



*Preserving and promoting the
King William area since 1967.*

The King William Association

*122 Madison Street
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**The King William Community Cultural Development Fund Grant Program
2017 - 2018**

The charter of the King William Association aims to preserve and promote the “early life and cultures of San Antonio...as reflected in home life, government, religion, education, industry (work) and the arts and crafts.” In addition, early life and culture includes structures, infrastructure, documents, records, and related aspects of business.

The King William Area of San Antonio is as described in the King William Association By-Laws Article III Sec. 1 as follows:

- ✓ East César E. Chávez Boulevard from South Presa to South Flores streets.
- ✓ South Flores from East César E. Chávez Boulevard to South Alamo Street.
- ✓ South Alamo from South Flores to Probandt to the San Antonio River.
- ✓ The San Antonio River from South Alamos Street to Eagleland Drive.
- ✓ Eagleland Drive from the San Antonio River to South Presa Street.
- ✓ South Presa from Eagleland Drive to East César E. Chávez Boulevard.

The King William Community Cultural Development Fund is the fulfillment of the King William Association Charter, Article VIII Section 5, which states, “At the discretion of the King William Association Board, grants and donations of King William Association funds shall be made to schools primarily in the KWA area, and other organizations serving the neighborhood, as defined in Article III Sec. 1, and its residents.” The first grants from the King William Community Cultural Development Fund were awarded in 2001. Since that time, more than \$500,000 has been granted.

Grants from the King William Community Cultural Development Fund are available to organizations that are located within the general King William Area of San Antonio. Grants are awarded on an annual basis. Although there is no firm limit, grant awards are generally up to \$10,000.

Working to meet the goals of the Association, grants may be used for a variety of purposes including program support, physical projects, or program development. Grants are not given for political activities, lobbying efforts, support for deficit financing or repayment of debt, non-

charitable purposes, religious activities, physical projects lacking management and control of inventory, efforts without beneficial impact to the King William Area of San Antonio, or to directly benefit an individual or private enterprise.

Application Information

- ✓ Twelve copies of the grant application should be submitted to the King William Association, 122 Madison Street, **by 3 pm on Friday, June 23, 2017**. It consists of the following:
 1. A cover letter introducing your organization's mission and goals and an acknowledgement that they have reviewed this application, preferably signed by the Executive Director/CEO.
 2. For a school project, a signed letter from the principal of the school on school letterhead acknowledging an understanding of the project.
 3. An operating budget for the current fiscal year for your organization and your project.
 4. A list of your organization's board of directors (except if you are applying as a school).
 5. A copy of your IRS 501(c)(3) non-profit organization determination letter.
 5. A filled-in PDF copy of the Grant application form and Project Narrative, below.
 7. Other information you wish to include to support the project, not to exceed two single-sided pages.

- ✓ The project must be underway (or may be completed) within 2 months of grant receipt, if not, an extension request must be submitted. If these conditions are not met, this will likely result in ineligibility for future grants.

- ✓ During the course of the project, two written reports must be submitted to the King William Association. The dates for these written reports are flexible and are generally expected at 50% completion and 100% completion. To ensure the report requirement is clear, all awardees shall sign a KWA Grant Report Memorandum of Agreement. Failure to deliver the reports will likely result in ineligibility for future grants.

- ✓ Be aware the evaluators will not see your transmittal email. Do not assume something will be read by the evaluators unless it is included in the body of application. You will not be notified if any items are missing from your application.

Notification of grant awards will be made not later than August 30, 2017. A formal presentation of grants is planned in September, 2017.

**The King William Community Cultural Development Fund Grant Program Application
2017- 2018**

Instructions:

1. The grant application is a fillable PDF form. Please use Adobe® Acrobat and fill in all spaces in the form, and save it.
2. Additional information related to the Project Narrative, no more than two single-sided pages, may be attached to the application.
3. Make 12 copies of the application form, cover letter, and other required documents (see above under “Application Information.”).
4. Submit copies by the deadline, Friday, June 23, 2017, at 3 pm, to the King William Association office, 122 Madison Street.

**The King William Community Cultural Development Fund Grant
Program Application
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Name of the Organization:

Mailing Address:

Federal Tax ID Number:

_____ - _____

Primary Contact Name:

Primary Contact Phone Number:

Alternate Contact Name:

Alternate Contact Phone Number:

Project Name:

Total Project Budget:

\$ _____

Total Grant Request:

\$ _____

2/7

(Use arrow for drop down calendar option)

Project Start Date:

Project End Date:

Dates For Reports (Choose 2 dates at approximately 50% and 100% of project completion):

3/7

Project Narrative

The project narrative should be completed within this form. Additional information should not exceed two pages.

1. Describe your organization—your mission statement, summary of your history, and recent accomplishments. (1200 characters)

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2. Describe the problem or need the program or project will address. (1000 characters)

5/7

3. How does this project fit with the King William Association's grant funding priorities and how will this project have an impact on the local community? (1200 characters)

6/7

4. Describe the program or project for which you are requesting funding and its primary purpose, including program/project activities. Is your project an ongoing one, or new? How will the funds be used? (1200 characters)

7/7

5. How will you evaluate your project/program and track and evaluate the results? Please provide some specific metrics as goals that may be analyzed in your project reports. (1000 characters)

- End of Application -