



## The Kays Foundation Grant Application

### The Kays Foundation

1212 East University Loop  
P.O. Box 129  
State University, AR 72467  
Phone: 870-931-7898

Website: [www.kaysfoundation.com](http://www.kaysfoundation.com)  
Email: [vhkays@suddenlinkmail.com](mailto:vhkays@suddenlinkmail.com)

The Kays Foundation Accepts Grant Applications proposed by ASU Employees only from Arkansas State University on behalf of the Principal Investigator (PI) or Project Director (PD). Non-ASU Employees must follow all application requirements set out on the Kays Foundation website [www.kaysfoundation.com](http://www.kaysfoundation.com). Completed materials must be received by The Kays Foundation by 4:00 p.m. on **May 1** for the spring grant cycle and **October 1** for the fall grant cycle. Only one proposal per PI/PD will be accepted during a grant cycle. The mailing address is P.O. Box 129, State University, AR 72467 and the offices are located at 1212 East University Loop, State University, AR. **Please type or print.**

1. PI/PD: \_\_\_\_\_
  
2. Address: \_\_\_\_\_  

City	State	Zip
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3. Phone: \_\_\_\_\_  

Home Phone	Work Phone	E-mail address
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4. Project Title: \_\_\_\_\_
  
5. Position held at ASU (Rank & Title) \_\_\_\_\_ Department of Employment at ASU \_\_\_\_\_
  
6. Provide as attachment "A", a narrative, not to exceed two type-written pages, describing the purpose for which the grant is requested. Explain the goals to be accomplished, procedures to be undertaken to achieve these goals, the anticipated outcome expected, and the relationship this project has to the University and its mission. Also state how you plan to evaluate your progress and determine your success.
  
7. Amount Requested: \$ \_\_\_\_\_
  
8. Provide as attachment "B" a detailed budget indicating all items of expenditures that will be funded from the grant.
  
9. If the funds requested above represent only a portion of the total cost of the proposed project, research, equipment, etc., state as attachment "C" the total cost and list any other sources and amounts of funding anticipated.
  
10. Attach a letter of recommendation from your immediate supervisor.
  
11. If proposal is funded, the Kays Foundation requires a final report.

Federal Law requires that the Kays Foundation obtain written permission from the awardee for release of academic and biographical information to the donor and/or the news media. By signing below, I agree that relevant information may be released.

Further, by signing below, I confirm the accuracy of the enclosed information and understand that any false or misleading statements may invalidate my application.

Type PI/PD Name	Signature of PI/PD	Date
Type Name/Title of Immediate Supervisor	Signature of Immediate Supervisor	Date
Type Representative Name	Signature of University Representative	Date

\* (i.e., academic: Department Chair or Dean; otherwise, appropriate supervisor)



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### **THE KAYS FOUNDATION**

The Kays Foundation exists for the sole purpose of supporting Arkansas State University. It does this by providing grants to support faculty, departments, colleges, or other entities to assist in furthering the teaching, research, and service goals and purposes of Arkansas State University. The Foundation is not a part of the University and operates as a 501 (c) (3) tax exempt organization.

#### **GRANT APPLICATION PROCEDURES**

- Arkansas State University Internal Policy requires that all grant applications be submitted by the University on behalf of the Principal Investigator (PI) or Project Director (PD). The Kays Foundation accepts applications proposed by ASU Employees only when submitted by Arkansas State University. Non-ASU employees must follow all application requirements set out on the Kays Foundation website at [www.kaysfoundation.com](http://www.kaysfoundation.com).
- A potential PI/PD for a grant should obtain and carefully read the Foundation's publication, "The Kays Foundation Brochure" at [www.kaysfoundation.com](http://www.kaysfoundation.com).
- ASU employees should consult with the Arkansas State University Office of University Advancement which will submit the application to the Foundation. The University may have deadlines different from those set by the Kays Foundation.
- Only one proposal will be accepted per PI/PD during a grant cycle.

#### **CONSIDERATION AND FUNDING PROCEDURES**

- No application will be considered that has not been received at the Foundation's offices by 4:00 p.m. Jonesboro time on the announced date of closing. The application and all additional materials must be mailed to the Foundation at P.O. Box 129, State University, AR 72467 or delivered to the office at 1212 East University Loop. No incomplete or late submissions or submission sent by facsimile will be accepted.
- The application form must have the signatures of all appropriate University officials.
- Foundation representatives will review all applications and notify all successful Principal Investigators or Project Directors.
- All funds for grants will be payable to the ASU System Foundation for disbursement in support of the approved project. The funds will be disbursed for use in the fiscal year beginning on July 1, following the date of approval of the grant for the spring cycle and by December 31, for the fall grant cycle.
- The Foundation reserves the right to waive, in unusual situations, the normal application procedure and make special grants where circumstances warrant.



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**PROPOSED BUDGET - ATTACHMENT "B"**

Principal Investigator/Project Director: \_\_\_\_\_

- 1. Personnel (list separately with name and title)
    - a) Salaries
      - \$
      - \$
      - \$
      - \$
    - b) Fringe Benefits
      - \$
      - \$
      - \$
      - \$
  - 2. Travel (Include mileage, total individuals, days traveled and cost per trip)
    - \$
    - \$
    - \$
  - 3. Supplies, Equipment and materials (Include all to be used in project)
    - a) Supplies
      - \$
      - \$
      - \$
    - b) Equipment
      - \$
      - \$
      - \$
    - c) Material
      - \$
      - \$
      - \$
  - 4. Consultant Fees (Include payments for professional and technical consultants)
    - \$
    - \$
  - 5. Services (Include cost of printing, postage, telephone, etc.)
    - \$
    - \$
    - \$
  - 6. Other
    - \$
- TOTAL PROJECT COST** \$ \_\_\_\_\_

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Signature of PI/PD \_\_\_\_\_ Date \_\_\_\_\_

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Signature of the Vice Chancellor for University Advancement \_\_\_\_\_ Date \_\_\_\_\_



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Annual Project Final/Progress Report Due Date: September 1

Project Title: -

Principal Investigator/Project Director: -

If a multiple year grant. Year of .

- 1.) What was the planned use of the grant, as presented in the original proposal?
2.) Please provide a brief overview of the progress of the project. If it is not completed what is the anticipated date of the completion?
3.) Please include an impact statement as it relates to participants in the project as well as to the benefits for Arkansas State University. Quantitative data may be included.
4.) For the year in which this grant was applied, attach a financial statement which includes the following:
a. An itemized listing of the project's budgeted and actual expenses by line.
b. Total of actual expenditures from the grant.
c. An explanation of any expenditure that is not included in the original budget.
d. A list of other funding sources for this project.

5.) Date and year you received funding.

Signature line

Date: line

Signature

Name line

Name (please type or print)

Title line

Title