

ASHLAND KIWANIS CHARITABLE FOUNDATION ADMINISTRATIVE GUIDELINES

The Ashland Kiwanis Charitable Foundation, founded in 1996, is a 501-c-(3) charitable organization dedicated to the welfare of children in the Ashland and Hanover County area. The IRS tax identification number is 54-1876560.

Foundation grants to qualified children-related programs and organizations are generated through a careful application and review process by its Board of Directors. Anyone, group, or organization may apply for a grant by adhering to the following procedure:

Application Deadline. All grant proposals must be postmarked on or before March 1 in order to be considered for funding during the current calendar year.

Proposal Requirements: All proposals must be no greater than one page, single-spaced, and include the following information:

1. Brief description of the applicant group or organization (50 words or fewer).
2. Brief description of the program or project (50 words or fewer)
3. Case for support. Argue the merits of the project or program especially how it advances the welfare of children in the Ashland and Hanover County area. (50 words or fewer)
4. Cite the amount of money requested and how those funds will be spent. (50 words or fewer.
5. Provide a time table for support. Over what timespan will the funds be needed?
6. Provide contact information (Names, addresses, phone numbers, email addresses and tax identification numbers if available).

All proposals should be submitted to Secretary, Ashland Kiwanis Charitable Foundation, P. O. Box 2045, Ashland, VA, 23005. Proposals submitted on or before March 1 will be evaluated for funding by May 1 of that year. All applicants will be notified of the Foundation's Board decision by letter prior to June 1. Unsuccessful proposals may be resubmitted once.