Kiwanis International Foundation

DISTRICT FOUNDATION MATCHING GRANT GUIDELINES AND APPLICATION

The mission of Kiwanis International Foundation, of which every Kiwanian is a member, is to financially assist Kiwanis International in serving the children of the world. This is achieved by making financial grants to Kiwanis International, Kiwanis-family sponsored programs, and to Kiwanis service programs whose scope is beyond the means of individual Kiwanians, Kiwanis clubs, Kiwanis districts, or local club and district foundations.

Members of the Kiwanis International Foundation Board of Trustees are appointed by the Kiwanis International Board of Trustees, and are responsible for establishing the policies and goals of the foundation, which are carried out by the foundation's chief operating officer and staff.

GUIDELINES FOR FILING GRANT APPLICATIONS

1. Priority will be given to grants involving SLP, Key Leader, and projects involving young children.
2. The Kiwanis International Foundation encourages Kiwanis-family sponsored programs to apply and will give them top priority in funding.
3. The Kiwanis International Foundation will consider only grant applications from Kiwanis district foundations for Kiwanis programs.
4. Capital improvements requests will not be considered; this includes constructing buildings and purchasing land.
    a. Playgrounds and Miracle Fields are considered capital improvements.
5. The foundation board will not consider applications for matching grants for a one-to-one match in excess of US$10,000.
6. The grant must further the goals and ideals of Kiwanis and promote the growth and development of Kiwanis in the area.
7. Nonprofit organizations in the U.S. must be qualified by the Internal Revenue Service for tax exemption as a 501(c)(3) organization and have proper liability insurance to indemnify the Kiwanis International Foundation.
8. The Kiwanis International Foundation Board of Trustees approves funding of grants two times annually—January /February and June at the Kiwanis international convention. Deadline for filing grant applications is November 15 for review in January/February and April 15 for review at the June meeting. All applications must be postmarked by the above dates to be considered for the corresponding board meeting.
9. Notification of the decision of the foundation board will be made no later than 30 days following the board's decision.
10. The decision of the Kiwanis International Foundation Board of Trustees is final.
11. The Kiwanis International Foundation must be named/credited for funding the grant.
12. Grant funding commitments are made for 12 consecutive months only.
13. The foundation will not fund a matching grant to the same district foundation for more than three consecutive years.
14. The recipient organization of an approved grant may spend up to and including the specified amount for the sole purpose of the program for which the amount was approved, and will receive up to the approved amount after submitting copies of paid invoices to the foundation's grant administrator. You may also request that the foundation pay the vendor invoiced directly.
15. The foundation requires grant recipients to submit a six-month and one-year report on the program, including digital professional color photographs for publication purposes. Photographs must be submitted.

GUIDELINES FOR PROGRAM SUMMARY

The following questions should be answered in two pages or less.

1. Organization mission statement

2. General program description

   Please describe the proposed program in one paragraph: Why does your organization want to do this program? Why should Kiwanis International Foundation fund it? Show specifically how your club is involved with this project and how many children will benefit. This is your opportunity to present your program and convince the foundation of the importance and desirability of the program.

3. Program details

   Please answer the following questions in detail about the proposed program:

   a. Can the money be obtained elsewhere?
   b. Would a grant lesser than the amount requested still make the program viable?
   c. Would this grant request require further funding?
   d. What are the goals and purposes of the program?
   e. What are the objectives for the program? Are they measurable and how?
   f. Who are the members of the staff that will carry out the program?
   g. What are their backgrounds and qualifications?

Please provide the following information:

Name of Kiwanis district foundation: _____

Project name and description: _____

_____

_____

Is this a board approved project: _____

Grant request amount: US$ _____ Number of children who will benefit from this grant: _____

Proposed project start date: _____ Proposed project end date: _____

Fundraising: Please describe attempts to secure revenue from other sources including Kiwanis district foundation monetary donation and involvement: _____

_____

_____

If this grant is approved, explain how the requested funds will be spent: _____

_____

_____

If this grant is approved, explain how Kiwanis International Foundation will be promoted: _____

_____

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Please include the following information with your grant application:

1. A one-page outline detailing highlights of the program, explaining the nature of the problem that warrants this project and how this project will correct or lessen the problem.

2. Completed program balanced budget and narrative.

If this grant is approved, your district foundation will be required to submit a report upon completion of the project. Please provide the following information for the individual who will be responsible for this report.

Kiwanian's name: _____
Address: _____
City: _____ State/Province: _____
Postal code: _____ Country: _____
Telephone: (_____) _____ Email: _____
President's signature: _____ Date: _____

To submit your grant application, please send all documentation as one packet via registered mail, including an <u>original</u> of the grant application to:

Kiwanis International Foundation
Grants Administration
3636 Woodview Trace
Indianapolis, IN 46268

PROGRAM BALANCED BUDGET AND NARRATIVE

Please prepare a summary budget, as outlined below, and attach a narrative description with an explanation of each line item in the budget (direct and indirect costs) and how the cost was determined. The following guidelines will help categorize program expenses.

Salaries and Fees: Include all staff salaries that are allocated to the program. Identify each position, salary, and percentage of time to be devoted to the program.

Fringe Benefits: Include related benefits and taxes allocable to the salaries listed. Identify fringe benefits as a percentage of salaries.

Consultants: Include all fees, honoraria, and expenses paid for consulting and professional services of individuals or organizations that are not paid staff of your organization. In the budget narrative, identify consultants and anticipated costs individually.

Printing/publications: Include expenses for production of all printed materials. Identify specific publications, number of copies planned, and anticipated size of each publication.

Media costs: Include expenses for radio, television, newspapers, billboards, newsletters, etc.
Telephone: Include all telecommunication expenses. Identify how anticipated usage is determined.

Supplies: Include office supplies, subscriptions, books, and other material under US$250.

Postage: Include postage expenses not incorporated in above categories. Identify basis for calculating estimates.

REVENUE:

Indicate only revenue that is fully committed and allocated specifically for the purposes of this program.

Grant request from Kiwanis International Foundation	US$_____	Operating income contributed by applicant to the program	US$_____
Other foundations	US$_____	Public agencies	US$_____
Corporations	US$_____	Individuals	US$_____
In-kind contributions	US$_____	**Total Revenue**	US$_____*

EXPENSES:

Salaries and fees	US$_____	Telephone	US$_____
Fringe benefits	US$_____	Supplies	US$_____
Consultants	US$_____	Postage	US$ _____
Printing/publications	US$_____	Other (please explain)	US$ _____
Media costs	US$_____	**Total expenses**	US$_____*

**Budget must be balanced.*