



The Edna G. Kynett Memorial Foundation

Narrative Information Requested in the Application

APPLICATIONS MUST BE SUBMITTED USING THE ONLINE PROCESS

The narrative must include the information requested below. Please be sure to keep in mind the areas of interest specified in Guidelines and Procedures on the Apply page of the Kynett website.

A. An Abstract or Summary, including start and end dates, the type of program (childhood prevention, other community health, intervention project, continuing medical education, research, etc. Include all that apply), and the program’s goals. Not more than one page.

B. A concise narrative (MAXIMUM OF 5 PAGES) that includes:

1. Program details (if you are requesting general operating funds, please substitute information for your organization as a whole):

a. Program setting and target population: A description of the community and the number of people that you expect to reach and the organization’s and its staff’s experience with the target community and this type of programming

b. Program description

i. What is the need for the program? How will the program improve cardiovascular health in the target community? What is the expected impact on underserved populations or those at increased risk for cardiovascular disease? Please include details of any focus on prevention

ii. Details of how the program will be carried out, including timeline

iii. How will you define success?

2. How will the program be evaluated?

3. Future steps

a. If the program is successful, what will be your next steps (including how you would disseminate information to others working in this area)?

b. Describe any plans to publish your results

C. Other information

1. Key personnel and staff and their qualifications
2. Teaching contact hours or CME credit, if appropriate
3. Other possible sources of current funding for the program (and whether pending, approved, received)
4. Description of any financial or potential financial interest which any person or entity, whether or not associated with the institution submitting this application, may have in the proposed program or any device, drug, procedure, or technique which may be developed, in whole or in part, with funding from Kynett.

Necessary documents for upload with the online application

- List of the organization's Board of Directors, with affiliations
- Organization's current budget
- Detailed program budget – if applying for program support
- Most recent audited financial statement (if annual revenue is over \$125,000), or Form 990
- Copy of organization's IRS Exemption letter
- Annual Report, if available
- Other information that you believe would be relevant (N.B. anything critical to the application should be included in the narrative section)