



Guide To Grant Application **Katherine B. Lyons Fund**

North Carolina Association of Family and Consumer Sciences

Applicant Deadline

Submit applications by March 1st. They must be received by the Katherine B. Lyons Fund Committee prior to the NCAFCS Executive Board meetings.

Who May Apply

Any member of the North Carolina Association of Family and Consumer Sciences.

What We Fund

Funds are used to develop and support projects and programs of NCAFCS that advance its goals of public affairs, research, professional growth, and development. Proposals are invited for creative and innovative projects that relate to the mission statement, program of work, or priority issues.

How Funding Decisions Are Made

The Katherine B. Lyons Fund Committee reviews all applications and makes recommendations to the Executive Board based on the following criteria:

- Potential effectiveness of the project
- Potential impact of the project on the organization
- Justification of need for project
- Geographic impact and audience involved
- Innovative ideas

In determining grant amounts, the committee will consider:

- The overall rating of the application based on the criteria listed above
- The priority of funding of this application in relation to the total number of applications the committee reviews in a given year
- Applicant's access to other sources of funds
- The amount of money available for grants (these change from year to year based on interest income)

Restrictions

Funds are not to be used at anytime for ongoing operational expenses of the NCAFCS General Fund. Funds cannot be used for salary, purchase of equipment, office rental, or other indirect cost. Unused budget grant funds must be returned.

How To Apply

Complete the:

1. Summary Page
2. Narrative
3. Budget Proposal
4. Include a Resume'
5. Include Support Materials

Narrative

Write a narrative description of the project including the following:

- Title
- Purpose/objectives
- Justification of need
- Methods and procedures
- Schedule of activities
- Dates project to begin and end
- Plan for use of project
- Evaluation plan
- Plan for dissemination of information (suggestions)
 - Report at annual meeting
 - Exhibit at annual meeting
 - Article for NCAFCS Newsletter

Budget Proposal

Complete an itemized proposal budget. The following categories are suggested. (Specify the anticipated sources of other funds).

- Project Expense per Item
- Total Expenses for the project
- Grant Funds Requested
- Funds from other sources (include the name of the source)

Resume

Attach a one-page personal resume to be used in a press release and in consideration of application.

Support Materials

Additional information that may help present the project may be included.

Submit to:

Email the proposal to the NCAFCS Administrator, Marilyn Gore at mgore3@bellsouth.net.

For further information, contact Carolyn Turner, Katherine B. Lyons Chairperson, at carolynturner@bellsouth.net.

Approved _____
Disapproved _____
Amount _____

Date Received _____
AAFCS Membership No. _____

Summary Page

Katherine B. Lyons Fund Grant Application

Applicant

1. (check one) Individual Committee Section
2. Name of Group (if applicable) _____

3. Name of Contact Person _____

Email address _____ Telephone No. _____

Title _____

Mailing Address _____

4. Undergraduate Student Graduate Student (Check one, if applicable)

Advisor's Name _____

Department _____

University Name _____

Expected Date of Graduation _____

Project

5. Project Title _____

6. Grant Amount Requested \$ _____

7. Project Start Date: _____ Project End Date: _____

8. Summary of Proposal (Briefly summarize your request using no more than 50 words):

I understand and accept the terms and conditions set forth in the "Rules Governing the Katherine B. Lyons Fund" including the requirement for a final project report (narrative and financial statement) to the Katherine B. Lyons Fund Committee three months after the project is completed and a presentation or an exhibit at the annual meeting.

Signature of Applicant _____ Date _____