



Kansas Society Daughters of the American Revolution

A Legacy of Liberty

Liberty Grant Application Instruction Sheet

Rebecca G. Kline, State Regent

ELIGIBLE PROJECTS

Projects considered for grants must follow the KSDAR State Regent's Project of "A Legacy of Liberty" by providing support to organizations that provide professional support for those service members and veterans with Post Traumatic Syndrome who suffer from their loss of liberty in protecting ours. Successful applicants must agree to publicly recognize KSDAR's contribution. To benefit posterity, secure recognition for KSDAR and produce lasting value from the grants, please note these important guiding principles:

- a. The purpose of the grants is to support projects that "A Legacy of Liberty" can provide to support qualified applicants whose mission is to provide professional support for those in need of help for PTS/PTSD.
- b. The maximum grant award is \$5,000.00. To assure ultimate completion of the project, all other funding (beyond that requested via this grant) must be already firmly secured. Projects should be tangible and long-lived, with benefit. Therefore, ineligible requests include administrative or operating expenses (e.g., rent, salaries, benefits, utilities, printing); surveys; permits; vehicles; fundraising; conferences; reenactments; performances; or political activities.
- c. Recipients awarded a KSDAR Liberty Grant during the current year must wait until the next year before applying for an additional grant for another project or a different phase of the same project.

APPLICATION REQUIREMENTS. The application may contain no more than **10** single-sided pages, and it must be submitted without binders or special covers. The application includes 16 questions within Parts I-IV, plus attachments:

Complete application packet:

Part I – One Page Cover Sheet:

- Organizational description
- Contact information
- One brief paragraph description of proposed project, no more than 100 words
- Budget summary including requested grant amount and total project cost.
- DAR Chapter sponsor name

Part II – Organization Information

- General and financial information/overview about the organization

Part III – Project Information

- Detailed description of the project, and phases if applicable
- Summary of the project need, urgency, and benefit to the veteran
- Name and title of the project manager; information on consultation of professionals
- Description of how KSDAR will be recognized for participation in the project.

Part IV – Authorized Signature

- Signature of person authorized to submit the application.

ATTACHMENTS

A. Sponsorship Letter: A one-page letter of sponsorship signed by the current regent of a KSDAR Chapter, citing its name, location, and email address/telephone number of the officer. The letter may be brief but must express support for the project; personal endorsements are not accepted. A KSDAR Chapter applying for a grant may write its own sponsorship letter.

B. IRS 501(c)(3) Public Charity Letter and EIN: A copy of page one of the applicant's IRS 501(c)(3) public charity determination letter. If the EIN is not included on the IRS letter, it should be noted in the margin. KSDAR chapters appropriately filing their IRS 990/EZ/N returns are covered under DAR's non-profit umbrella. They need not provide their 501(c)(3) determination letter; their EIN must be provided under Part I – 1 (f). Note that an entity may not apply under the sponsorship name and/or EIN of another non-profit. *Chapter Treasurers have the EIN of their chapters.*

SUBMISSION REQUIREMENTS

Complete application packet.

- Part I – one page cover sheet
- Part II
- Part III
- Part IV followed by attachments.

Attachments:

- KSDAR chapter sponsorship letter
- IRS tax determination letter
- Additional support documentation up to 10 total application pages
- Completed applications may be **emailed** or postmarked on or before **February 28, 2025**, and send to Margaret Bates, 504 NW Donovan Rd, Lees Summit, MO 64063-1912, margaretbates@gmail.com.

Late applications cannot be accepted.

- Failure to precisely follow these directions will eliminate the application from consideration.

JUDGING AND AWARD OF GRANTS

All grants are judged and awarded competitively without regard to gender, race, color, religion, national origin, or disability. Notification of an awarded grant is emailed by Margaret Bates by **March 17, 2025**, following approval by the KSDAR Executive Committee.

DISTRIBUTION OF GRANT FUNDS AND PROGRESS REPORTS

Following KSDAR's receipt of the completed Grant Agreement Form and documentation of secured funds, approved grant funds will be disbursed to the grantee by **April 30, 2025**. (Records substantiating that grant funds received have been used solely for the purposes described in the application must be maintained by the grantee and available for inspection.)

Updated:11/24