



Grant Application (2018 Revision)

The Kiwanis Club of Napa (KCN) Grant Application was designed by the KCN Grant Committee members to facilitate a simpler and more efficient grant-seeking and grant-making process. The intent is to help nonprofit grant seekers invest time on developing a relationship with KCN and not on formatting. The intent is not to encourage mass submissions of proposals. It is important that each submission **demonstrate the strategic link between the grant seeker’s proposal and the mission of Kiwanis Club of Napa.**

Before you fill out the KCN Grant Application, be sure to familiarize yourself with KCN, our guidelines and priorities, and our deadlines and timetable. KCN may request additional information at any stage in the proposal process.

1. **Application:** submit proposal directly to Kiwanis Club of Napa Grant Committee on or before **May 15**. Accepted applications will be reviewed and a response provided by **June 30** to apply for the upcoming KCN board term. The board term period is October to September.
2. **Additional information:** Before submitting a proposal, please review the KCN grant guidelines. Down load form located on club web site.

Proposal Checklist:

- ___ Application
- ___ Additional information requested by KCN
- ___ Copy of the current IRS determination letter indication 501(c)3 tax-exempt status
- ___ List of Board of Directors, including affiliations, tenure and terms. What percentage of the Board of Directors financially supports the organization?
- ___ **Organization financial statements:** financial statements from the last two (2) fiscal years (audited, if possible) and current operating budget for the organization (expenses and income)
- ___ **Project financial statements:** two-year project budget (expenses and income)
- ___ List of other funders and/or potential funders and amounts committed or requested for the specified project

Please structure your proposal to provide the following information in the order indicated. Use the headings, subheadings and numbers provided in your own word processing format to address the questions and issues posed in the outline. The questions reflect the general interest and concerns of KCN, but are not intended to be conclusive. Additional information pertinent to your project should be included. Be thorough, yet strive for brevity. Although tightly written proposal are preferred, take the space you need to make your case.



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1. Organization Information
 - Summarize your organization's history.
 - State the organization's mission and goals.
 - Outline current projects and activities.
 - Highlight organizational accomplishments.

2. Purpose of Grant
 - Describe the proposed program or project.
 - Identify the needs, problems, and/or opportunities to be addressed. What are the challenges to the project? Who else in the specified area is addressing this issue?
 - Identify the target population/geographic community served and how they will benefit. How will you reach this community?
 - Explain how the project contributes to and/or impacts the community.
 - What are the goals of the project? What methods will you use to achieve the objectives?
 - Outline the key staff and volunteers' qualifications and experience critical to the project.
 - Identify other organizations and/or partners participating in the project and their roles.
 - Provide a timetable for the project.
 - Identify long-term funding resources for the project. How will the project be sustained?

3. Evaluation
 - Describe the plan for evaluation. For instance, how will evaluation results be used and/or disseminated? Who will be involved in the evaluation?

4. Attachments
 - Copy of the current IRS determination letter indicating 501(c)3 tax-exempt status.
 - List of Board of Directors, including affiliations, tenure and terms. What percentage of the Board of Directors financially supports the organization?
 - **Organization financial statements:** financial statements from the last two (2) fiscal years (audited, if possible) and current operating budget for the organization (expenses and income)
 - **Project financial statements:** two-year project budget (expenses and income)
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NOTE: All applications must be submitted to current KCN board on or before **May 15**. Applications will be reviewed and a response provided by **June 30** if accepted to be funded for upcoming KCN board term noting that board term period October to September.

Return Address: Kiwanis Club of Napa, Attn: Grant Committee, POB 10816, Napa, CA 94581

Date of Application: _____

Legal Name of Organization: _____

Executive Director: _____

Contact Person/Title
(if different from Executive Director): _____

Email: _____

Organization Website: _____ EIN: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____ Fax Number: _____

Project Name: _____

Purpose of Grant: _____

Beginning and Ending Project Dates: _____

Amount Requested: \$ _____ Total Project Cost: \$ _____

Is your organization an IRS 501(c)3 not-for-profit? _____ Yes _____ No

If no, check Kiwanis guidelines to determine if Kiwanis accepts fiscal's sponsors or makes other arrangements as appropriate. Please explain.