



2024 – 2026 GRANT APPLICATION

- **Completed grant applications should be sent to BeTheSpark_KAY@hotmail.com**
- **March 1, 2025 is the deadline.**
- If this format does not work, please send all questions to the email address above.
- Please ensure you keep a completed copy for yourself.

KAY Club/School _____

AREA # _____

County School is located in: _____

Sponsor Name _____

Cell # _____

Email address _____

Co-Sponsor Name (if applicable) _____

Cell # _____

Email address _____

KAY President (2024 – 2025) _____ **Grade** _____

Email address _____



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The additional KAY student leader cannot be a senior/8th grader if the president is a senior/8th grader. We need to have a student leader who will be involved with **Be The Spark** during the 2025 – 2026 school year.

Additional KAY Student Leader _____ **Grade** _____

Email address _____

Principal Name: _____

Email address _____

Name of other Club if partnering: _____

The focus for the grant is (check one of the following options):

- _____ **Physical Health**
- _____ **Physical Health and Mental Health**
- _____ **Physical Health and Healthy Eating Options**
- _____ **Physical Health, Mental Health, and Healthy Eating Options**

Please read the following statements below and check any and all that apply:

We received the Be The Spark Grant for the:

- _____ **First Round (2017-2019)**
- _____ **Second Round (2019-2021)**
- _____ **Third Round (2021-2023)**

- _____ **This grant is a continuation of the grant we already received in the _____ round.**
- _____ **This grant is for a different project with a new focus.**
- _____ **We have not received a Be The Spark Grant before.**
- _____ **We applied for a grant in _____ round but have not received a Be The Spark Grant before.**



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A completed grant application should be computer generated using the following format and consist of the following components: proposal summary, school and community description, project description, project timeline/budget timeline, budget, and technical aspects signed by the sponsor, two KAY student leaders, and the principal. All signatures need to be original and NOT computer generated.

I. PROPOSAL SUMMARY

The proposal summary should be about one paragraph of 3-5 sentences and should include a general description of the Be The Spark project that the funds requested will be used for.

II. SCHOOL AND COMMUNITY DESCRIPTION

The school and community description section should be 1-2 paragraphs and should include a general description of the school and community. This should include the size of the school, KAY club, and the community, and what communities make up the school district, etc.

III. PROJECT DESCRIPTION

*The project description section may vary in length depending on the size and scope of the project that is being requested and the size of the grant that is being requested. This section should give a detailed description of the project that will be funded by the requested grant funds. **Included in this section should be:***

- *Project description and how student surveys were used to create this idea*
- *Goals of the project*
- *How goals will be achieved*
- *How success or failure will be measured*
- *How physical activity will be promoted*
- *Who will be positively impacted by this project*
- *How sustainability will be achieved*
 - *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.*
- *Who will be involved in making this project successful*



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IV. PROJECT TIMELINE/BUDGET TIMELINE

This section should include a detailed timeline that shows the chronological order in which the activities and goals of the project will occur and/or be completed. Also, within this section, please include information about how/when funds will be used to support the activities and goals. See text in red as an example and for ideas to include.

Task	Responsible Party	Completion Date
<i>Project Meeting</i>	<i>Club President, KAY members</i>	<i>5/1/25</i>
<i>Purchase supplies</i>	<i>Designated Club Member</i>	<i>5/10/25</i>
<i>Supplies Received</i>	<i>Designated Club Member</i>	<i>6/30/25</i>
KAY Leadership Camp 2025	Club Members Assisting with Project Implementation	7/28 – 8/1
<i>First Meeting Back – make plan for implementation of project</i>	<i>Be The Spark Committee</i>	<i>8/15/25</i>
<i>Meeting with Entire Club – share plan of implementation</i>	<i>Entire Club</i>	<i>8/20/25</i>



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V. BUDGET

This section should include specific details of items that will be funded by the requested grant. Details of where the items/supplies will be purchased from should be included in this section. Make sure to think about shipping costs if having items shipped. A comparison of getting items from multiple places should be included. Also, within this section, funds from other sources should be included. Letters of confirmation/support for the matching funds that are discussed should be included in the grant application submission. See the text in red as an example.

Items	Walmart	Amazon	Local Store			Best Price
Water Bottles (20)	\$5.00 per bottle (\$100 total)	\$3 per bottle + \$10 shipping and handling and tax (\$70 total)	\$7 per bottle (\$140)			Amazon \$70 total

Total Budget Needed:	\$70
Matching Funds Awarded:	\$40
Funds Requesting through Grant:	\$30



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Budget

Items	Store Name	Store Name	Store Name	Store Name	Store Name	Best Price

Total Budget Needed:	
Matching Funds Awarded:	
Funds Requesting through Grant:	



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TECHNICAL ASPECTS

1. The overall goal of the Be the Spark campaign is to promote one of the following options:
 - physical health
 - physical health and mental health
 - physical health and healthy eating initiatives
 - physical health, mental health, and healthy eating initiatives
2. The Be the Spark grant should have an impact on many lives within the school and/or community.
3. It is the responsibility of the grant awardees to ensure sustainability.
4. All funds that are awarded have to be used for the Be the Spark campaign projects that are approved by the Be The Spark Project committee.
5. It is the responsibility of the club to communicate to the Be the Spark Project coordinator with updates about the projects and the projected timeline, budget of funds, etc.
6. It is the responsibility of the club to complete quarterly reports and a final report using the template that is provided and submit these according to the following deadlines:
 - Quarterly Reports:
 - i. September 1, 2025
 - ii. December 1, 2025
 - iii. March 1, 2026
 - Final Report:
 - i. May 1, 2026

By signing below, I certify that I have read the above technical aspects and agree to the terms stated herein. **Signatures must be original and NOT computer generated.**

Sponsor (Date)

Co-Sponsor (if applicable) (Date)

KAY Student Leader (Date)

Additional KAY Student Leader (Date)

Principal (Date)



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