

Weekend Backpack Program

Club Grant program

Kiwanis Children's Fund

Jane Kiwanian

Jane Kiwanian

jkiwanian@kiwanis.org
O: 317-217-6225

SAMPLE APPLICATION

Application Form

INSTRUCTIONS

The information you provided in your LOI has been filled in for you below. Some of your responses may be edited if you have updated information. The application questions begin with the Final Budget tab below.

Project Overview

Project Name*

Weekend Backpack Program

Project description

Include information on what you are doing, what will be accomplished, and how your project will have an impact at least once per year.

What are we doing? Five years ago we identified the need of weekend meals for elementary aged students. We found that many of the students at our local elementary school were going home on weekends where little to no food would be available until the following Monday. Mirroring programs we learned about at district convention, we started our weekend backpack program with the support of several community partners. Every Friday morning (during the school year) our club members meet at the school to process the weekly donations and put together the 100 backpacks for that week.

What will be accomplished? This is a weekly program that will close the food gap for children and families in need.

How will your project have an impact at least once a year? The program will provide food to children and families in need for 40 weeks out of the year.

Number of children impacted*

This number should reflect children ages 0-18.

100

Please select the classification that best describes the project's recipients:

Choose all that apply.

Young Children (Ages 6-11)

Is this a new project?

No

If this is a new project, please outline your plans for ongoing programming.

All funded grant projects must be ongoing; they must happen at least once a year. Include your financial sustainability plan for this ongoing project. If this is an existing project please type "N/A."

N/A

Explain why there is a financial need for your project at this time.

Our project continues to grow as additional students at our local elementary school are identified by teachers/staff as needing nutritional meals during the weekend. The number of students needing assistance last school year was 67. This school year the number has increased to 100. We need financial assistance this year as we identify future funding partners within our community for future years.

Timeline

What is the project's expected start date? *

08/01/2017

What is the project's expected completion date? *

06/01/2018

Outline the project's other major dates and how they are important. *

April & May 2017 – Conduct community needs assessment for 2017-18 school year
May & June 2017 – Work with school to identify students in need during 2017-18 school year
June & July 2017 – Annual meeting with local food bank representatives
August 2017 – First day of school
April 2018 – Conduct community needs assessment for 2018-19 school year
May 2018 – Evaluation of 2017-18 school year
May & June 2018 – Work with school to identify students in need during 2018-19 school year
June 2018 – Last day of school

Budget

What dollar amount is your club requesting from the Kiwanis Children's Fund? *

\$5,000.00

What is the total budget of your project?*

\$26,500.00

If funded, what specific aspects of the project will the grant fund?*

A grant from the Kiwanis Children's Fund will cover the cost of supplemental food to increase the number of backpacks provided to children in need. We will feed 100 children for 40 weeks. On average it will cost \$5.75 per week, per child. Our request is to cover the cost of food only.

Final Budget

Budget chart*

View the budget chart here. This is an Excel spreadsheet that you must complete utilizing a computer. No other documents or attachments will be accepted. You can view a sample budget on the Kiwanis Children's Fund website.

Budget chart_Sample.xlsx

Community Needs Assessment

In this section you will need to gather information from your community needs assessment.

What did you identify as a primary need in your community?

This information should be based on the completion of your community needs assessment.

This is an existing project that was identified as a need over five years ago through a community needs assessment we did to identify what our community needed at the time and how our club could assist with the needs. However, each year we hold an open forum and create a survey (which is sent to local organizations/and leaders) to ensure we are still fulfilling a need in our community. This also allows us to identify community partners and donors who would like to support us. During this year's community needs assessment, poverty and nutrition were two of the top five needs in our community so this project continues to be relevant.

What local organizations and/or individuals did you work with to identify your community needs?

We worked with United Way, our local school corporation, community officials, elected leaders, churches and other nonprofit organization to complete our community needs assessment this year.

How did you collect information to address your community needs?

Please check all that apply.

Open forum

Impact Chart

Upload your completed impact chart*

Download the impact chart here. This is a fillable PDF that you must complete utilizing a computer. No other documents or attachments will be accepted.

Impact Chart_Sample.docx

Club Information

Please provide information about your Kiwanis club.

How many members are in your club?*

27

Of those members, how many are actively engaged in club activities overall?*

24

How many club members are actively engaged in this project?*

22

Partnerships and Collaborations

Partnerships and collaboration chart*

Download the partnerships and collaboration chart here. This is a fillable pdf that you must complete utilizing a computer. No other documents or attachments will be accepted.

Partnerships and Collaborations Chart_Sample.docx

Impact

Impact: Projects should serve the community, with meaningful service to children as the priority.

How will your club support this project on an annual basis?*

Each year we:

- Complete a community needs assessment
- Evaluate the effectiveness of our project through surveys
- Hold fundraisers
- Seek partnerships with community organizations
- Provide meals to children and families in need

Which of the following Service Leadership Programs does your Kiwanis club sponsor?*

Check all that apply.

Key Club

Inspiration

Inspiration: Projects should help build, retain and support a growing Kiwanis membership network.

How does this project aid in the recruitment and retention of Kiwanis members?*

We have added four members to our club in the past year, all of which had participated in this project prior to joining our club. This is a project that we participate in year-round, so our members are providing hands-on service on a regular basis. Members love seeing the direct impact provided through this project.

Our work in the elementary schools and with some of the local churches have provided opportunities for recruitment. We have extended invitations to individuals at these organizations to volunteer for this project. Our hope is that by volunteering it will ignite interest in serving as a member of our Kiwanis club.

Image

Image: Projects should enhance the Kiwanis image.

How does this project elevate the Kiwanis identity in your community?*

Kiwanis is known for being a service organization aiding children and, this program continues in doing so. This project provides direct support to children in need by working alongside other businesses and organizations to do so. We have brought groups, businesses and individuals together to address a community need and introduced them all to Kiwanis and our commitment to serving the needs of children.

Investment

Investment: Clubs should ensure financial viability of their projects and be responsible stewards of donations.

How will you recognize and cultivate relationships with your donors?*

Each donor, of monetary and in-kind gifts, receives a thank you letter from our club. We also thank the donors on our social media channels. We invite all donors to our club meetings, so they can learn more about what we do as well as give them an opportunity to speak at our club meetings. We also invite all donors to participate in packing the backpacks and processing all canned food donations each Friday.

If funded, what information do you plan to share about your funding from the Children's Fund?*

Please outline information to be shared within your community and the Kiwanis family.

Like any donor, we will thank the Kiwanis Children's Fund through our usual methods including a thank you letter, on social media, and invite them to a club meeting. We will also thank them for their grant on our website and newsletter. We will also submit articles to our local paper and news station. Additionally, we will work with Kiwanis leaders in our district to identify other communication channels to share our story and the support of the Kiwanis Children's Fund.

File Attachment Summary

Applicant File Uploads

- Budget chart_Sample.xlsx
- Impact Chart_Sample.docx
- Partnerships and Collaborations Chart_Sample.docx

SAMPLE APPLICATION

BUDGET CHART: Use this budget chart to outline all revenue and expenses associated with your project. All figures must be submitted in US dollar amounts. Be sure to check your figures and totals for accuracy. Please note that your revenue and expenses must be equal. Include an itemized detailed description and total amount for all categories applicable to your project. List amounts as committed/purchased or pending. Note in-kind revenue and expenses by placing an "X" in the in-kind column. Contributions of time and labor by club members is an essential part of your project, however they do not qualify as in-kind donations.

Club name:	Kiwanis Children's Fund			
Project title:	Weekend Backpack Program			
REVENUE	Description	In-kind	Committed	Pending
Club contributions				
Individual club members			\$ 1,000.00	
Amount from club budget			\$ 1,000.00	
Amount from club foundation				
Amount raised through fundraisers	Annual pancake breakfast		\$ 3,000.00	
	Holiday gift wrapping			\$ 3,000.00
Other foundations				
Other Kiwanis-family foundations	District foundation			\$ 1,000.00
Foundations within your community	Local community foundation			\$ 1,000.00
Public agencies	Library ongoing food drive (\$1 per item)	X	\$ 1,500.00	\$ 1,500.00
	Local food bak (\$1 per item)	X	\$ 5,000.00	
	Local elementary school; office supplies, storage, printing	X	\$ 500.00	
Corporations	Local office supply store; 100 backpacks	X	\$ 1,000.00	
Non-member individuals	Local church		\$ 1,500.00	
Other	Key club food drive (\$1 per item)	X	\$ 500.00	
Requested amount from Children's Fund				\$ 5,000.00
Subtotal			\$ 15,000.00	\$ 11,500.00
	Revenue total (includes committed and pending contributions)		\$	26,500.00

EXPENSES	Description	In-kind	Purchased	Pending
Equipment	Shelving, storage bins and totes		\$ 2,000.00	
Venue or site rental				
Training				
Travel				
Materials	Backpacks-local office supply store	X	\$ 1,000.00	
Publicity				
Salaries				
Professional fees				
Monitoring/evaluation				
Other	Office supplies: storage, printing from local elementary school	X	\$ 500.00	
	Food for weekly backpack distribution	X	\$ 8,500.00	\$ 1,500.00
	Food for weekly backpack distribution			\$ 13,000.00
Subtotal			\$ 12,000.00	\$ 14,500.00
	Expense total (includes purchased and pending expenses)		\$	26,500.00

IMPACT CHART

Use this chart to determine how your club's project will impact the community and how that impact will be measured. This chart is designed to help your club reach long term goals that both you and the Children's Fund agree are ambitious, achievable and meaningful. If funded, you will use this chart to report the progress you have made. To guide you in this process, take a look at our [example impact chart](#).

Club name: Kiwanis Children's Fund

Project title: Weekend Backpack Program

	Goal	Activity	Indicator	Indicator	Baseline	Desired Result
	What long term result does your club want to achieve at the end of this project's first year?	What are your club's plans or activities to achieve this goal?	What will be measured?	How will it be measured?	What is the current status of the project? (At time application is submitted)	What short term result does your club want to see at the end of this project's first year?
1	Increase in meals for children and families in need	Work with local school to identify additional children in need of weekend meals	Number of weekend meals provided	Count number of backpacks returned each wee	Ongoing, working to set up program for next year	Children and families receiving additional meals to assist with food shortage
2	Improved performance of students identified to receive weekend backpacks	Work with local school administrators	Performance and behavior of children in schools	Look at individual performance in school	Ongoing; scheduled meetings with school administrators	Behavioral and academic performance of students after first quarter



3	Building community partnerships with local food bank	Quarterly meetings with local food bank to discuss needs	Involvement of Kiwanis Club members with service activities at local food bank	Number of service hours performed	Ongoing; meetings scheduled	Better working relationship between Kiwanis club and food pantry
4	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
5	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

SAMPLE APPLICATION



Kiwanis[®]
CHILDREN'S FUND

PARTNERSHIPS AND COLLABORATION CHART

Fill this in with the name and contributions of all partners assisting your Kiwanis club with completion of your project. (These include individuals, corporations, or organizations helping make your club’s project successful.) Please note that all in-kind and monetary contributions from partners should also be included on your completed budget chart. To guide you in this process, take a look at our [example chart](#).

Club name: Kiwanis Children’s Fund

Project title: Weekend Backpack Program

	Official name of partner or collaborator	Type of organization (i.e. individual, corporation, non-profit, local community organization, foundation, etc.)	Tasks the partner is responsible for assisting with on your project	In-kind contributions from partner	Monetary contributions from partner
1	Local Key club	Local high school organization	Food drive: 500 items	In-kind	Click or tap here to enter text.
2	District foundation	Local community organization	Donation for food and supplies	Click or tap here to enter text.	\$1,000



Kiwanis
CHILDREN’S FUND

3	Community foundation	Non-profit	Donation for food and supplies	Click or tap here to enter text.	\$1,000
4	Library	Local community organization	Food drive: 3,000 items	In-kind	Click or tap here to enter text.
5	Local food bank	Non-profit	Food donation: 5,000 items	In-kind	Click or tap here to enter text.
6	Local elementary school	Click or tap here to enter text.	Storage space, office supplies and printing	In-kind	Click or tap here to enter text.
7	Local office supply store	Corporation	Donation of 100 backpacks	In-kind	Click or tap here to enter text.

