

# Kiwanis International Foundation

## Grant application for Kiwanis entities

### Club/district/district foundation information

Kiwanis entity requesting funding

Name of Kiwanis district (**required** for club grant requests)

Address

City

State/Province

Postal code

Country

### Contact information for Kiwanis-family member responsible for providing subsequent documentation and grant reports to the foundation

Name

Telephone with area code

Email

### Certification

The undersigned certifies the information contained in this application to be true and correct.

Authorized signatory for grant request

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### Project information

Project name

Grant request amount

(up to US\$10,000 for district foundations and US\$25,000 for clubs and districts) US\$

Number of children who will benefit from this grant

Proposed project start date

Proposed project end date



**Kiwanis**<sup>®</sup>  
International Foundation

Provide an overview of the project for which you are requesting funding. Explain the nature of the problem and how this project corrects or lessens the problem. Explain why your Kiwanis entity supports this program and why the Kiwanis International Foundation should also.

Describe attempts to secure revenue from other sources

Describe your Kiwanis entity's involvement in this project, including monetary contributions and contributions of time or labor by Kiwanis members

How will the grant funds be spent?

Can the money be obtained elsewhere?

Would a grant less than the amount requested still make the project viable?

Would this project require further funding?

Who will carry out the project and what are their backgrounds and qualifications?

What are the goals of the project?

Does the project serve young children? If so, how?

What would the long-term outcomes of the grant be?

What are the project's objectives? Are they measurable? If so, how?

What specific activities must be carried out to meet the objectives? Are they on schedule?

If this grant is approved, how will the Kiwanis International Foundation be promoted?

How will the grant further the goals and ideals of Kiwanis and promote the growth and development of Kiwanis in the area?

## Budget

Provide a budget with an explanation of each line item, including how the cost was determined. **Applications with missing or incorrect budgetary information will not be considered for funding.** The following guidelines will help categorize program expenses.

**Salaries and fees:** Include staff salaries that are allocated to the project. Identify each position, salary and percentage of time to be devoted to the project.

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

**Consultants:** Include fees, honoraria and expenses paid for consulting and professional services of individuals or organizations that are not paid staff of the 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.

**Postage:** Include expenses not incorporated above. Identify how the estimates are calculated.

### Revenue:

Kiwanis International Foundation grant request (Up to US\$10,000 for district foundation/US\$25,000 for club or district)	US\$
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Income contributed by your club/district	US\$
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Other foundations	US\$
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Public agencies	US\$
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Corporations	US\$
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Individuals

US\$

In-kind contributions

US\$

**Total revenue\***

**US\$**

\*Total revenue must equal total expenses

**Expenses:**

Salaries and fees US\$

Telephone US\$

Fringe benefits US\$

Supplies (please list) US\$

Consultants US\$

Postage US\$

Printing/publications US\$

Media costs US\$

Other (please explain) US\$

**Total expenses\*** US\$

\*Total expenses must equal total revenue

**Submission instructions:**

Provide seven (7) single-sided copies of this application by postal mail to the address below. Applications must be typed in black ink using a font size of 11 or 12. Do not submit applications in binders. Only complete applications, with all required information postmarked by the deadline, will be considered. Do not send information *beyond* what is requested on the application. Any such extraneous information will disqualify your application from consideration.

Mail applications to:

Program Services Manager  
Kiwanis International Foundation  
3636 Woodview Trace  
Indianapolis, IN 46268  
USA