Club and district grant application guide

Please read this entire document as you prepare your grant application. The Kiwanis International Foundation Board of Trustees' grant-review process is extensive, and the information below will help you submit a complete grant application. Incomplete applications will not be reviewed. Also, do not send information *beyond* what is requested on the application. **Any such extraneous information will disqualify your application from consideration.**

You can find the application and submission instructions at www.kiwanis.org/foundation/grants. Print a copy of this guide for reference as you complete the application.

1. Grant applications are accepted on a rolling basis. Applications postmarked by April 15 will be considered at the Kiwanis International Foundation's June/July board meeting; applications postmarked by November 15 will be considered at the January/February board meeting.

2. The Kiwanis International Foundation provides grants only to Kiwanis-family clubs and districts for programs sponsored or supported by the club or district. Other funding requests will not be considered. Grant requests made by an organization on behalf of a Kiwanis club or district will not be considered; requests must come directly from the club or district.

3. Priority will be given to grants involving Kiwanis Service Leadership Programs and projects involving young children.

4. The grant must further the goals and ideals of Kiwanis, and it must promote the growth and development of Kiwanis in the area where the funded project, program or organization is located.

5. Clubs and districts may apply for grant funding up to US$25,000. The foundation may award less than the amount requested.

6. All applicants who wish to accept a funding offer are required to provide the following:
    - Signed IRS W-9 for their club or district (U.S. only).
    - Signed letter of agreement which establishes a range of grant conditions. Every grantee must sign and return this agreement.
    - U.S. organizations supported by Kiwanis International Foundation grants to Kiwanis clubs and districts must be qualified by the Internal Revenue Service for tax exemption as a 501(c)(3) organization and have liability insurance with a minimum coverage limit of US$1,000,000 to indemnify the Kiwanis International Foundation.

7. Requests for land purchase will not be considered.

8. Grant funding commitments are made for 12 consecutive months. The foundation requires clubs and districts to submit six-month and one-year reports on the program or project being funded. The reports must include professional-quality digital color photographs for publication purposes.

9. The Kiwanis International Foundation must be named and credited for grant funding.

10. The foundation will not provide a grant to a club or district for the same program, project or organization for more than three consecutive years. The club or district must apply each of those consecutive years to be considered for funding.

11. Projects, programs and organizations supported by Kiwanis International Foundation grants to Kiwanis clubs and districts may spend up to the specified amount for the sole purpose for which the amount was approved.

12. Grant funds will be disbursed to the club or district when all required documentation and copies of paid invoices are submitted to the foundation. You may also request that the foundation pay the invoiced vendor directly.

13. The decision of the Kiwanis International Foundation Board of Trustees is final. Notification of funding decisions will be made no later than 30 days following the board's decision.