

## INSTRUCTIONS FOR COMPLETING APPLICATION FOR KSRA FUNDING

The Kansas State Rifle Association (KSRA) has funds available to promote legal shooting sports programs, activities and events in Kansas. Generally such support is limited to junior and women's shooting events, however, other activities will be considered if funds are available.

To receive funding, an application should be submitted to KSRA at least 30 days prior to the event or activity. Incomplete or Unsigned Applications will automatically be rejected.

The recipient of the funds is required to submit a report to KSRA within 30 days after completion of the activity/event. Failure to submit a report will automatically make you ineligible for consideration of funding in the future. See more detail regarding Final Report under Item IV.

Hard copies of an APPLICATION FOR KSRA FUNDING should be submitted to:

Kansas State Rifle Association  
P. O. Box 219  
Bonner Springs, KS 66012-0219

Applications must be submitted on the official APPLICATION FOR KSRA FUNDING Form and must include the following:

- I. Organization information
  - Name of organization responsible for the event/activity
  - Name, title and complete contact information of contact person
  - Name and contact information of person responsible for final reporting
  - Entity and postal address to which the KSRA check should be drawn and sent
  
- II. Description of activity or event – Be Specific
  - Type of Event
  - Objectives and goals
  - When will the event/activity be held (month, day, year)
  - Location where the event/activity will be held
  - How many individuals will benefit from the event/activity
  - Will participants be charged for the event/activity? If so, how much?
  - Will the event/activity make a profit? If so, how will those funds be used?
  
- III. Budget for the activity or event
  - Total budget detailing estimated costs of
    - promotion
    - ammunition, targets, and other expendable supplies
    - travel reimbursement
    - equipment purchase or rental
    - food and/or accommodations
    - awards and recognition items (medals, tee shirts, hats, etc.)
    - any other expenses
  - Amount requested from KSRA
  - Amount requested and/or received from other sources
  
- IV. Final Grant Reports must be submitted within 30 days after the activity/event has been completed on the official FINAL GRANT REPORT Form. The report must include a short written description of the event/activity, including the number of attendees and/or participants, and an assessment of its success and/or failure. Photographs of event participants at the event must be included and submitted in digital format on a CD. Photographs will be used by KSRA for promotional purposes.

Suggestions of events/activities that may be worthy of future KSRA support are welcome!

# APPLICATION FOR KSRA FUNDING

(Please Print or Type)

NAME OF ORGANIZATION \_\_\_\_\_

NAME AND TITLE  
OF CONTACT PERSON \_\_\_\_\_

CONTACT PHONE# \_\_\_\_\_ CONTACT EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

IS THE CONTACT PERSON RESPONSIBLE FOR FILING FINAL REPORT? \_\_\_\_\_

IF NOT, PROVIDE NAME AND CONTACT INFORMATION OF PERSON RESPONSIBLE FOR FINAL REPORT:

NAME AND TITLE \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

## DESCRIPTION OF ACTIVITY OR EVENT

*Be very specific. Attach a separate letter of explanation if necessary.*

SPECIFIC DETAILS OF EVENT \_\_\_\_\_

\_\_\_\_\_

OBJECTIVES AND GOALS \_\_\_\_\_

\_\_\_\_\_

AMOUNT OF SUPPORT BEING REQUESTED: \$ \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_ TIME OF EVENT \_\_\_\_\_

LOCATION OF EVENT \_\_\_\_\_

\_\_\_\_\_

NUMBER OF PARTICIPANTS EXPECTED \_\_\_\_\_ (Estimate if unknown)

WILL PARTICIPANTS BE CHARGED A FEE? \_\_\_\_\_ IF SO, HOW MUCH? \_\_\_\_\_

WILL THE EVENT MAKE A PROFIT? \_\_\_\_\_

IF SO, HOW WILL THE FUNDS BE USED? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**WHERE SHOULD THE FUNDS BE MAILED?**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

ENTITY OR PERSON CHECK SHOULD BE MADE PAYABLE \_\_\_\_\_

DATE CHECK NEEDED BY \_\_\_\_\_

**AMOUNT REQUESTED OR RECEIVED FROM ANY OTHER SOURCES**

NAME OF SOURCE \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

NAME OF SOURCE \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

NAME OF SOURCE \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

NAME OF SOURCE \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

**BUDGET FOR THE ACTIVITY OR EVENT**

PROMOTIONAL \$ \_\_\_\_\_

AMMUNITION, TARGETS, EXPENDABLE SUPPLIES \$ \_\_\_\_\_

TRAVEL REIMBURSEMENT \$ \_\_\_\_\_

EQUIPMENT PURCHASE OR RENTAL \$ \_\_\_\_\_

FOOD \$ \_\_\_\_\_

ACCOMODATIONS \$ \_\_\_\_\_

AWARDS AND RECOGNITION ITEMS \$ \_\_\_\_\_

OTHER – SPECIFY DESCRIPTION OF ITEMS \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

OTHER ITEMS DESCRIPTION \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that should I receive funding that a full final report is due 30 days after the date of the event. I also understand that I must submit digital pictures of event participants at the event on CD for use in KSRA publications and website and authorize the use of those pictures for KSRA promotional purposes. I understand that failing to submit the final report will automatically make me ineligible to receive any funding in the future.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*\*Incomplete or Unsigned Applications Will Automatically Be Rejected*