



## Frequently Asked Questions

### **If I have questions who do I contact?**

If you have any questions at all reach out to Katlin Bryan at [BeTheSpark\\_KAY@hotmail.com](mailto:BeTheSpark_KAY@hotmail.com).

### **When is the last day to complete our letter of intent?**

The letter of intents are due February 15<sup>th</sup>, 2018.

### **When are the grant applications due?**

The grant applications are due March 15<sup>th</sup>, 2018.

### **How do we submit our grant application?**

Your grant applications can be submitted through email to [BeTheSpark\\_KAY@hotmail.com](mailto:BeTheSpark_KAY@hotmail.com) or mailed to 5242 SW Docking Rd Topeka, KS 66610.

### **If we are missing something from our grant application, will we have a chance to turn that in or are we automatically out of the process?**

If you are missing something from your grant application you will be notified by Katlin Bryan as well as if there are any questions by the Be The Spark committee these will be communicated. It is very important your grant applications are as professional and complete as possible, but you will not be completely marked out if you are missing something.

### **Does our project have to focus on physical activity and health?**

Yes, the projects have to focus on physical activity and health. The grant money was given to KAYAN for clubs to create projects to encourage clubs to be more physical fit and create a healthy lifestyle.

### **What is sustainability?**

Sustainability is defined as being able to be maintained or kept going, which allows for continual reuse. For your project factors could include who will maintain the project, how it will be maintained, or if regular maintenance for the project will be needed.

### **Does our project have to have sustainability?**

Yes, your project has to have sustainability. The goal of the Be The Spark challenge is to encourage a healthy lifestyle which will be impacted greater with a sustainable project.

### **What is a community partner and how do we find them?**

A community partner can be a local bank, business, sorority, fraternity, or many other organizations. These could be people or businesses that have an interest in your organization and the project that you are completing. It never hurts to ask any local businesses, banks, organizations, etc. Also, ask your principal, sponsor, parents, grandparents, etc. of people, businesses, or organizations that they think could be potential community partners for you. Another great resource would be the KAYAN board and seeking KAY Alumni within your community.

**Do we have to have a community partner?**

You do not have to have a community partner, but it is HIGHLY encouraged. There is no guarantee that the Be The Spark challenge can provide all of the funds for your projects. Having community partners can help to provide for your projects and ensure their success.

**Can my club and another club partner together to do a project?**

Yes! This is actually encouraged. The impact of more than one club on a community could greatly impact many lives.

**On the rubric under the budget section it has the increments for the project as \$1,000, \$2,000, and \$5,000. Do we have to ask for one of those exact amounts?**

No, you do not have to ask for one of these exact amounts. You will see that your budget needs to be very detailed and account for all funds that are being requested. Having community partners can help with this budget and should be included within your budget as well.

**Are we limited to only one project or it can be multiple projects within one?**

You are not limited to only one project. It can be multiple projects within one big project. With all projects whether it is one project or multiple projects within one, it is important to seek out community partners and other funding in order to ensure the success of the projects.

**When will we be notified of who is a grant award winner?**

All grant award winners will be announced May 1<sup>st</sup>, 2018. This is the same day that all camp materials are due to the KSHSAA office.

**Who decides who will receive the grants?**

There is a Be The Spark committee made up of KAYAN members. This committee will review all grant applications and use the grant rubrics to decide who will be the Be The Spark grant award recipients.

**When does the project have to be completed?**

**A final report needs to be submitted to Katlin Bryan** at [BeTheSpark\\_KAY@hotmail.com](mailto:BeTheSpark_KAY@hotmail.com) of how the funds were used, the success of the project etc.

**When is the projected date that our school will receive the funds if we are chosen as an award winner?**

If you are chosen as an award winner the school will receive the funds will be sent to the school after the end of camp and prior to the school starting.

**Once we have the funds do we have to do anything to prove how we use them?**

Yes, there will be periodic updates from the Grant Manager that must be completed by the dates requested. These will not be time consuming, but will provide information that informs the Be The Spark committee that you are on track with your project.