



## **Grant Guidelines**

The goal of Kansas Children's Foundation is to help as many children under 18 years, or individuals with special healthcare needs under the care of a pediatric provider, as well as provide monies for pediatric programs and services.

Purpose of the foundation:

- To support community based medical research conducted for the benefit of children age eighteen and younger, as well as individuals with special needs age nineteen and older, and expecting mothers
- To provide, promote and facilitate educational programs regarding issues that affect children, their parents and their health care providers
- To introduce, provide and support preventative medical programs and treatments for the benefit of children and expecting mothers
- To provide assistance to needy families that include one or more children that are in need of assistance as a result of a catastrophic event
- To coordinate with community based organizations in accomplishing the preceding purposes

### **Eligibility Criteria:**

1. Grant requests must be for: patient and/or family education, items to make a child's hospital stay better, programs to benefit children (art and music therapy etc.) or research-based medical service demonstration projects.
2. Project activities must directly benefit children and their families.
3. Project activities must provide direct assistance to as many children as possible.
4. Funds must be used exactly as they are written in the grant application.
5. Appropriate recognition of Kansas Children's Foundation must be provided by the organization.

### **Submission Requirements:**

1. Applications must answer all question on the grant application form and include all required information as specified on the grant application form.
2. Only children organizations that have a pediatric component may apply.
3. Applications must be approved and signed by the appropriate person(s).
4. Brochures and other printed information that would support the funding of your project may be included as attachments to the grant application. Do not send other electronic media.
5. Person who submits the grant application will be the one to manage the program.
6. If the request is over \$20,000, please contact the foundation as this may be a project we would like to present to a potential donor.



### **Funding will not be considered for:**

- overhead or administrative costs
- bricks and mortar
- marketing or advertising costs
- physician costs
- capital furnishing purchases
- sponsorship of events such as dinners, banquets, walk-a-thons, etc.
- programs/project activities that do not clearly demonstrate direct services that benefit children

### **Submission Deadline**

Applications will be accepted quarterly each calendar year. The grant cycle deadlines are May 1, and November 1. If the application date falls on a weekend, applications will be accepted no later than 4:30 p.m. on the following Monday.

### **Submit Application to:**

Kansas Children's Foundation  
Attn: Celia Cayless  
8710 W. 13<sup>th</sup> St. N., Ste. 107  
Wichita, KS 67212

or: [cecelia.cayless@wesleymc.com](mailto:cecelia.cayless@wesleymc.com)

### **Notification of Award**

Applicants will be notified by letter of decision (award or denial) within thirty days following the submission deadline. **Please note that any awarded grant funding must be expended within 12 months from the date of notification of award, or you will have to reapply for funding, unless otherwise specified. All Awardees will also be required to submit a grant completion report to Kansas Children's Foundation no later than 12 months from the date of the award. If a grant completion report is not received, no further grants will be awarded until the report is turned in. Reporting requirements will be further outlined in the award letter.**