

CRITERIA FOR FILING THE COMMUNITY SERVICE GRANT

The La.-Miss.-W.Tenn. Kiwanis District Foundation is offering 2 levels of Community Service Grants for the 2015-2016 Administrative Year:

- ◆ **LEVEL ONE GRANTS** (\$1,001 to \$5,000) will be awarded only once during the year (*deadline to submit applications is April 1, 2016*)
- ◆ **LEVEL TWO GRANTS** (up to \$1,000) awarded monthly as needed or until budgeted funding is depleted (*deadline to submit applications is the first day of each month until September 1, 2016.*)

Please note: Community Service Grants from the La.-Miss.-W.Tenn. Kiwanis District Foundation are “Reimbursement Grants,” in that clubs must show receipts of all expenditures for the project, under IRS rules for expense responsibility. **Clubs will be reimbursed 75% of the project’s total expenditures up to the maximum amount of the grant award, once club receipts are presented and reviewed.**

Community Service Grants are awarded based upon availability of the budgeted funds and must meet the following criteria.

CRITERIA:

1. The Community Service Grant (CSG) Application must be completed in its entirety using this form, and received by the Kiwanis District Office no later than the deadlines shown above and on the form. Incomplete forms may be returned, delaying the grant process.
2. Clubs submitting CSG applications are required to provide a line item budget for the project, showing:
 - a. how the funds for the project will be obtained (such as from the club, other area Kiwanis clubs, local businesses and individuals);
 - b. the amount requested from the District Foundation, and/or any other sources; and
 - c. details on how these funds will be expended for the actual project.
3. Kiwanis Clubs submitting CSG Applications must be “in good standing with the District Foundation,” i.e., that the club has contributed at least \$5 per member to the District Foundation’s Annual Club Giving Campaign for the current administrative year.
4. Clubs submitting CSG applications will work with a Grant Committee liaison (appointed by the District Foundation Board) throughout the process. Once the award is announced, the club officers will be asked to sign an Grant Acceptance Agreement acknowledging the approval of the grant, and the conditions for receiving the grant funds upon completion of the project: 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. Reimbursement of funds will then be issued by the District Office.
5. The CSG project and receipts for reimbursement funding **must** be completed within one (1) calendar year from the date of grant award. Advance funding may be considered by the District Foundation Board on a case by case basis.
6. The name and logo of Kiwanis International and/or the La.-Miss.-W.Tenn. Kiwanis District Foundation should be clearly identified with the projects funded by the approved grants, wherever possible.
7. The decision of the Board of Directors of the La.-Miss.-W.Tenn. Kiwanis District Foundation is final.

NOTES:

- A. Grants from our foundation are intended to improve or increase the reach of each funded project by filling a financial gap. Our foundation does not have the capacity to fund projects almost entirely on behalf of the applicant. Before submitting a grant application, consider your Kiwanis involvement in the project, including contributions of time, labor and financial resources by your Kiwanis members, and/or businesses, individuals, or other Kiwanis clubs in the area. This involvement is an essential part of each successful, grant-funded project.
- B. 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.
- C. 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.





2015-2016 Community Service Grant Application

All 2015-2016 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 cover sheet.

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: _____
Club Mailing Address: _____
City: _____ State: ____ Zip: _____
Telephone: Day: _____ Evening: _____
Club Tax I.D. number: _____

I. INFORMATION ON PROPOSED PROJECT

- LEVEL ONE GRANT:** Not to exceed \$5,000; deadline to submit: April 1, 2016.
- LEVEL TWO GRANT:** Not to exceed \$1,000; deadline to submit: first day of each month until September 1, 2016.

Title of Project: _____ Estimated total cost of project: \$ _____

Requested Funding* from the District Foundation: \$ _____ Amount of funding to be provided by requesting Club: \$ _____

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: _____

**Requested funding cannot exceed 75% of the total cost of this project. A line-item budget MUST be submitted with this Grant Application.*

II. PROJECT STATEMENT

A. What warrants this project and how will it aid or improve the situation affected by it? (Limit to 1,000 characters)

B. Number of individuals benefitting from this project: _____

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. List attempts to secure needed revenue from other sources and amounts received from these sources:

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

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 the 2015-2016 Club Officers, we hereby certify that the criteria for filing this grant application have been 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 with this Grant Application. 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 2015-2016 Annual Club Giving Campaign on _____, in the amount of \$_____, check #_____.
- A line item budget is attached as per the Criteria. (*Maximum 75% grant awarded for total cost of project.*)
- 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 _____.

IX. ALL SIGNATURES REQUIRED:

2015-2016 President:
 Signature: _____
 Printed Name: _____
 Daytime Phone: _____
 Date: _____

2015-2016 President-Elect
 Signature: _____
 Printed Name: _____
 Daytime Phone: _____
 Date: _____

2015-2016 Secretary:
 Signature: _____
 Printed Name: _____
 Daytime Phone: _____
 Date: _____