



2014-2015 Community Service Grant Application

All 2014-2015 grant applications for community service projects must be submitted to the La.-Miss.-W.Tenn. District Foundation on this form. Supplemental sheets may be used, if necessary. Additional criteria for submitting Grant Application can be found on page 3.

TO: Grant Committee, La.-Miss.-W.Tenn. Kiwanis District Foundation, Inc.
c/o Kiwanis District Office, 5319-B Didesse Dr., Baton Rouge, LA 70808-6401
Office: (225) 769-9233 ♦ Fax: (225) 769-9215 ♦ E-Mail: mail@lamisstenn.org

FROM: Kiwanis Club: _____
President: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: Day: _____ Night: _____
Club Tax I.D. number: _____

I. INFORMATION ON PROPOSED PROJECT

Title of Project: _____ Estimated total cost of project: \$ _____
Requested funding from the District Foundation: \$ _____ Amount of funding to be provided by requesting Club: \$ _____

- LEVEL ONE GRANT:** Not to exceed \$5,000; deadlines to submit: January 1, 2015 or July 1, 2015.
- LEVEL TWO GRANT:** Not to exceed \$1,000; deadlines to submit: first day of each month until 9/1/2015.

Requested funding to be used as:

- SEED MONEY FOR NEW PROJECT
- ONE-TIME ENHANCEMENT OF EXISTING PROJECT

Time Frame for Project: _____ Proposed Starting Date: _____ Proposed Ending Date: _____

NOTE: Club is required to submit a specific line-item budget for proposed project (see Criteria #4 - instruction page).

II. PROJECT STATEMENT

A. Describe the situation that warrants this project:

B. Number of individuals benefitting from this project: _____

C. How will this project aid or improve the situation for those affected?

III. PROJECT EVALUATION

Describe how this project will be evaluated as to whether it has accomplished its objectives.

For District Foundation Board only ~ Do not write in this box!

Date Grant Application Received: ___/___/20___ **Date of Decision:** ___/___/20___ **Date of Notification:** ___/___/20___
District Foundation Board Decision: Grant Approved: Awarded: \$ _____ Grant Not Approved
Grant Committee Member contact: _____

IV. FUND RAISING

A. Describe attempts to secure needed revenue from other sources:

B. Describe funds available on the basis of matching funds, donated time or labor by community and/or other Kiwanis clubs and/or members:

V. CONTINUED FUNDING

Is this request for a one-time capital cost? YES NO

If "NO," will continuation of funding be needed to maintain this project, and if so, who is committed to this project for future financial support:

VI. SUPPORTING DOCUMENTATION

If available, provide supporting documentation in the form of support letters (please limit to 2 letters), which may be submitted from local units of government agencies and/or community leaders. Other documents that you deem appropriate will be considered.

VII. PROJECT REPORT

If this grant is approved, your club will be asked to submit a report on the outcome of the project, along with photographs and materials to the District Foundation for publicity. Provide the name, e-mail address, and phone number of the individual who will be responsible for submission and working with the District Foundation Board's Grant Committee liaison:

Name: _____ Title: _____
E-mail: _____ Telephone: _____

VIII. CERTIFICATION TO INFORMATION PROVIDED

As President and Secretary, we hereby certify that the criteria for filing this grant application have been and/or will be met, and respectfully request the District Foundation Board of Directors approve this Community Grant Application.

Grant Check List: Verify that the following required information is included and/or agreed to with this Grant Application. Remember that incomplete grant applications may be returned, thus delaying the grant process:

- Our Kiwanis Club is in good standing with the La.-Miss.-W.Tenn. Kiwanis District Foundation, having contributed \$5+ per member to the 2014-2015 Annual Club Giving Campaign on _____, in the amount of \$_____, check # _____.
- A line item budget is attached as per Criteria #4.
- A final report on this project will be provided to the District Foundation Board of Directors, along with suitable photographs. This information may be used by the District Foundation and the Kiwanis District to promote your club's project.
- Copies of any receipts will be submitted upon completion to properly verify the funding requested for this grant.
- By official action of our club's Board of Directors, approval to submit this request was taken at our Board Meeting held on _____.

NOTE: BOTH SIGNATURES REQUIRED:

Signed: _____
Club President Date

Signed: _____
Club Secretary Date

Print Name: _____

Print Name: _____

Community Service Grant



Kiwaniis
LaMissTenn Foundation

Kiwaniis Clubs of the La.-Miss.-W.Tenn. District are invited to apply for a grant for financial assistance for a community service project up to \$5,000, where the club provides 25%+ of the funding for this project and the La.-Miss.-W.Tenn. Kiwanis District Foundation provides 75%.

CRITERIA FOR FILING THE COMMUNITY SERVICE GRANT

In keeping with the Mission of the La.-Miss.-W.Tenn. Kiwanis District Foundation, Inc.,

“To provide financial assistance for Kiwanis projects and programs within our District,”

the District Foundation Board of Directors encourages clubs to develop worthwhile service projects within their communities, including those that they may not be able to financially manage on their own. The District Foundation Board suggests that clubs first seek out support of businesses, individuals, or other Kiwanis clubs in their area toward financing these projects. If funding is still needed, the District Foundation Board may assist with projects that either (a) need “seed money” to start up the project, or (b) need one-time funding for an enhancement of an existing project.

Grants are awarded based upon availability of funds and must meet the following criteria:

1. Clubs submitting Community Service Grant Applications are required to be “in good standing” with the La.-Miss.-W.Tenn. Kiwanis District Foundation, Inc. **“In good standing with the District Foundation”** is defined as “clubs must have contributed to the District Foundation’s Annual Club Giving Campaign for the current Kiwanis Administrative Year, with at least the minimal amount recommended for that year.” For 2014-2015, the minimal amount is set at \$5 per member.
2. The District Foundation is offering 2 levels of grants for the 2014-2015 Administrative Year:
LEVEL ONE GRANTS are limited to \$5,000 each, and will be awarded twice during the year, once at the Kiwanis District’s Mid-Winter Conference (*deadline to submit application is January 1, 2015*) and again at the Kiwanis District Convention (*deadline to submit application is July 1, 2015*).
LEVEL TWO GRANTS are limited to \$1,000 each and will be awarded monthly as needed (*deadline to submit Level Two Grants applications is the first day of each month until September 1, 2015*).
NOTE: No Kiwanis club will be awarded more than one (1) Community Service Grant during any Kiwanis Administrative Year. Nor will any Kiwanis club be awarded Community Service Grants for more than two (2) consecutive Administrative Years.
3. The Community Service Grant Application must be completed in its entirety using this form, and received by the Kiwanis District Office no later than the deadlines shown above. Incomplete forms may be returned, delaying the grant process. **Level One Grant Applications** will be reviewed by the District Foundation Board at their meetings at Mid-Winter Conference and at the District Convention. **Level Two Grant Applications** will be reviewed by the Grant Committee upon receipt and presented to the District Foundation Board of Directors for action at the following Board Meeting.
4. Clubs submitting grant applications are required to provide a line item budget for the project, showing how the funds for the project will be obtained (such as from the club, other area Kiwanis clubs, local businesses and individuals, the amount requested from the District Foundation, and/or any other sources), and how these funds will be expended for the actual project.
5. The District Foundation’s Community Service Grant process is designed primarily for “reimbursement funding” of a Club’s project. Clubs will be reimbursed 75% of the project’s total expenditures up to the maximum amount of the grant award, once receipts are presented and reviewed. Advance funding may be considered by the District Foundation Board on a case by case basis.
6. Clubs submitting grant applications will work with a Grant Committee liaison (appointed by the District Foundation Board), throughout the process. Upon completion of the project, the club will submit to that liaison, a written report on the project, including photographs, newspaper articles, and any other publicity available, as well as copies of any receipts received to justify the issuance of a final check from the District Foundation.
7. Any funding requests must be for a service project to be completed within one calendar year.
8. The name and logo of Kiwanis International should be clearly identified with the projects funded by the approved grants, wherever possible.
9. The decision of the Board of Directors of the La.-Miss.-W.Tenn. Kiwanis District Foundation is final.



Louisiana-Mississippi-West Tennessee Kiwanis District Foundation

Kiwanis District Office • 5319-B Didesse Drive • Baton Rouge, LA 70808-6401 • (225)769-9233 • mail@lamisstenn.org