



GRANT APPLICATION

(including guidelines and criteria)

for all requests for

Kiwanis Club General Grants including:

*Parenting the First Year
& Beyond Project Grants
and*

Local Scholarship Match Grants

Updated August 2008

GENERAL GRANT APPLICATION Including Parenting The First Year & Beyond

This form must be completed and attached to your grant request.
Please e-mail electronic narrative to kdfsecretary@aol.com when possible.

Please note: Applications must be postmarked by **September 1st or March 1st** to be considered.
Grants are reviewed at the October and April meetings y.

Check the appropriate box to indicate the type of grant you are requesting. If you are making more than one request, or if you are requesting more than one type of Grant, you must complete a separate form for each.

- General Grant (including club & community projects)
- Parenting The First Year (or beyond) Newsletter Grant

Kiwanis Club(s) or requesting entity: _____
 Contact Person(s): _____
 Mailing address: _____
 Telephone number: _____ E-mail address: _____
 Amount requested: \$ _____ Project name/description: _____

Club Board Certification

At its meeting held on [date] _____, the Board of Directors approved the submission of this Grant Application to the Wisconsin-Upper Michigan Kiwanis District Foundation, Inc. (KDF) for its consideration. As a Kiwanis Club, we agree to be bound by KDF's Bylaws and Policies. Further, we agree to use any and all funds received from KDF according to the terms set forth by KDF, or promptly return such funds, or any unused portion, to KDF. We also agree to complete a written progress report or final report regarding the use of such funds and provide appropriate photographs, if applicable, for use by KDF. We have read and understand the Policies and Procedures of KDF regarding Grants, including the selected excerpts below. We affirm that we are in compliance with all KDF Policies and Procedures.

Signed by or authorized representative:

 President Secretary

----- DO NOT mark below this line. For KDF office use only. -----

RECEIPT AND REVIEW:

Received on _____. Acknowledged on _____.
For review at meeting in: ? OCTOBER ? APRIL

Comments or notes: _____
CLUB GIVING HISTORY: Current yr \$_____ Last yr \$_____ 2 yrs ago \$_____ 3 yrs ago \$_____
KDF BOARD ACTION: _____

Approved. Letter and check sent on _____.
? Denied. Letter sent on: _____.
? Approved in part or with modifications or conditions. Approval terms: _____
? Letter with Approval Terms sent on: _____.

LOCAL SCHOLARSHIP MATCH GRANT APPLICATION

This form must be completed and attached to your grant request.

Please note: Applications must be **postmarked by March 1st** to be considered. Local Scholarship Match Grants are reviewed at the April meeting only.

If your club has received a Local Scholarship Match Grant three (3) years in succession, it must wait one (1) full year before applying again for a Scholarship Match Grant.

Kiwanis Club(s) or requesting entity: _____

Please **check one (1) box ONLY** to indicate the type of grant you are requesting. KDF will ONLY award one (1) match per club to be paid to one (1) recipient only, no exceptions.

- | | |
|----------------------------------------------------------------|----------------------------------------|
| <input type="checkbox"/> Sponsored Key Club Scholarship | Amount requested \$_____ (up to \$500) |
| <input type="checkbox"/> Sponsored Circle Club Scholarship | Amount requested \$_____ (up to \$500) |
| <input type="checkbox"/> Non-sponsored High School Scholarship | Amount requested \$_____ (up to \$250) |
| <input type="checkbox"/> Non-sponsored College Scholarship | Amount requested \$_____ (up to \$250) |

1. Name of school(s) or sponsored youth club(s) where the awardee is being chosen from: _____

2. Does the apply Kiwanis Club sponsor a Key Club or Circle K Club? _____

3. Total number of scholarships awarded each year by the applying Kiwanis Club: _____

4. Total amount of scholarships awarded each year by the applying Kiwanis Club: \$_____

5. Criteria for awarding scholarship: _____

6. Please give a brief history of the applying Kiwanis club's scholarship program: _____

7. Apply Kiwanis Club's annual budget: \$ _____

8. Additional information or comments:

Kiwanis Club(s) or requesting entity: _____

Contact Person(s): _____

Mailing address: _____

Telephone number: _____ E-mail address: _____

Club Board Certification

At its meeting held on [date] _____, the Board of Directors approved the submission of this Grant Application to the Wisconsin-Upper Michigan Kiwanis District Foundation, Inc. (KDF) for its consideration. As a Kiwanis Club, we agree to be bound by KDF's Bylaws and Policies. Further, we agree to use any and all funds received from KDF according to the terms set forth by KDF, or promptly return such funds, or any unused portion, to KDF. We also agree to complete a written progress report or final report regarding the use of such funds and provide appropriate photographs, if applicable, for use by KDF. We have read and understand the Policies and Procedures of KDF regarding Grants, including the selected excerpts below. We affirm that we are in compliance with all KDF Policies and Procedures.

Signed by or authorized representative:

President

Secretary

----- DO NOT mark below this line. For KDF office use only. -----

RECEIPT AND REVIEW:

Received on _____. Acknowledged on _____

Comments or notes: _____

Scholarship Grant History: ? Last yr _____ ? 2 yrs ago _____ ? 3 yrs ago _____

Club Giving History: Current yr \$ _____ Last yr \$ _____ 2 yrs ago \$ _____ 3 yrs ago \$ _____

KDF Board Action: _____

Approved. Letter and check sent on _____.

? Denied. Letter sent on: _____.

? Approved in part or with modifications or conditions. Approval terms: _____

? Letter with Approval Terms sent on: _____.

GENERAL GRANT APPLICATION OUTLINE

For General Grants & Parent the First Year & Beyond ONLY

On separate pieces of paper, please outline your grant request. Use the format outlined below when writing your proposal. Limit your proposal to no more than three (3) typed or written pages, not including any cover page, with no smaller than size 12 font, and at least one inch margins on all sides. All General Grant applications must include the General Grant Application Form.

All Grant Applicants must include the following:

Name & Purpose

Tell the Foundation Board the name and purpose of your project or reason for requesting funds. Generally describe the nature of the project or intended use of funds. Whom or what need are you serving?

Public Relations

Describe how the Kiwanis name and logo and the Wisconsin-Upper Michigan Kiwanis District Foundation name and logo will be prominently displayed and clearly identifiable throughout the project. In general, how will this project be publicized? Who is the intended or target audience of your promotional efforts?

Cooperating Non-Profit Organizations

List any cooperating Non-Profit Organizations and describe the extent to which you will be working with them on this project. Provide a copy of their IRS 501 (c)(3) exemption letter, as applicable, and a copy of their insurance policy indemnifying KDF, where applicable.

Abstract

Describe the plan of action to be implemented in carrying out this project. Include weekly or monthly timelines and deadlines, as necessary or applicable. What is the history, if any, of this project? How many individuals will likely benefit from this project? How many individual service hours will likely be expended on the project? In what capacity do members of your Kiwanis club serve when participating in this project? How does this project meet the guidelines as a Kiwanis International undertaking? When possible, please e-mail this to kdfsecretary@aol.com even if you are submitting your grant application by mail.

Project Budget

Tell us the amount you are requesting from KDF. Describe how you calculated or determined the amount being requested. How does this fit in with the overall amount needed? What steps are your club and other cooperating organizations taking to provide their portion of the matching funds needed?

Annual Club Service Budget

A copy of your Annual Club Service Budget must be included with grant applications.

Evaluation

Briefly describe basic goals and objectives. Outline how you will determine whether you met your goals or your project was successful.

Futuristic Plans

Describe the plan of action, if any, to assure the continuance of this project as appropriate.

DEADLINE: Application must be received by September 1st or March 1st for consideration.

Submit to:

Janice E. Williams, KDF Executive Secretary
2380 Hwy 44, Suite H
Oshkosh, WI 54904
or E-mail: kdfsecretary@aol.com
or Fax: 920-237-5545, Attn: Jan Williams, KDF Executive Secretary

GRANT GUIDELINES & CRITERIA

For All Grants

General Grants (including Parenting the First Year & B

d Local Matching Scholarship Grants

Clubs submitting a grant request **MUST** be eligible for considered.

To be in eligible, a General Member Kiwanis Club must de contributions to the Foundation's "Annual Kiwanis Club Giving Campaign" as follows:

1. Established Kiwanis Clubs. Kiwanis Clubs which have been in existence for at least 5 years must have contributed monies in at least two of the **past three** administrative years in an amount equal to \$1 per member or more;
2. Newer Kiwanis Clubs. Kiwanis Clubs which have been in existence for less than 5 years must have made at least one annual contribution to the Foundation in an amount equal to \$1 per member or more.

For General Grants (including Parenting the First Year & Beyond)

General Grant Criteria

- Must conform and be consistent with the Objects and Purposes of Kiwanis International and the Wisconsin-Upper Michigan District of Kiwanis International

Must be submitted by anyone of the following Wisconsin – Upper Michigan (WI-UM) District organizations:

- WI-UM District Kiwanis Club in good standing with the District
- WI-UM District Board of Trustees
- WI-UM Circle K or Key Club District Boards
- WI-UM Sponsored Club

Service Projects Considered

In making decisions on Grant Applications, the Board o will also consider the following:

- Projects which relate to the ideals, goals and objectives of Kiwanis International, the Wisconsin-Upper Michigan District of Kiwanis International, the Wisconsin-Upper Michigan Kiwanis District Foundation Inc.
- Projects that have a community, county, other geographic area, Kiwanis division-wide scope, or Kiwanis District-wide scope.
- Whether the project is endorsed and supported by more than one Kiwanis club
- Whether the Kiwanis club(s) submitting or supporting the Grant Application will be matching any funds received from the Foundation and, if so, how will those funds be raised and/or used?
- Whether the project is beyond the means of clubs in the community, county, other geographic area, Division or District to carry out
- Whether the project is realistic, as measured both by the club's or the project organization's capability of achievement, financially and/or otherwise

Whether the project is a District-wide project sponsored by the Wisconsin-Upper Michigan District of Kiwanis International

Funding

The Board of Directors has full authority, in its sole discretion, to fund a Grant Application in the full amount requested in the application, or in such other amount as it believes will not place an undue strain on the assets of the Foundation. The Foundation will not consider applications for grants in excess of Three Thousand Dollars (\$3,000.00), unless the circumstances are of an extremely unusual nature, or in the case of an emergency, at the sole determination of the Board of Directors. **All funding commitments shall be made for one (1) year only. All funding is pending the availability of funds.**

All successful Grant Recipients may submit further applications for the same project in successive years. However, the Board of Directors is under no obligation to fund the successive years and is prohibited from making any commitment beyond one year. Under no circumstances will a project be funded for more than three (3) consecutive years.

Likewise, there is no guaranty that successive applications for the project will be funded at all or in an amount equal to that of the prior years' application(s).

Prohibited Projects

- Ongoing operating expenses
- New building or large capital improvement projects (however, requests made to fund market analyses, surveys, or other viability research needed to facilitate the commencement or completion of such projects exclusively undertaken by General Member Kiwanis Clubs may be considered for grant purposes)
- Religious organizations for strictly religious purposes
- Political parties or political candidates seeking local, state or national governmental office
- Endowment(s) and debt reduction
- Scholarly research
- Annual fund-raising drives
- Community services which are supported by tax dollars
- Travel grants
- Printed or promotional materials which are income producing
- Projects which primarily promote alcohol, gambling, or t behavior
- Projects which may demean or impugn the good name of Kiwanis
- Projects which benefit a single individual only

For Local Scholarship Match Grant Applicants ONLY

Please complete the Local Grant Application Form. KDF will only match UP TO \$500.00 at its discretion for Key Club or Circle K Club members. KDF will match up to \$250 for on-Key Club high school students or non-Circle K college students. Indicate clearly the name of the school which the recipient currently attends school. Applications for Local Scholarship Match Grants must be postmarked by March 1st.

If your club has received a Local Scholarship Match Grant three (3) years in succession, it must wait one (1) full year before applying again for a Scholarship Match Grant.

Grant Recipient Obligations for ALL Grants

General Grant Recipients must agree and complete the following requirements before they will be considered for future grants.

- Grant Recipients must acknowledge and promote the Foundation throughout their project.
 - The name of the Wisconsin-Upper Michigan Kiwanis District Foundation, Inc. and its logo must be prominently and clearly identified on all materials, publicity and signage associated with the projects approved for funding.
- A written Final Report MUST be submitted to the KDF at the end of the project and include copies of any and all local news releases, photographs and any other related materials.

Local Matching Scholarship Grant Recipients must submit the following before funding is released:

- A copy of the Application submitted by the Scholarship Recipient
- Verification, in writing, that the Sponsored Youth Scholarship Recipient is in good standing
- A completed "Scholarship Recipient Information form" which will be sent with the award notification
- A copy of the letter to the Scholarship Recipient, or the Certificate of Award
- A copy of any and all local news releases concerning the awarding of the scholarship which include the name of the "Wisconsin-Upper Michigan Kiwanis District Foundation Inc. (KDF)" or other proof of the recognition and publication of KDF's support and contribution to your scholarship program
- Non-returnable pictures or portrait of the Scholarship Recipient and the presentation ceremony
- **A copy of the check from your Kiwanis Club to the Scholarship Recipient** and/or the college, university or technical college that the Scholarship Recipient will be attending