



Grant Request

1. Name of organization: _____
Make check payable to: _____
Mailing address: _____ City: _____
Zip Code: _____ County: _____ Phone: _____
2. Non profit status / EIN number: _____
3. Requestor's name (signifying understanding and acceptance of criteria, policy, and conditions on reverse): _____
(print) (sign)
Relationship to organization: _____
Contact data (phone, fax, email): _____
4. Purpose of funds (list **specific items** to be purchased and **cost of each**): _____

5. Program/event for which funds will be used: _____
Number of children to benefit from program/event: _____
Date of program/event: _____
6. Amount requested (list a **specific amount** based upon item 4 above): _____
7. Attach any additional information describing the organization, program or event which you believe will aid the Cops For Kids Board of Directors in considering your grant request.
8. State Police affiliation: Name: _____ Phone: _____
9. Indiana State Police Alliance Director / Representative Endorsement:

(Printed Name) (Signature) (District)
Comments: _____

CRITERIA/POLICY/CONDITIONS

1. Grant requests must be submitted no less than thirty (30) days prior to function date or date of initiation of program. Requests will not be considered for funding “after the fact.”
2. Grant requests arriving by the 15th day of the month will be considered by the Board of Directors during the third week of the month. Requests arriving after the 15th will be considered the third week of the following month.
3. Grant requests will be considered only when the application clearly indicates that the following criteria has been met:
 - A. All funding requested will be used to purchase **specific items** for use by children 18 years and younger. Grants will not be considered when funding will be used for administrative costs, fees, travel expenses, sponsorships, fundraising drives, or any other non-tangible purposes.
 - B. Requesting organization is a non profit organization.
 - C. Organization is in some manner affiliated with a member of the Indiana State Police Department. This organizational affiliation may be formal (direct participation) such as a coach, board or committee member, or adult supervisor with the organization, or informal (indirect participation) such as a parent of a child participant, or merely a concerned/supportive member of the community.
 - D. Grant request is **endorsed** by a director or representative of the Indiana State Police Alliance (note: the organization’s State Police affiliate should know of the appropriate ISPA Director or Representative. If not, that person may contact the ISPA office for information).
4. If approved, **certification** as to proper use of funds **must be submitted within thirty days** of the initiation of the program/event. A certification form will be enclosed with the grant check and must be returned with receipts as applicable to 1415 Shelby, Indianapolis, IN 46203. Failure to provide timely certification will cause the organization to be ineligible for further grants for a period of three years from the date the grant was approved.
5. Only one grant per organization will be considered within any twelve month period.
6. If a grant request is denied, the organization may appeal the denial within thirty days through written correspondence to the Cops For Kids Board of Directors.
7. Any request for financial assistance tabled by the Board of Directors for further information, will be carried on the monthly agenda for two meetings. If the requester provides no follow-up, the request will be removed from the agenda for further consideration.
8. If the program/event is not held, the organization responsible for refunding all monies granted.