Guide To Grant Application
Katherine B. Lyons Endowment Fund
North Carolina Association of Family and Consumer Sciences

Applicant Deadline
Submit applications by January 1st. They must be received by the Katherine B. Lyons Fund Committee prior to the NCAFCS Executive Board meetings. Contact Marilyn Y. Gore at marilyngore2121@outlook.com for the complete application.

Who May Apply
Any member of the North Carolina Association of Family and Consumer Sciences.

What We Fund
Funds are used to develop and support projects and programs of NCAFCS that advance its goals of public affairs, research, professional growth, and development. Proposals are invited for creative and innovative projects that relate to the mission statement, program of work, or priority issues.

How Funding Decisions Are Made
The Katherine B. Lyons Endowment Fund Committee reviews all applications and makes recommendations to the Executive Board based on the following criteria:

- Potential effectiveness of the project
- Potential impact of the project on the organization
- Justification of need for project
- Geographic impact and audience involved
- Innovative ideas

In determining grant amounts, the committee will consider:

- The overall rating of the application based on the criteria listed above
- The priority of funding of this application in relation to the total number of applications the committee reviews in a given year
- Applicant’s access to other sources of funds
- The amount of money available for grants (these change from year to year based on interest income)

Restrictions
Funds are not to be used at anytime for ongoing operational expenses of the NCAFCS General Fund. Funds cannot be used for salary, purchase of equipment, office rental, or other indirect cost. Unused budget grant funds must be returned.
**How To Apply**

Complete the:
1. Summary Page
2. Narrative
3. Budget Proposal
4. Include a Resume’
5. Include Support Materials

**Narrative**
Write a narrative description of the project including the following:
- Title
- Purpose/objectives
- Justification of need
- Methods and procedures
- Schedule of activities
- Dates project to begin and end
- Plan for use of project
- Evaluation plan
- Plan for dissemination of information (suggestions)
  - Report at annual meeting
  - Exhibit at annual meeting
  - Article for NCAFCS Newsletter

**Budget Proposal**
Complete an itemized proposal budget. The following categories are suggested. (Specify the anticipated sources of other funds).
- Project Expense per Item
- Total Expenses for the project
- Grant Funds Requested
- Funds from other sources (include the name of the source)

**Resume**
Attach a one-page personal resume to be used in a press release and in consideration of application.

**Support Materials**
Additional information that may help present the project may be included.

**Submit to:**
Email the proposal to the NCAFCS Administrator, Marilyn Gore at marilyngore2121@outlook.com

For further information, contact Carolyn Turner Smith, Katherine B. Lyons Chairperson, at carolynturnersmith@bellsouth.net.