

MILTON AND HATTIE KUTZ FOUNDATION

GRANT GUIDELINES

The following guidelines have been established and should be incorporated into any project proposal submitted to the Kutz Foundation for special funding.

1. Statement of purpose and goals of project.
2. Who, specifically, will be served by this project (target group)?
3. What mechanism has been established for the planning and implementation of the program; i.e., committee structure – role of lay leaders and professionals?
4. Specific breakdown of budgetary items in terms of salaries, program costs, other items (other sources of revenue).
5. Are other sources of funding being projected besides the grant request during the first year?
6. What mechanism has been established for program evaluation; describe methodology.
7. Since Kutz Foundation grants are based on demonstration projects (for one year duration), what planning will be developed in terms of future funding if the program is continued?
8. Who will assume lay and professional responsibility for the program; i.e., staffing, lay input, etc.? Will one specific agency assume responsibility?
9. If the full funding request cannot be met, what program priorities have been established to implement the program?