

Kent County Levy Court FY26 Grant Application



Application Instructions

Kent County Levy Court is currently accepting grant applications for the Fiscal Year 2026 budget. These grants support capital projects, community facilities, programs, purchases, and promotional events benefiting Kent County residents. To be considered, applicants must fill out the online application, and the application must be signed by an authorized representative. Requests should be reasonable and within grant fund constraints. Applicants may be asked to attend a Levy Court Business Meeting for consideration. Inquiries and submissions can be directed to the Kent County Levy Court Administration Office, Rm. 243, or via phone at 302-744-2300, or by email at admin@kentcountyde.gov.

The deadline for grant applications is March 15, 2025. If submitting by mail, the application must be postmarked by March 15, 2025.

Kent County Levy Court offers three (3) grant opportunities: Community Service Grants (County Policy [§ 22-3](#)), Community Projects Contribution Fund Grants (County Policy [§ 30-1](#)), and Community Event Promotional Grants. To help you decide which grant would best suit your needs, please find a brief description of each of the grant opportunities below:

- **Community Service Grants:** This grant fund allows the County to assist organizations which provide services to the community. Fire companies receiving County funds are exempt from the requirements of this Policy. In order for an organization to be considered for a community service grant, it must:
 1. Be nonprofit (or under the umbrella of a parent organization which is nonprofit).
 2. Have programs that are unduplicated and satisfy unmet needs of the community.
 3. Practice nondiscrimination.
 4. Have accounting (budget) procedures.
 5. Use funds in accordance with the application.
 6. Demonstrate community support.
 7. Request funds only for a program which does not receive full funding from other sources of revenue.
- **Community Projects Contribution Fund Grants:** This grant fund shall be limited to non-County-owned capital projects of significant public benefit. Such projects may include, but not be limited to: educational buildings and facilities; recreational equipment and buildings; libraries; specialized transportation units; and similar community facilities and amenities.
- **Community Event Promotional Grants:** This grant fund is intended to provide financial assistance to municipalities to defray expenses associated with the promotion of small community events. Promotional expenses include: advertising costs; promotional brochures, pamphlets, cards, posters, or flyers; event signage; and similar promotional materials. In order to qualify for Community Promotional Grant Program funding, events must be open to the public and take place within the corporate municipal boundaries of the towns and cities in Kent County including the entirety of the corporate limits of Smyrna, Marydel, and/or Milford. A qualifying event, or events, shall be endorsed and/or hosted by a municipality in Kent County, Delaware. Qualifying events include but may not be limited to: Community Festivals; Parades; Fireworks Displays; Educational Programs; and similar events. The maximum grant award under this program is \$750.

Section 1: Applicant Information

Grant Request Type (Select 1 to 3 options) Required

- ☐ Community Service Grant
- ☐ Community Projects Contribution Fund Grant
- ☐ Community Event Promotional Grant

Name of Organization Required

Project/Event Name Required

Mailing Address Required

Federal Tax Identification Number (EIN)

Non-Profit? (Select 1 option) Required

- ☐ Yes
- ☐ No

Contact Person & Title Required

Contact Phone Number Required

Contact Email Address Required

Skip this question if you made a selection that includes 'Community Event Promotional Grant' in *Section 1: Applicant Information > Grant Request Type*

Organization Mission Required

Location(s) of Event/Program Required

Enter text here....

Skip this question if you made a selection that includes 'Community Event Promotional Grant' in *Section 1: Applicant Information > Grant Request Type*

Names of Board of Directors & Titles

Answer this question if you made a selection that includes 'Community Event Promotional Grant' in *Section 1: Applicant Information > Grant Request Type*

Host Municipality Required

--

Does the organization have a religious affiliation? (Select 1 option) Required

- ☐ Yes
- ☐ No

Answer this question if you selected 'Yes' in *Section 1: Applicant Information > Does the organization have a religious affiliation?*

If a religious affiliation was confirmed above, please fill out the following section. A faith-based nonprofit organization is eligible to receive and apply for a grant on the same basis as other nonprofit organizations, with respect to programs which are eligible. In the selection of grantees, the County will not discriminate for or against an organization on the basis of the organization's religious characterization or affiliation. However, certain requests to utilize funding for programs with religious purposes may not be eligible due to constitutional principles of the United States and/or the State of Delaware. Briefly describe the components of the program that involve religious purposes and the components that involve secular purposes, or non-religious purposes. If both non-religious and religious purposes are involved in the program, this narrative must include the specific actions that will be implemented in order to ensure that the funding is solely used for non-religious purposes and will not be used to advance or inhibit religious or faith-based activities. If your organization has a religious affiliation, please submit proof with this application that there is separate accounting for non-religious activities. After the awarded funds have been made, receipts of the non-religious purchases shall be submitted in accordance with County Policy. Required

Section 2: Grant Request Description

Skip this question if you made a selection that includes 'Community Event Promotional Grant' in *Section 1: Applicant Information > Grant Request Type*

Program Category: (choose all that apply) (Select 1 or more options) Required

- ☐ Cultural
- ☐ Educational
- ☐ Fair Housing
- ☐ Health & Human Services
- ☐ Infrastructure
- ☐ Senior Center
- ☐ Other

Answer this question if you made a selection that includes 'Other' in *Section 2: Grant Request Description > Program Category: (choose all that apply)*

If other, please describe Program Category. Required

Skip this question if you made a selection that includes 'Community Event Promotional Grant' in *Section 1: Applicant Information > Grant Request Type*

Primary Beneficiary Category (Select 1 or more options) Required

- ☐ Disability & Special Needs
- ☐ Elderly Persons (62+)
- ☐ Homeless
- ☐ Low to Moderate Income
- ☐ Minority
- ☐ Victims of Domestic Violence
- ☐ Youth
- ☐ Veterans
- ☐ Other

Answer this question if you made a selection that includes 'Other' in *Section 2: Grant Request Description > Primary Beneficiary Category*

If other, please describe Beneficiary Category. Required

Description of Grant Funding Request. Required

Number of Kent County residents/beneficiaries served, or expected to be served, annually by the grant funding request. Required

Please enter a value

Section 3: Objective

Answer this question if you did not select 'Community Event Promotional Grant' in *Section 1: Applicant Information > Grant Request Type*

Briefly describe the vision, goals, and benefits for which funding is being requested. Please include the need or problem to be addressed in relation to the population being served or area to benefit. Required

Enter Description here....

Answer this question if you made a selection that includes 'Community Event Promotional Grant' in *Section 1: Applicant Information > Grant Request Type*

Briefly describe how this event will benefit the Host Municipality. Required

Section 4: Budget

Skip this question if you made a selection that includes 'Community Event Promotional Grant' in *Section 1: Applicant Information > Grant Request Type*

Total Program/Project Cost Required

Total Funding Requested Required

Skip this question if you made a selection that includes 'Community Event Promotional Grant' in *Section 1: Applicant Information > Grant Request Type*

Are you receiving any other funding for this program/project? If yes, please provide the funding source(s) and amount. Required

Please provide a detailed breakdown of the proposed use of grant funds, including an itemized list of costs. If available, please attach written quotes or other supporting documentation. Required

Skip this question if you made a selection that includes 'Community Event Promotional Grant' in *Section 1: Applicant Information > Grant Request Type*

If this grant is approved, will the funding be sufficient to complete the project? If not, could you please specify the additional amount required? Required

Has the organization received other grant funds from Kent County Levy Court in the past year? (Select 1 option)

Required

- ☐ Yes
- ☐ No
- ☐ Not Sure

Has the organization applied for or received other funding sources for this request from Kent County Levy Court? (Select 1 option)

Required

- ☐ Yes
- ☐ No
- ☐ Not Sure

Please upload supporting budget information.



Please attach all files to the end of this form before submitting it.

Section 5: Statement of Assurances

Statements of Approval/Assurances:

- 1. All Community Grant monies received from Kent County Levy Court shall be used for the purpose of carrying out the primary mission of the receiving agency and this grant funding request.**
- 2. Funds will be spent within Kent County, Delaware, whenever possible.**
- 3. No person, on the basis of race, color, or national origin, should be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under the program or activity funded in whole or in part by these Grant funds.**
- 4. All documents submitted by the applicant are defined as public documents and available for review under the Freedom of Information Act of the State of Delaware.**
- 5. In the event that the awarded funding is used in violation of the requirements of this grant, the awarded funding shall be reimbursed to Kent County Levy Court within a timeframe designated by Kent County Levy Court by written notice.**

For non-religious organizations, all expenditures must have adequate documentation and must be expended within one (1) year of receipt of award funds. The funding awarded to the organization must be used in substantial conformity with the anticipated expenditures set forth in the submitted application. All accounting records and supporting documentation shall be available for inspection by Kent County Levy Court within thirty (30) days after the organization's expenditure of the awarded funding, or within one year after the receipt of the awarded funds, whichever first occurs.

For religious organizations, all accounting records and supporting documentation shall be provided for inspection by Kent County Levy Court after the award has been made by the Levy Court but before the funding is released.

Disclaimer:

Community Projects Contribution Fund

The allocation of funding from the Community Projects Contribution Fund shall be limited to only those non-County-owned capital projects deemed by Levy Court to be of significant public benefit. Such projects may include, but not be limited to: educational buildings and facilities; recreational equipment and buildings; libraries; specialized transportation units; and similar community facilities and amenities.

If Levy Court determines that an appropriation should be made, the amount budgeted in any fiscal year budget shall not exceed a maximum of 50% of the surplus revenue from the most recently concluded and audited fiscal year or \$150,000, whichever is less.

Community Promotional Grants

Promotional expenses include: advertising costs; promotional brochures, pamphlets, cards, posters, or flyers; event signage; and similar promotional materials. All disbursements from this Grant Fund shall be approved by Levy Court. The maximum grant award shall be no more than \$750.00.

For an event to be eligible for funding from the Community Promotional Grant Program, it must meet certain requirements. The event should be open to the public and must take place within the corporate municipal boundaries of the towns and cities in Kent County, which includes Smyrna, Marydel, and/or Milford. Additionally, the event must be endorsed and/or hosted by a municipality in Kent County. Examples of eligible events include community festivals, parades, educational programs, fireworks displays, and other similar events.

Please note that certain events and activities are ineligible for funding under the Community Promotional Grant Program. These include invitation-only events, member-only events, age or gender-restricted events, service organization sponsored events, political rallies, social or political demonstrations, protest marches, and religious or theological events. Additionally, if an event has already received funding from the Annual Kent County Budget, it will not be eligible for additional funding through this program during the same fiscal year. To apply for funding, the promotional event application must be signed by a member of the host municipality.

Affidavit Acknowledgement (Select 1 or more options) Required

☐

I acknowledge and represent on behalf of the application organization that I have read and understand the Grant Program Guidelines and County Policy No. 22 §3, County Policy 30, and the requirements of the Community Promotional Grant.

Required

☐

I certify that I am duly authorized to submit this grant application for the above-referenced and described event/program, and that if approved, the grant funding will be utilized for the above-stated purposes. Required

☐

The information provided herein is accurate and complete. Required

Applicant Signature: Required

Applicant Printed Name & Title: Required

Answer this question if you made a selection that includes 'Community Event Promotional Grant' in *Section 1: Applicant Information > Grant Request Type*

Host Municipality Affidavit Acknowledgement (Select 1 or more options) Required

☐

I certify that I am duly authorized to express the endorsement of the above-referenced Community Event Promotional Grant application on behalf of the municipality. Required

Answer this question if you made a selection that includes 'Community Event Promotional Grant' in *Section 1: Applicant Information > Grant Request Type*

Host Municipality Official Authorized Signature Required

Answer this question if you made a selection that includes 'Community Event Promotional Grant' in *Section 1: Applicant Information > Grant Request Type*

Printed Name and Title Required

Answer this question if you made a selection that includes 'Community Event Promotional Grant' in *Section 1: Applicant Information > Grant Request Type*

Municipality Required

Answer this question if you made a selection that includes 'Community Event Promotional Grant' in *Section 1: Applicant Information > Grant Request Type*

Date Required

M	M	D	D	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Answer this question if you selected 'No' in *Section 4: Budget > Has the organization received other grant funds from Kent County Levy Court in the past year?*

If your organization has not received funding from Kent County Levy Court in the past, please fill out a W-9 Form and upload below. Required

[Form W-9](#)



Please attach all files to the end of this form before submitting it.

FY26 Grant Application deadline: March 15th, 2025. If submitting by mail, the application must be postmarked by March 15, 2025.

End of form

Don't forget to attach all files before submitting this form