



Grant Guidelines

About The Kids Foundation

The Kids Foundation for Developmental Disabilities is a non-profit organization whose mission is to provide critical funding to organizations that provide therapy and educational services to children with developmental disabilities in the New York metropolitan area.

We look to fund organizations with innovative programs that have significant and direct impact on the lives of children with developmental disabilities such as autism, mental retardation, epilepsy and Down's Syndrome.

Eligibility and Criteria

To be eligible for a grant from The Kids Foundation, an organization must meet the following criteria:

- Directly serve children (aged birth to 18) diagnosed with developmental disabilities. We will fund only programs focused on serving this population.
- Focus their programs on education and therapy.
- Serve children in the New York Metropolitan area. We will only fund costs related to specific programs or projects of your organization. The Foundation generally does not cover general administrative costs.

What We Do Not Fund

- No money will be provided for individuals (personal assistance, scholarships, etc.)

Funding Cycle

The Foundation accepts grant applications throughout the year and evaluates and awards grants on a quarterly basis (March, June, September and December). When your application is received, you will receive notice of the date for review. Only one award will be granted per organization per year.

Application Process

All grants will be reviewed by the Grants Committee of the Foundation's Board of Directors and will be evaluated based on the program's ability to effectively address the critical needs of children with developmental disabilities through innovative programs, high quality services and well-qualified staff. In order to be considered, organizations must complete the **Grant Application Cover Sheet** and follow instructions on the **Grant Proposal Format**.

Contact Information

If you would like to request an application form or have any questions, contact:

The Kids Foundation for Developmental Disabilities

P.O. Box 945
Englewood Cliffs, NJ 07632

Phone: (201) 503-1333

Fax: (201) 503-0424

E-mail: info@thekidsfoundation.com



Grant Proposal Format

When submitting your proposal, please follow the format outlined below. All proposals should be typed, single-spaced and not exceed the limits set below. Remember to include The Kids Foundation Grant Application Cover Sheet with your proposal.

Proposal Summary: One-half page maximum

Please summarize in a short paragraph the purpose of your organization. Briefly explain why your organization is requesting a grant from The Kids Foundation and how you will spend the funds if a grant is made.

Narrative Contents: Three pages maximum

Please provide us with a narrative in order to help us understand your agency and the specific project for which you are requesting funding, including its objectives and results. **Remember:** We want to know how your program directly benefits kids with developmental disabilities. What impact does your program have? How will a grant from the Kids Foundation make a difference?

Please include the following information:

- Brief description of your organization's background, history and key leaders.
- Description of the specific program or project for which you seek funding. Is it a newservice or an existing program? How do kids with disabilities get involved?
- Brief bios of the key educators and/or therapists that work with your program participants.
- Explanation of need and objectives for the funds requested.
- Details regarding how you evaluate and measure your results and success.

Additional Attachments:

Please include the attached materials in support of your application:

- A copy of 501 (c)(3) letter (if applicable)
- A copy of IRS Form 990 (if applicable)
- Current Audited Financial Statement
- Most recent Annual Report (if available) with board member roster
- Up to 3 letters of endorsement from parent/guardian of program participant.

Return Grant Application Cover Sheet and Proposal to:

The Kids Foundation
P.O. Box 945
Englewood Cliffs, NJ 07632

Phone: (201) 503-1333
Fax: (201) 503-0424
E-mail: info@thekidsfoundation.com



Grant Application Cover Sheet

Instructions: Please complete this form and attach your Grant Proposal. (Proposals should follow format outlined in the Foundation's "Grant Proposal Format" guidelines.)

ORGANIZATION CONTACT INFORMATION

Organization Name: _____

Contact Name: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

E-mail: _____ Web site: _____

PROGRAM GRANT INFORMATION

Name of Program: _____

Purpose of Grant (one sentence): _____

Geographic area served by this program: _____

Please specify developmental disability served: _____

Number of children served by this program: _____

Number of staff directly working with children: _____

Age range of children: _____

Amount Requested: \$ _____

For Foundation Use Only:

Date Rec'd: _____

Receipt Letter sent:

Committee Review:

Decision Letter: