



Kappa Kappa Kappa Inc.

Portage Zeta Mu Chapter

KAPPA KAPPA KAPPA, INC.
Portage Zeta Mu Chapter
P.O. Box 2383
Portage, IN 46368

Dear Applicant,

Kappa Kappa Kappa is a philanthropic organization promoting Charity, Culture, and Education. The Portage Zeta Mu Chapter donates thousands of dollars back into the Portage community annually since our founding in 1967. The increased need in our area has made it necessary to adhere to a specific process for receiving grant requests.

Requests are reviewed twice per year during the months of May and November. Please understand that any applications for grants received after the end of a grant cycle will not be considered until our next grant cycle.

To submit an application, please complete all information as instructed. Applications will be accepted by mail at our P.O. Box. Applicants receiving funds will be notified within six weeks of the close of the grant application cycle. Thank you for working within these guidelines. We look forward to hearing from you.

Sincerely,

Portage Tri Kappa Finance Committee

Kappa Kappa Kappa Inc.

Portage Zeta Mu Chapter

GRANT GUIDELINES

PURPOSE

Kappa Kappa Kappa Zeta Mu chapter is a philanthropic organization that promotes Charity, Culture, and Education.

ELIGIBILITY

Kappa Kappa Kappa Zeta Mu Chapter welcomes 501(c)(3) or non-profit organizations serving residents in the Portage Township community to submit a request for funding.

AMOUNT OF FUNDING

The maximum amount granted to any one organization may not exceed \$1,500 per grant cycle.

FUNDING PRIORITIES

Priority will be given to specific projects with tangible items and measured outcomes supporting Charity, Culture, or Education. Organizations requesting a capital campaign should submit a letter requesting a meeting to review the project.

Kappa Kappa Kappa Zeta Mu Chapter does NOT fund:

Programs that are sectarian or religious in nature; Political organizations or candidates; Operating Budgets; Capital projects outside of the Portage Township area; or Individuals (except educational scholarships through the Tri Kappa scholarship process).

REPORTING REQUIREMENTS

All recipients will submit a final project report. This report shall describe:

The number of people served from the Portage Township area; Project results including related photos when possible, or a projected project completion date; Specific details illustrating how the dollars were spent. A new grant will not be awarded without the final project report from a previous grant.

DEADLINE

Grant requests will be evaluated two times each year in May and November. All applications received after a grant cycle will not be considered until the following grant cycle.

All requests should be mailed to the Portage Zeta Mu P.O. Box:

KAPPA KAPPA KAPPA, INC.

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Portage, IN 46368

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GRANT APPLICATION

- 1) Date: _____
- 2) Organization: _____
- 3) Tax ID Number: _____
- 4) Address _____

- 5) Contact Person and Title: _____
- 6) Email Address: _____
- 7) Phone Number: _____
- 8) Mission of your organization: _____

- 9) Describe in detail the goals and objectives of the grant and how the funds will be used:

- 10) Amount Requested: _____
- 11) The number of people who will be served by the grant from Portage Township: _____
- 12) Timeline of Project: _____
- 13) What community recognition will be given to Portage Tri Kappa and how will this be communicated? _____
- 14) Has your organization previously received a grant from Portage Tri Kappa, and did you submit a final project report? _____