

MAKE AN IMPACT: A GUIDE TO CLUB GRANTS



Kiwanis[®]
CHILDREN'S FUND

INTRODUCTION

Kids need Kiwanis. At the Kiwanis Children’s Fund, our mission is to transform the goodwill and vision of Kiwanians into programs that serve the children of the world. One of the ways we do this is by providing grants to Kiwanis clubs.

A club grant from the Kiwanis Children’s Fund can help fill a gap in funding for a **service project** in your community or elsewhere. The project must address children’s needs in one of the Kiwanis causes, or a combination of those causes:

Health and nutrition



Education and literacy



Youth leadership development



Successful club grants support projects that can be **sustained by your club** to create a **lasting impact in a child’s life** — one that spans their entire childhood and sets them up for a bright future.

In this guide, we’ll help you determine whether your project is eligible for a club grant and show you how to apply.

Club grants are just one way the Children’s Fund helps Kiwanis clubs help kids. If your club has 35 members or fewer and a limited service budget, [see if our Microgrant Program is the right fit for you!](#)

CONTENTS

What makes a good grant project?	page 1
How to apply for a grant	page 3
Deadlines	page 5
Resources	page 6

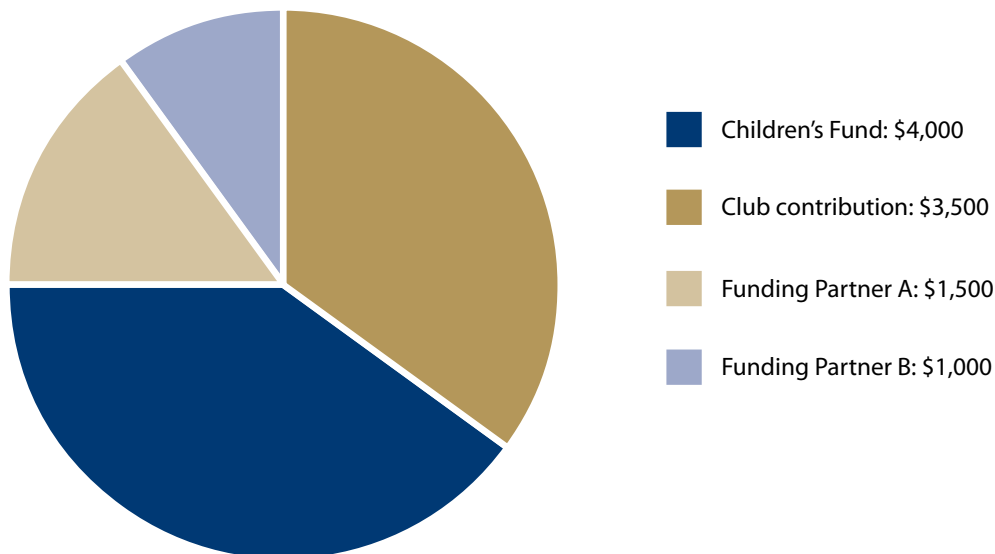
CLUB GRANT REQUIREMENTS

Your project **MUST**:

- **Be Kiwanis-led.** This means at least 50% of the work must be performed by Kiwanians or Kiwanis family members. The more time your club invests in development, coordination, fundraising and implementation of your project, the more you will deepen your impact and spread the Kiwanis story in your community.
- **Fill a need within your community.** Determine that need by completing the [community needs assessment](#).
- **Include programming that recurs at least once per year.**
- **Support activities within at least one Kiwanis cause area:** health and nutrition, education and literacy, and/or youth leadership development.
- **Receive at least 25% of total funding from your club** (i.e., member donations, fundraisers, the club's bank account or the club's foundation).
- **Require no more than 40% of total funding from the Children's Fund.** See the sample infographic below.
- **Have at least one non-Kiwanis funding partner** to provide monetary donations that will increase the project's viability. Funding partners could include local churches, schools, non-profits or other community organizations.
- **Spend the grant money within 12 months** of when the grant was awarded.

SAMPLE PROJECT BUDGET

Total Funding and Cost: \$10,000



Learn more about how to complete a budget by reviewing our [budgeting resource](#) and our [sample club grant applications](#).



Your project is IDEAL if:

- Your club is — or intends to be — known for the project throughout the community. Read more in our resource section on [marketing your project](#).
- Your club can repeat it or maintain it long term.
- Other clubs and districts can duplicate it in their communities.
- It focuses on directly improving kids' lives and the community around them.
- It makes a significant difference in many lives.
- It helps engage and retain current Kiwanis members and builds new membership.
- It creates a strong, enduring network of community partners.
- It fills a defined, important need not already being met by another organization in the community. If someone else is already tackling a project you feel strongly about, explore a partnership instead.



Your project is INELIGIBLE if:

- The grant is intended to establish financial reserves or to fund projects that create a profit.
- It is already completed or is an expense that has been paid, such as a loan or reimbursement.
- The grant is intended to cover operating expenses or salaries of established programs and institutions.
- Funding is more appropriately provided by a local government or institution.
- It is a one-time event, a sponsorship, a scholarship, a fellowship, a donation to another nonprofit organization or individual assistance.
- It is scientific research or a medical study.
- It consists of training expenses, travel or lodging.
- It is a capital construction project or land/building purchase.
- Your Kiwanis club is not in good standing with Kiwanis International.

APPLY FOR A CLUB GRANT



STEP 1: LETTER OF INQUIRY

The Letter of Inquiry (LOI) is not an actual letter, but answers to a series of questions covering your:

- Project overview.
- Timeline.
- Budget.
- Community needs overview.

The LOI provides the Kiwanis Children’s Fund with an idea of how your club plans to meet a defined, important community need in one or more of the following areas: health and nutrition, education and literacy, and youth leadership development. It also initiates discussion, giving an early indication of your project’s potential for funding, and offers you an opportunity to get feedback from the Children’s Fund on your project.

You can [preview the LOI questions here](#) or on our [resources page](#).

Once you have given yourself plenty of time to prepare and gather information, you can submit your LOI on our online grant-making platform. LOIs submitted by email or any other medium will not be considered.

The earlier you submit your LOI during a grant-application cycle, the more time you will have to make changes and resubmit prior to the due date if necessary. You can find more information on the grant application cycles and deadlines in the [next section of this guide](#).

STEP 2: ELIGIBILITY DETERMINATION

After reviewing your LOI, a Children’s Fund staff member will contact you to discuss whether your project meets eligibility requirements and is a good fit for funding.

During this time, our staff member will ask any clarifying questions and inform you either that your project has been approved to move forward to the application stage OR that you should make recommended changes and resubmit your LOI.

Note that being invited to apply doesn’t guarantee that you will receive funding, but it does mean your project is eligible to move on to the next stage.

STEP 3: GRANT APPLICATION

If your LOI is approved to move forward, you will then complete a full application on our grant-making platform. The grant application provides information that will be essential to making a thoroughly informed decision on your club's request for funding.

The information provided in your Letter of Inquiry will be "auto-filled" on the grant application. You can update most of your responses to these questions as needed.

In addition, you will be asked to answer new questions regarding your project's:

- Partnerships.
- Plans for long-term sustainability.
- Engagement of new and existing members.
- Ability to spread the Kiwanis story within your community.
- Measurement of goals and impact.

STEP 4: REVIEW PROCESS

Once your club's application is submitted to the Children's Fund, it is reviewed along with all applications submitted in your grant cycle. Final funding decisions are made by the Children's Fund Grants Committee based on staff recommendations.

Note: The awarded grant amount may be less than what was requested.



STEP 5: DECISION AND NEXT STEPS

Your club will be notified by email of the Grants Committee's funding decision.

If approved:

You will be required to submit a signed Letter of Agreement. If applicable, your club's IRS Form W-9 will also be requested.

Your club will have 12 months to complete the project. Any grant money not used must be returned to the Children's Fund.

At the end of the 12-month grant term, you must complete a final report. The report will ask for photos of your project, project outcomes and a copy of receipts/invoices/financial statements for all grant-related expenditures.

If declined:

The Children's Fund welcomes a conversation to discuss why your application was not approved and to provide future tips for success should you choose to apply again.

GRANT APPLICATION CYCLE

Your club can submit an LOI at any time. Based on date of submission, it will be placed into one of two grant cycles. Use the dates below to determine the cycle that best fits your project's timeline.

GRANT CYCLE 1

For March 1 funding decisions:

- Letters of Inquiry submitted April 2-November 1.
- If approved, full applications submitted by January 1.

GRANT CYCLE 2

For August 1 funding decisions:

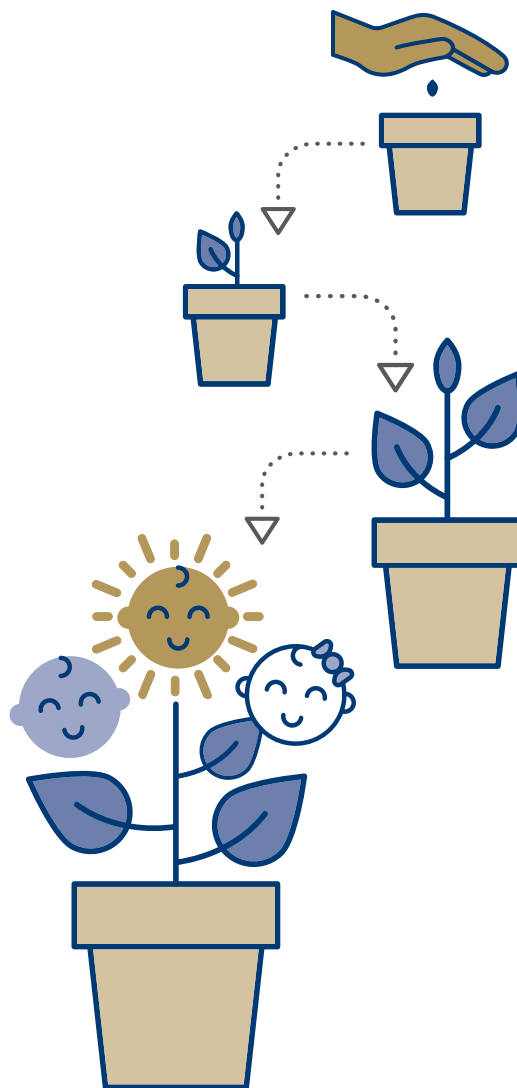
- Letters of Inquiry submitted November 2-April 1.
- If approved, full applications submitted by June 1.

RESOURCES AND SUPPORT

The Kiwanis Children's Fund is ready to support your club throughout the grant-seeking process with these helpful resources:

- [How to Use Our Grant-Making Platform.](#)
- [How to Use Our Grant-Making Platform \(Video Guide\).](#)
- [Preview of Letter of Inquiry \(LOI\) Questions.](#)
- [Preview of Grant Applications Questions.](#)
- [How to Complete a Budget.](#)
- [Sample Application.](#)
- [How to Complete a Community Needs Assessment.](#)
- [Sample Community Needs Assessment.](#)
- [Marketing Your Club Project.](#)
- [Club Grant Evaluation Tool.](#)
- [Other Funding Opportunities.](#)
- [Previously Funded Projects.](#)

Kiwanis Children's Fund staff members are available at grants@kiwanis.org. You can also call 1-800-KIWANIS, ext. 225 (U.S. and Canada), or +1-317-217-6225 (worldwide).



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