundation for Enhancing Communities.

Please visit The Kids Trust website at www.thekidstrust.org

Applying for a Grant from The Kids Trust

The Kids Trust invites established nonprofit 501 © (3) organizations to submit proposals to support child-focused programs and services that are within the confines of existing programs and services that your agency currently provides.

Eligible activities may include:

- Therapeutic recreational, fun activities for children of abuse
- Early intervention services
- Support groups for individuals or families
- Mental, emotional or behavioral health services

Programs must meet the following minimum requirements:

- Serve children age 0-18 years old and/or their families
- Operate within the counties of Cumberland, Dauphin, Franklin, Lebanon, Perry, York and Lancaster.
- Enhances or expands the services already provided by your organization (*if your organization is proposing a new program, you must provide a plan for sustaining the program after the grant term*)

The Kids Trust does not make grants to individuals or for-profit organizations. The term of the grant is for one-year and is not renewable. We are interested in supporting innovative activities that directly benefit children of abuse and their families. Proposals should:

- Be innovative and do not duplicate existing programs and services
- Empower children of abuse
- Be collaborative in nature
- Have the potential to become long-term solutions to existing abuse issues involving youth
- Demonstrate measurable and achievable outcomes

Total Funds Available to Grant \$15,000.00

Average grant award - \$2,500 – 5,000.

What to Include in Your Proposal Packet:

One Original and 8 collated copies in the following order:

- Brief Cover Letter addressed to the Program Officer
- Application Summary Form (provided)
- Application Narrative - 5 pages maximum, 12 point font, 1 inch margins on all sides
 - a brief description of the applicant organization
 - a brief description of the proposed project
 - documented need for the project
 - examples of collaborate or cooperative efforts with other agencies
 - time line for project implementation (not to exceed 12 months)
 - expected impact/outcomes of the project
 - project evaluation criteria
 - brief explanation of other pending or committed sources of project funding
- Attachments
 - A completed project budget using the form provided
 - A copy of your most recent organizational budget.
 - A brief written statement indicating if your organization ended its most recent fiscal year with a budget surplus or deficit
 - A complete list of Board Members
 - A list of all grants received from the Foundation during the past three years
 - Two letters of support for the project

One Original Only of the Following:

- A current, non-expired copy of the organization's 501 (c) (3) or other proof of tax exempt status from the Internal Revenue Service
- Certificate of Registration from PA Bureau of Charitable Organizations, if applicable
- Financial statements/audit prepared by an accountant for the most recent tax year

PLEASE DO NOT BIND YOUR PROPOSAL IN POCKET FOLDERS, PLASTIC REPORT COVERS, OR SIMILAR PORTFOLIO JACKETS. DO NOT INCLUDE ORGANIZATIONAL BROCHURES, MAPS, NEWSPAPER ARTICLES AND THE LIKE. FAILURE TO ADHERE TO THESE RESTRICTIONS AND THE GRANT PREPARATION GUIDELINES IN GENERAL MAY RESULT IN YOUR PROPOSAL BEING RETURNED OR DETERMINED INELIGIBLE FOR REVIEW.

Grant Deadline

Proposals must be received at **The Foundation for Enhancing Communities, 200 N. Third Street, 8th Floor, Harrisburg, PA 17101, attn: Rosemary Browne, no later than 3:00 PM on Friday, April 16, 2010.** Please submit one original and eight copies, and follow the format provided in this announcement. *Proposals may also be hand delivered. Email or fax submissions will not be accepted. Submissions postmarked April 16, 2010 but received **after** the deadline will not be accepted.*

Grant award notification will take place the week of **May 31 - June 4, 2010.**

Site Visits and Agency Interviews

Upon review of your application, The Kids Trust Grant Review Committee may request site visits and interviews with program staff at your agency.

Public Announcement of TKT Grantees

If you are awarded a grant, we would like for a representative from your agency to be present at the Trust's annual ***Run on the Roof*** fundraiser to be held on **Saturday, June 19, 2010** at 12:00 noon at Madden Physical Therapy, 5425 Jonestown Road, Harrisburg. Grant award checks will be presented at that event.

Contact Information

If you have questions about these guidelines, or about The Kids Trust, please contact

Rosemary Browne
Director of Programs & Community Investment
The Foundation for Enhancing Communities
200 N. Third Street – 8th Floor
Harrisburg, PA 17101
717-236-5040
Email – rosemary@tfec.org

Application Summary Sheet
The Kids Trust
(please print or type)

Organization Name _____

Address _____

City _____ State _____ Zip _____

Contact Person _____ Title _____

Email _____ Telephone _____ Fax _____

Date You Submitted this Application: _____

Project Dates: Beginning _____ Ending _____

Total Project Budget _____ Amount of this Request _____

Brief Description of Project

Geographic Area Served by Project _____

Primary Target Population

Printed Name of CEO or Executive Director _____ Printed Name of Board President or Board Designee _____

Signature of Board President or Board Designee (Indicating Board Approval of this Request) _____

Organization Name _____

Is this project's grand total included in your current organizational budget?

Project Budget

	Total Amount*	The Kids Trust Amount	Other Funding Amount	Source of Other Funding	Code*
PERSONNEL					
Salaries					
Payroll Taxes					
Health Benefits					
Pension					
Contract Workers					
Other (Specify)					
Subtotal Personnel					
OPERATIONS					
Rent / Mortgage					
Utilities					
Telephone/Fax					
Insurance					
Office Supplies					
Program Supplies					
Maintenance Supplies					
Postage & Delivery					
Professional Services					
Training & Develop.					
Consultant Fees					
Travel					
Printing / Copying					
Equipment					
Other (specify)					
Subtotal Operations					
GRAND TOTAL					

****Total Amount** Should Equal The Kids Trust Amount + Other Funder Amount**

**Codes for amounts from other funders: P = projected/pending; C = Committed; R = Received