

# Good Neighbor Grants Program Proposal Form

**JACK KENT COOKE**  
FOUNDATION

Think Big. Work Hard. Achieve.

**Directions:** Please review the Good Neighbor Grants Program Information Form before completing this application.

## Contact Information

Organization Name	Date	
Organization's Mission (50 word limit)		
Website		
Executive Director	Phone Number	E-mail
Contact Person for this Grant Application	Title	
Email for Contact Person	Phone Number	
Street Address		
City	State	Zip
Federal ID #	Year Founded	Current Operating Budget

## Summary of Project

Project/Program Name			
Purpose of Grant (one sentence)			
Project Dates (start – end)	Amount Requested		
Total Project Cost	Project History		
	<input type="checkbox"/> New Project <input type="checkbox"/> Existing Project		
Program Area			
<input type="checkbox"/> K-12 Education	<input type="checkbox"/> Youth Leadership Development	<input type="checkbox"/> College Access	<input type="checkbox"/> Visual/Performing Arts
Geographic Area(s) Served by this Grant			

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## Project Details

Submit a proposal narrative, not exceeding 2 pages or 1,000 words, with 1-inch margins, at least 10-point font, and single spacing. The narrative should focus on the grant request and respond to the following:

1. Tell us about the project for which you are requesting funds. What activities will take place or what product will be developed? Who is the target audience? When and where will the project occur? Why are you choosing to implement this project now? Who will lead the project and what other staff will play key roles? What prior activities show that your organization is capable of executing this project?
2. Tell us about your project goal(s) and outcomes. How will students benefit from this grant? Write your goal statements like this: "As a result of this project, ## of students will be able to ..." Below each goal statement, tell how you will know you have achieved or made progress on that goal.

## Project Budget

In addition to the narrative, submit a detailed project budget showing how JKCF grant funds will be used. Follow this format:

	Requested from JKCF	Total Project Budget	Line Item Details
<b>Personnel</b>			
List positions and time on project			
Payroll Taxes and Benefits			
<b>Project Expenses</b>			
List on separate lines: equipment, supplies, consultant fees, printing & copying, travel, informational materials, postage, other (specify)			Explain how you calculated each budget item.
<b>Total</b>			

## Required Documentation

- A copy of the IRS determination letter indicating 501(c)3 tax-exempt status
- Most recent financial statement (audited if available; if not available, attach page one of IRS Form 990)
- The organization's current fiscal year budget, including expenses and revenues
- List of Board Members with affiliations.

## Submission Checklist

Please refer to the checklist below to ensure that you have completed all the required forms prior to submittal:

- Proposal Form
- Program Proposal Narrative (maximum of 2 pages)
- Project Budget
- Required Documentation

**Submit completed application via email to: [grants@jkcf.org](mailto:grants@jkcf.org)**

**Include in the subject line: Good Neighbor Grants Program**