

KIWANIS CLUB OF HENDERSONVILLE, INC.

P. O. Box 2138, Hendersonville, NC 28793

www.HendersonvilleKiwanis.org

Grant Application Criteria and Requirements

Kiwanis is a global organization of volunteers dedicated to improving the world, one child and one community at a time. The Hendersonville Kiwanis Club was chartered in February 1922, and has for nearly nine decades provided services to children in communities and groups serving children in Henderson County, and to Kiwanis International world-wide projects. All grants are distributed through the Hendersonville Kiwanis Club Foundation, Inc., a 501(c)(3) tax exempt corporation.

Because of the growing needs for children and youth services in Henderson County together with a growing number of requests for Kiwanis funding, all who request grants or funds must meet certain criteria and complete a formal application.

CRITERIA AND REQUIREMENTS:

1. The project or program for which the funds will be used must serve children between the ages of birth and 18 years.
2. Requests for funds should not exceed \$500.
3. Requests which will fund services to economically disadvantaged or educationally challenged children will be given priority.
4. Funding for capital projects will not be considered.
5. Kiwanis grant funds may ONLY be spent on the project or program as described in the application form and can only be used otherwise with prior approval of the Kiwanis Club Board of Directors.
6. The grant seeker, in addition to completing and submitting the application form, is required to provide a signed, written request on the requestor's organization or institutional letterhead specifically stating the amount requested and its intended use. It must be signed by the organization's director or CEO.

INFORMATION TO INCLUDE IN THE APPLICATION PROJECT DESCRIPTION

1. What is the mission of your organization?
2. What are the goals and purposes of the program?
3. What are the specific activities that will be carried out with these funds?
4. How many children will benefit and what are their ages?
5. What area(s) in Henderson County will this program reach?
6. Why does your organization want to do this program?
7. Why should the Kiwanis Club fund it?
8. Would a grant lesser than the amount requested still make the program viable?

WHEN TO APPLY

The Hendersonville Kiwanis Club operates on a fiscal year beginning October 1st, and the annual budget is formally adopted thirty days ahead in September. Applications for grants during the fiscal twelve months beginning October 1 each year should be received by Kiwanis no later than the prior August 1st, however applications will also be accepted at other times during the year and funds for these requests may be distributed if they are available.

FOLLOW-UP REPORT

If this grant is awarded to your organization, you will be required to send a report to the Kiwanis Club of Hendersonville that accounts for how the grant was used and the number of children it helped within one year of the date of receipt of the funds. A letter recounting this information on the organization's letterhead will fulfill this requirement.

“Serving the Children of the World.”

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Grant Application

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Organization Name: _____

Address: _____

Phone #: _____ Email Address for Contact: _____

Contact Person and Title: _____

Is organization 501(c) (3) tax exempt or hold other tax exempt status? ___Yes ___No

Mission statement for your organization: _____

Name of project to be funded: _____

How many children will be served directly by the funds from this grant? _____

Age group(s) served: ___0-4, ___5-10, ___11- 13, ___14-18

Area(s) of Henderson County that the program will reach: _____

Does your organization receive funding from any other source(s)? ___Yes ___No
Is “yes”, please list or briefly describe (use additional sheets if required):

Has your organization previously requested funds from Hendersonville Kiwanis? ___Yes ___No

If Kiwanis funds were received, what was the amount: \$ _____ and year received _____

What is the date new funding will be needed? _____

What is the time frame in which the new funds will be spent? from ___/___/___ to ___/___/___

Would a grant lesser than the requested amount still make the program viable? ___ Yes ___ No

Project Description: Please briefly describe the project for which funds are being requested, the need, how funds will be used, and what specific activities will be carried out using these funds? Please include the goals and purpose of the program, why your organization wants to do this program, why the Kiwanis Club of Hendersonville should fund this project. (Use additional sheets if required)

Signature _____ Title _____ Date _____