



Grant Application

Grant Instructions: Please complete this application completely before submission. If a question is not applicable to you, please write "Not Applicable" in the response field. Feel free to extend beyond the provided lines if needed to complete your answer. Typed answers are preferred, but handwritten answers will be accepted as long as they are complete and legible. In the event that you are handwriting answers and that the space provided is insufficient, attach another document with the complete information. You are welcome to include supplemental attachments or documents to the application.

Grant Deadlines: Please note applications are accepted on a rolling basis and considered based on available budgeted funds. The grant committee will review each application for consideration. Decisions may take up to 8 weeks to be reviewed. You will be contacted after a decision has been made on your request, regardless of the outcome.

CONTACT INFORMATION

Organization/Person requesting funding: _____
Contact name: _____
Phone number: _____
E-mail address: _____
Date of application: _____

PROJECT INFORMATION

Start Date: _____
End date: _____
Estimated total project cost: _____
Amount requested from KAB: _____

Are you willing to accept partial funding, if KAB approves to cover a portion of your grant cost?

Yes No

Project location(s):

Number of volunteer(s): _____

Youth involvement? Yes No

Youth ages (if you answered yes to question above):

Under 10 years 10 - 12 years 13 - 15 years 16 - 17 years

PROJECT CATEGORY

Please mark all applicable option(s).

Beautification Recycling Water Conservation

Restoration Community Garden Tree/Shrub Planting

Other (please specify): _____

ITEM BIDS

Note: *If the item you are requesting funds to purchase exceeds \$500, please attach two or three competitive bids on the (comparable) item, equipment, or merchandise. **Without attaching the competitive bids with your application, Keep Abilene Beautiful (KAB) will consider your application incomplete and it will not be considered for approval.***

Item: _____

List Competitive Bids including company, phone number and quoted amount:

PROPOSAL NARRATIVE

Project description (provide a brief description of the project):

Need statement (provide a brief description of the need, problem, or opportunity to be addressed by the grant/project):

Organization qualifications for the project (describe your organization's qualifications to address the need stated above):

Collaborator(s) (provide the name(s) of individuals or entities involved with/in the project):

Timeline (discuss the projected timeline for the proposed program) :

Project Evaluation (discuss how you will objectively evaluate the project/program and the potential outcomes arising from the project):

Sustainability (Explain how you plan to continue with the program if KAB does not approve funding for the full amount):

GRANT PROCESS

Building strong relationships with our grantees is important to Keep Abilene Beautiful (KAB). Our goal is to be fair, respectful and supportive of applicants and grantees during the application process. We sincerely appreciate the opportunity to partner with you on this project and hope that you have benefitted as well. In an effort to improve our effectiveness, we would appreciate feedback of your experience with KAB.

The Grant & Awards Committee will first review each grant request/applicant for completeness, validity, and potential to succeed. Recommendations will then be shared with the full KAB board for the final decision. Applicants will be informed of the board's decision and whether their request was accepted or denied. Please note that it can take up to 8 weeks after the application deadline to receive a response on your request. Funds will be dispersed within a month of the date that the board approves an application.

ADDITIONAL INFORMATION

Submit applications to:

Mail: Keep Abilene Beautiful

P.O. Box 60

555 Walnut St.

Abilene, Texas 79604

Email: keepabilenebeautiful@abilenetx.gov

Contact us:

Telephone: (325)734-3301