



Promotion grant applications are due by the last day of each quarter. If the last day falls on a weekend, the applications will be accepted at city hall through the next open day until 5:00 pm.

1st Quarter: January 1 through the last day of March

2nd Quarter: April 1 through the last day of June

3rd Quarter: July 1 through the last day of September

4th Quarter: October 15 through the last day of December

Unsuccessful applications can be resubmitted. However, unsuccessful applications must be resubmitted by the next quarter's deadline. Unsuccessful applications will not be automatically carried over into the next review period,

The promotion grant committee will attempt to review the promotion grant applications during the next month following the close of a quarter.

Promotion grant committee recommendations will be placed on the agenda at the next regular council meeting scheduled after the promotion committee has reviewed all applications and are ready to make recommendations to the governing body.

Sincerely,

Nick Jones

City Administrator

City of Council Grove
205 Union Street, PO BOX 313, Council Grove, KS 66846
620-767-5417 | councilgrove.com

City of Council Grove Promotion Grant

Amount being Requested \$ _____

Organization Name _____

Address _____ City _____ State _____ Zip _____

Contact Person's Name _____

Contact Person's Phone Number _____

Anticipated Project Period: from _____ to _____

Are you requesting an exemption from the one year limit on money usage? _____

Is this organization tax-exempt? _____

Total Project Cost \$ _____

Explain how the applicant is providing their 20% portion of grant. _____

I agree to refund all unused grant monies to the City of Council Grove, once the project has been completed. I also agree to refund all unused grant monies if the Governing Body of the City of Council Grove deems that this project has not been co one year, unless time limit exemption has been granted. I also agree and understand that receipts of purchase must be provided to the City of Council Grove, so direct payment to vendors can be accomplished.

Signature _____ Date _____

With this application, please provide a letter of need that explains why you feel grant money should be awarded for this project.

Listed below are ideas you may or may not want to include in the letter of need:

1. Geographic Area to be served.
2. How will this request benefit the community of Council Grove as a Promotions Grant?
3. What are the problems that this project will try to solve?
4. What kind of local support is there for the project?
5. How will this grant, if awarded, be used?
6. Any additional information you would like us to consider.