

## DKG California Learning is For Everyone (LIFE) Foundation Grant Procedure

Complete a LIFE Grant Application on, or before, March 1st.

Grant applications must include:

- **Name of project**
- **Name and contact information** of the person responsible and for the grant and grant report
- **Brief description of the project** and how this project impacts learning and literacy
- **Targeted population** and number of people impacted by the grant. LIFE grants up to \$1,000 are awarded to projects impacting 30 or fewer children or families. Projects impacting over 30 children or families can request up to \$1,500.
- **Detailed anticipated budget** that includes how the grant money will be spent. This is a vital step. The Board needs to see how the grant funds will be used. LIFE grant funds cannot be spent on general supplies, fees for services, reimbursement for money previously spent, distributed to third parties, or attending training.
- **List of other funds** and fundraising for this project. The LIFE Board likes to see commitment to the project by other sources of funding. That being said, LIFE also needs to know the funds are necessary for the success of the project.

Notification of grant fundings are sent during the month of April. Checks will be available for in person pick up at the LIFE Annual Meeting of Members at the DKGCA Convention in May. If recipients are unable to attend, checks will be mailed.

After you have initiated or completed your project, LIFE asks that you complete a project report before February 1 of the following year. The form can be found on the LIFE webpage. We love to see the impact of LIFE funds! Photos are especially appreciated. If you need a release form for photos, we can send you one. Project reports are required if funds will be requested for the same project the next year. Projects can be funded for up to 3 consecutive years.

Application forms are available on the LIFE Foundation webpage on the  
DKG CA website - [dkgca.org/life](http://dkgca.org/life)

