

INSTRUCTIONS FOR COMPLETING APPLICATION FOR KSRA FOUNDATION FUNDING

The Kansas State Rifle Association Foundation (KSRAF) has funds available to promote legal shooting sports programs, activities and events in Kansas. Generally such support is limited to junior and women's shooting events, however, other activities will be considered if funds are available.

To receive funding, an application should be submitted to KSRA Foundation a **minimum of 45 days** prior to the date funds are needed. Funding cannot be approved once an event has already taken place. Incomplete or Unsigned Applications will automatically be rejected.

The recipient of the funds is required to submit a report to KSRA Foundation within 30 days after completion of the activity/event. Failure to submit a report will automatically make you permanently ineligible for consideration of funding in the future. See more detail regarding Final Report under Item IV.

Hard copies of an APPLICATION FOR KSRA FOUNDATION FUNDING should be submitted to:

**Kansas State Rifle Association Foundation
P. O. Box 302
Jetmore, KS 67854**

Applications must be submitted on the official APPLICATION FOR KSRA FOUNDATION FUNDING Form and must include the following:

- I. Organization information
 - Name of organization responsible for the event/activity
 - Name, title and complete contact information of contact person
 - Name and contact information of person responsible for final reporting
 - Entity and postal address to which the KSRA Foundation check should be drawn and sent
- II. Description of activity or event – Be Specific
 - Type of Event
 - Objectives and goals
 - When will the event/activity be held (month, day, year)
 - Location where the event/activity will be held
 - How many individuals will benefit from the event/activity
 - Will participants be charged for the event/activity? If so, how much?
 - Will the event/activity make a profit? If so, how will those funds be used?
- III. Budget for the activity or event
 - Total budget detailing estimated costs of
 - promotion
 - ammunition, targets, and other expendable supplies
 - travel reimbursement
 - equipment purchase or rental
 - food and/or accommodations
 - awards and recognition items (medals, tee shirts, hats, etc.)
 - any other expenses
 - Amount requested from KSRA Foundation
 - Amount requested and/or received from other sources
- IV. Final Grant Reports must be submitted within 30 days after the activity/event has been completed on the official FINAL GRANT REPORT Form. The report must include a short written description of the event/activity, including the number of attendees and/or participants, and an assessment of its success and/or failure. Photographs of event participants at the event must be included and submitted in digital format on a CD. Photographs will be used by KSRA Foundation for promotional purposes.

Suggestions of events/activities that may be worthy of future KSRA Foundation support are welcome!

APPLICATION FOR KSRA FOUNDATION FUNDING

(Please Print or Type)

NAME OF ORGANIZATION _____

NAME AND TITLE
OF CONTACT PERSON _____

CONTACT PHONE# _____ CONTACT EMAIL _____

ADDRESS _____

CITY, STATE, ZIP _____

IS THE CONTACT PERSON RESPONSIBLE FOR FILING FINAL REPORT? _____

IF NOT, PROVIDE NAME AND CONTACT INFORMATION OF PERSON RESPONSIBLE FOR FINAL REPORT:

NAME AND TITLE _____

PHONE _____ EMAIL _____

ADDRESS _____

CITY, STATE, ZIP _____

DESCRIPTION OF ACTIVITY OR EVENT

Be very specific. Attach a separate letter of explanation if necessary.

SPECIFIC DETAILS OF EVENT _____

OBJECTIVES AND GOALS _____

AMOUNT OF SUPPORT BEING REQUESTED: \$ _____

DATE OF EVENT _____ TIME OF EVENT _____

LOCATION OF EVENT _____

NUMBER OF PARTICIPANTS EXPECTED _____ (Estimate if unknown)

WILL PARTICIPANTS BE CHARGED A FEE? _____ IF SO, HOW MUCH? _____

WILL THE EVENT MAKE A PROFIT? _____

IF SO, HOW WILL THE FUNDS BE USED? _____

WHERE SHOULD THE FUNDS BE MAILED?

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

ENTITY OR PERSON CHECK SHOULD BE MADE PAYABLE _____

DATE CHECK NEEDED BY _____

AMOUNT REQUESTED OR RECEIVED FROM ANY OTHER SOURCES

NAME OF SOURCE _____ AMOUNT \$ _____

NAME OF SOURCE _____ AMOUNT \$ _____

NAME OF SOURCE _____ AMOUNT \$ _____

NAME OF SOURCE _____ AMOUNT \$ _____

BUDGET FOR THE ACTIVITY OR EVENT

PROMOTIONAL \$ _____

AMMUNITION, TARGETS, EXPENDABLE SUPPLIES \$ _____

TRAVEL REIMBURSEMENT \$ _____

EQUIPMENT PURCHASE OR RENTAL \$ _____

FOOD \$ _____

ACCOMODATIONS \$ _____

AWARDS AND RECOGNITION ITEMS \$ _____

OTHER – SPECIFY DESCRIPTION OF ITEMS \$ _____

TOTAL \$ _____

OTHER ITEMS DESCRIPTION _____

I understand that should I receive funding that a full final report is due 30 days after the date of the event. I also understand that I must submit digital pictures of event participants at the event on CD for use in KSRA publications and website and authorize the use of those pictures for KSRA promotional purposes. I understand that failing to submit the final report will automatically make me ineligible to receive any funding in the future.

Print Name _____

Signature _____

Date _____

DO NOT WRITE BELOW THIS LINE

Date Rec'd _____ Date To Committee _____ Approved _____ Denied _____

Check# _____ Date _____

Reason for Denial _____
