

KIWANIS INTERNATIONAL FOUNDATION



GRANT GUIDELINES AND APPLICATION

The Kiwanis International Foundation was activated in 1939 and awarded tax-exempt status by the United States Internal Revenue Service in 1960.

The purpose of the International Foundation, of which every Kiwanian is a member, is to provide financial assistance to service programs that agree with and support the objectives of Kiwanis International. That purpose 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, local club foundations, Kiwanis districts, or district foundations.

Members of the Foundation's Board of Trustees are appointed by the Board of Trustees of Kiwanis, and are responsible for establishing the policies and goals of the Foundation, which are carried out by the Foundation Executive Director and Staff.

GUIDELINES FOR FILING GRANT APPLICATIONS

1. Priority will be given to grants 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 grants from Kiwanis clubs or Districts for Kiwanis programs, which are deemed applicable to all Kiwanis clubs and districts.
4. Capital improvement requests will not be considered, this includes constructing buildings and purchasing land.
5. The Foundation Board will not consider applications for grants in excess of US\$50,000.
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 three times annually- September/October, January/February, and in June at the International Convention. Deadline for filing grant applications is July 15th for review in September/October, November 15th for review in January/February and April 15th for review at the International Convention. 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 grant to the same program 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 Executive Director of the Foundation, or may request that the Foundation pay the vendor invoices directly.
15. ***The Foundation requires grant recipients to submit a six-month and one-year report on the program, including professional color photographs for publication purposes.***

PROGRAM BALANCED BUDGET AND NARRATIVE

Please prepare a summary budget as outlined on the lower portion of this page. Please also attach a narrative description and include 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.

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 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\$250.00.

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

PROGRAM BALANCED BUDGET SUMMARY

REVENUE:

| | |
|---|---|
| Grant Request for the Kiwanis International Foundation.....\$ _____ | Operating Income Contributed by Applicant to the Program.....\$ _____ |
| Other Foundations..... \$ _____ | Public Agencies.....\$ _____ |
| Corporations..... \$ _____ | Individuals.....\$ _____ |
| In-Kind Contributions.....\$ _____ | Total Revenue.....\$ _____* |

Please indicate only revenues that are fully committed and allocated specifically for the purpose of this program.

EXPENSES:

| | |
|-----------------------------------|------------------------------------|
| Administrative Expenses..\$ _____ | Printing/Publications.....\$ _____ |
| Salaries and Fees..... \$ _____ | Telephone.....\$ _____ |
| Consultants.....\$ _____ | Postage.....\$ _____ |
| Media Costs.....\$ _____ | Other\$ _____ |
| Supplies.....\$ _____ | Total Expenses.....\$ _____* |
| Fringe Benefits.....\$ _____ | |

*Budget must be balanced.

GUIDELINES FOR PROGRAM SUMMARY

Please answer the questions listed below (not to exceed five pages) and provide information requested so a review of your proposal can be completed.

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 the 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 to convince the Foundation of the importance and desirability of the program.

3. Program detail

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 a District Matching grant be appropriate?
- d. What are the long-term effects of the grant?
- e. Would this grant request require further funding?
- f. Will the grant further the goals and ideals of Kiwanis and promote the growth and development of Kiwanis in the area?
- g. What are the goals and purposes of the program?
- h. How does the program relate to serving young children?
- i. What are the objectives for the program? Are they measurable and how?
- j. What are the specific activities that must be carried out to meet the objectives?
Are they on schedule?
- k. Who are the members of the staff that will carry out the program?
- l. What are their backgrounds and qualifications?



Kiwanis International Foundation

Phone: 1-800-549-2647 Fax: 317-879-0204 E-mail: foundation@kiwanis.org

Web site: www.kiwanis.org/kif

**PLEASE MAIL ALL INFORMATION TO: Kiwanis International Foundation
Grants Administration
3636 Woodview Trace
Indianapolis, IN 46268-3196**

NAME OF KIWANIS CLUB OR DISTRICT: _____
PRESIDENT'S NAME: _____
STREET ADDRESS: _____
CITY: _____ STATE/PROVIDENCE: _____ POSTAL CODE: _____
COUNTRY: _____ TELEPHONE: _____
FAX: _____ E-MAIL: _____
PROJECT NAME: _____
AMOUNT OF GRANT REQUEST: (US)\$ _____
PROPOSED PROJECT STARTING DATE: _____ ENDING DATE: _____
NUMBER OF CHILDREN THAT WILL BENEFIT FROM THIS GRANT? _____
FUND RAISING: Please describe attempts to secure needed revenue from other sources: _____

KIWANIS CLUB INVOLVEMENT: Please describe your club involvement in this project including monetary contributions, contributions of time or labor by club members. _____

IF THIS GRANT IS APPROVED, EXPLAIN HOW THE REQUESTED FUNDS WILL BE SPENT:

HOW WILL KIWANIS INTERNATIONAL FOUNDATION BE GIVEN CREDIT FOR MAKING THIS GRANT? HOW WILL THE KIWANIS INTERNATIONAL FOUNDATION NAME BE USED OR IDENTIFIED? _____

The following must be included with this grant application:

1. A one-page outline detailing highlights of the program explaining the nature of the problem that warrants this project and how will this project correct or lessen the problem.
2. Completed program balanced budget and narrative. (See page 4)
3. A copy of the most recent audit report.
4. A copy of the most recent annual report of the requesting organization.
5. A copy of the latest IRS documentation letter(s) of tax-exempt status under Section 501(c)(3) or a copy of the Kiwanis Club 501-C-4 documentation letter for U.S. applicants.
6. Logo, video, news documentation, or brochure and professional photograph(s) that could be used for possible publications and that explain the program.

An original of the grant request proposal should be sent by regular mail.

If this grant is approved, you club or District will be required to submit a report upon completion of the project. Please provide this information for the individual who will be responsible for this report.

Kiwanians Name: _____
Address: _____
City: _____ **State:** ____ **Zip:** _____
Telephone: (____) _____ **E-Mail:** _____

President Signature: _____ **Date:** _____