

# HONORABLE ORDER OF KENTUCKY COLONELS GRANT APPLICATION PROCEDURE/GUIDELINES

## APPLICATION FORMS

- Application forms will be distributed to qualifying organizations upon receipt of written request. The request must be on the current letterhead of the requesting organization.
- The request for an application form must state that the requesting organization is 501 (c) 3.
- Only current year application forms will be accepted.

## ELIGIBILITY

- Applicant's service(s) to be funded by the Honorable Order must be primarily directed to citizens of Kentucky.
- Applicant's service(s) must conform to one of the following categories:
  - Arts and Culture
  - Charitable organizations serving the handicapped and/or truly needy
  - Preservation of documents, history and environment
  - Educational organizations or programs
  - Humane societies
  - Senior citizen services
  - Day care services
  - Life enrichment services
  - Scouting & Youth Programs
- Applicant must document status as 501 (c) 3

## LIMITATIONS

- Grant funds may not be used for salaries, operational or administrative expenses. Items not eligible include insurance, utilities, rent, travel expenses, advertising and consultant fees.
- Grant funds may only be used for project(s)/item(s) specified by the Honorable Order in the original grant transmittal letter.
- Excess funds may not be utilized for other purposes and must be returned to the Honorable Order in a timely fashion.
- In general terms, funding is limited to items/projects that "can be seen, felt, or touched".

## REQUIREMENTS

- Written acknowledgement of receipt of the funds must be received by the Honorable Order within 10 days of the issuance date.
- A notarized accounting of expenditures must be made no to the Honorable Order. Copies of all invoices must be submitted as part of the accounting process.
- Any excess funds must be returned to the Honorable Order..

- Deadlines for project completion will be established by the Honorable Order. If the project completion deadline can not be met, the recipient should request an extension, in writing, from the Honorable Order. The Order may, at its discretion, require funds to be returned.
- Organizations failing to meet these requirements will be directed to return all funding and will not be eligible for future grants from the Honorable Order.

#### **ADVISORY INFORMATION**

- Dollar amounts requested should be based on bids or competitive pricing.
- The Honorable Order does not fund “umbrella” agencies (i.e., Organizations that conduct fund raising for the purpose of distributing such funds to other organizations.)
- Organizations with multiple offices or sub organizations are eligible for consideration only if none of the sub organizations have applied.
- The Honorable Order has established “The Kentucky Colonels Better Life Scholarship Program” in support of students wishing to obtain post secondary educational opportunities. We are proud to be the sponsor of the “Kentucky Colonels 6<sup>th</sup> Grade Academic Showcase”. Colleges, Universities and other schools should be aware that the Order will give priority to these and similar programs directly sponsored by the Order.
- The Honorable Order welcomes applications for programs supporting enhancement of education or educational opportunities for Kentuckians. Individual schools offering only general education programs are, in practical terms, not eligible for funding from the Honorable Order.
- Grant recipients will be expected to acknowledge the Honorable Order’s funding in any materials, promotional announcements, promotional items, etc. issued in conjunction with the project(s) funded.

#### **MATCHING GRANTS**

The Honorable Order may find a project to be worthy but beyond the financial capabilities of the Order. In such case, a commitment to provide partial funding on a matching basis may be issued. The actual funds will be disbursed upon receipt of a notarized statement that the additional dollars needed to complete the project have been secured. A period of 5 calendar months will be granted for securing the additional funding.

