City of Kokomo, Indiana

Reach Higher One Step Up Grant Instructions

The One Step Up Grant Program provides grants up to $5,000 to businesses or organizations which seek to raise the educational level and workforce readiness of the Kokomo community. All entities seeking grant funding under this program shall have a physical presence within the corporate boundaries of the City.

Your application packet should consist of the following materials. If you have any questions or require assistance contact the City of Kokomo Department of Development at (765) 456-7375.

I. Application Form
II. Abstract – A stand-alone summary of your project.
III. Statement of Need – What problem do you plan to address?
IV. Goals and Objectives – What, specifically, do you plan to accomplish with this project? Focus on the results, not on the process.
V. Marketing – What is your target audience, and how do you plan to reach them?
VI. Collaboration – What other organizations, if any, will you be partnering with on this project? Also, what other organizations are doing similar work, and how will you avoid duplicating their services?
VII. Timeline – What steps must be taken to put this project in place? What are your performance targets, and when do you plan to reach them?
VIII. Evaluation – How will you determine if your project is successful? Provide specific matrices and benchmarks.
IX. Sustainability – Is this a short-term project? If not, how will it be sustained, absent future grant funding?
X. Detailed budget – How much will the project cost overall? What are your other funding sources, if any? Include in-kind donations, but mark them as such.

Please submit your application form and attachments to:

Attn: Reach Higher Program
      Development Department
      City of Kokomo
      100 S. Union St.
      Kokomo, IN 46901

If you have any questions or need assistance filling out this application, please call the Department of Development at 765-456-7375.