



Dear Charitable Contributions Applicant:

Thank you for contacting the Assists Foundation to serve as a grantor for your organization. Assists continually strives to build relationships within the communities in which we live and do business. While we have tremendous fundraising goals, we are committed to awarding grants throughout the community on an annual basis.

**Grants will be distributed throughout the year. To receive consideration, an application must be made 60 days prior to the distribution request date. The Charitable Contributions Committee will determine the grantees and funding amount (not to exceed \$3000.00) on a bi-annual basis.**

Grants are awarded based upon need and advancement of the Assists Foundation mission. Assists requires proof that the group or organization making the request has obtained non-profit status. The requestor will be required to complete a Release and Waiver form if a grant is awarded.

**REQUESTS TO BENEFIT AN INDIVIDUAL OR AN INDIVIDUAL FAMILY WILL NOT BE CONSIDERED.** We will avoid contributions that impact only a few individuals or that might set a precedent in supporting controversial events. We will avoid funding individual requests due to hardship, illness, travel, entertainment or competition.

In order for us to consider your grant application, please include a cover letter, provide all information requested in the Grant Application form, and your letter of determination. Please note that the one to three page summary of program deliverables must be received within six months from the date that your grant is awarded.

**All applicants must adhere to the Charitable Contribution Policies and Guidelines. If not, your request cannot be processed and may be disqualified from current funding cycle.** The Charitable Contributions Committee will refrain from honoring funding to any group or organization that provides, promotes or participates in any event that sells or allows the use of illegal drugs or alcohol.

You may send your information to the Assists Foundation, Attn: Charitable Contributions Coordinator, Allen Fieldhouse, Men's Basketball, 1651 Naismith Drive, Lawrence, KS 66045. If you have any questions, please e-mail [info@assistyouth.org](mailto:info@assistyouth.org).

We appreciate your interest and concern.

Charitable Contributions Committee  
Assists Foundation

The mission of Assists is to help provide young people access to better lives.



**ASSISTS FOUNDATION  
GRANT APPLICATION**

Date of Application\_\_\_\_\_

Name of Organization\_\_\_\_\_

Address\_\_\_\_\_

Phone\_\_\_\_\_ Website Address\_\_\_\_\_

Federal I.D. Number\_\_\_\_\_ Date Established\_\_\_\_\_

Primary Contact\_\_\_\_\_

Title\_\_\_\_\_

Phone\_\_\_\_\_ Email Address\_\_\_\_\_

**GENERAL INFORMATION ABOUT YOUR ORGANIZATION**

Mission Statement\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of Services\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Geographic area served\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Time of year services offered\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Number of clients served and their ages\_\_\_\_\_

\_\_\_\_\_

Main sources of funding for your organization

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



**PROJECT FINANCES**

Total Project Budget\_\_\_\_\_

Time Period (Date to Date)\_\_\_\_\_

Projected Use of Assists Grant\_\_\_\_\_

Other Sources of Funding\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PROJECT STAFFING**

Responsible Party or Director of Project\_\_\_\_\_

Phone Number\_\_\_\_\_ Email\_\_\_\_\_

Qualifications for this Project\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Salary\_\_\_\_\_

Other Professional, Clerical or Volunteer Management Staff, their title and salary

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

How Many Volunteers\_\_\_\_\_

Describe Any Required Training\_\_\_\_\_

\_\_\_\_\_

And finally, what makes your project different and uniquely suited for Assists support:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

We accomplish this by identifying areas of need and working with other community-based institutions to provide creative and lasting solutions.

**Assists Foundation  
Charitable Contributions Committee  
Allen Fieldhouse  
Men's Basketball  
1651 Naismith Drive  
Lawrence, KS 66045**

### **Charitable Contributions Policies and Guidelines**

**The Assists Foundation Charitable Contribution Committee was formed at the request of the Board of Directors to have representation in the distribution of charitable funds.**

**The primary duty of the Charitable Contribution Committee is to act as the clearinghouse for all funding requests and make recommendations to the Board of Directors as to which requests will best benefit the community directly or indirectly and helps meet Assists goals.**

**Reports of grant applications will be presented to the Board of Directors at bi-annual meetings. Awards will be granted upon conclusion of these meetings.**

**All Grantees are required to submit a summary of program deliverables within 6 months from the date the award was received.**

#### Grant Application Guidelines

The following information must be provided in order to process your grant request. If any of the following is omitted this will delay processing of your application.

- Cover letter
- Grant Application
- Application Appendices
- Letter of Determination