NEW CLUB Community Service Grants

The LaMissTenn District Foundation is offering Newly-Chartered Kiwanis clubs the opportunity to apply for a $1,000 (One thousand dollars) Community Service Grant (CSG), for a club service project, during their 1st year of service. This grant award will be 100% reimbursable, up to $1,000. Advanced funding up to 50% of the grant award is allowed, with the remaining funds to be distributed once all receipts are received/verified.

(Note: Typical CSGs are reimbursed 75% of the project’s expenses up to the amount of the grant award.)

- LaMissTenn District Foundation Grants are intended to increase the reach of each funded project by filling a financial gap.
- Before applying for a grant, please consider your Kiwanis Club’s involvement in the project, including contributions of time, labor and financial resources by your club members, other Kiwanis clubs and/or businesses in the area. This involvement is an essential part of each successful, grant-funded project.
- Community Service Grants are “Reimbursement Grants”; in that clubs must show receipts and cancelled club checks of all expenditures for the project, under IRS rules for expense responsibility. NEW CLUB grants will be reimbursed 100% of verified expenses, up to $1,000, AFTER criteria is met.
- If the NEW CLUB wishes to apply for Level One Grants (up to $5,000) or Level Two Grants (up to $2,000), in lieu of this $1,000 grant, they may do so; however ALL Level One and Level Two CSG criteria then applies. Grants will be 75% reimbursable, and there is NO advanced funding.
- No Kiwanis club will be awarded more than one (1) CSG during any Kiwanis Administrative Year. Nor will any Kiwanis club be awarded CSGs for more than two (2) consecutive Administrative Years.
- The decision of the LaMissTenn District Foundation Board is final.

**CRITERIA TO APPLY FOR COMMUNITY SERVICE GRANT:**

1) **NEW CLUB CSG project must begin within one year of the Club’s official charter date.**
2) **Application forms MUST be submitted, in its entirety, using the writeable PDF format attached here.** Handwritten/typed forms no longer accepted. Officers’ signatures required on form.
3) **Itemized budget for THIS project (not entire club project account) MUST be included, showing:**
   - How funds for this project will be obtained (club, businesses, in-kind services, etc.).
   - Amount requested from Foundation/other sources.
   - Details on how these funds will be expended for this project.
4) Incomplete forms may be returned and result in delaying the grant process.
5) **Submitting clubs must be “in good standing” with the District Foundation, having contributed to the current Annual Club Giving Campaign (ACG) with at least $5 per member.**
6) The CSG must be completed in order to apply for another CSG, the following year.

**ONCE GRANT IS APPROVED,** the club will work with a Grant Liaison throughout the process, and:

1) Execute a Grant Acceptance Agreement, sent from Grant Committee.
2) Turn in receipts and cancelled club checks to be reviewed/verified by Grant Committee.
3) Complete this project within twelve (12) months from date of grant award.
4) Send a final report on project, together with photos, new articles, etc. on project, in order to be reimbursed 100% of expenses up to the amount of grant award.
5) **Name/Logo of the LaMissTenn District Foundation will be clearly identified for the project, whenever possible.**

Grant application criteria/form and policies may be found at [www.lamisstenn.org/foundation](http://www.lamisstenn.org/foundation).
New Club Community Service Grant Application

All grant applications from newly-chartered Kiwanis clubs for community service projects must be submitted to the LaMissTenn District Foundation Office (at above address/email) on THIS writeable PDF form. Handwritten/typed forms no longer accepted. All criteria for grant application can be found on the cover sheet.

FROM:
Kiwanis Club: ___________________________ Charter Date: __________
President: _______________________________
Club Mailing Address: _______________________________
City: ___________________ State: _______ Zip: _______________________
Telephone: Day: ___________________ Night: ____________________
Club Tax I.D. number: ______________________

I. INFORMATION ON PROPOSED PROJECT

☐ NEW CLUB GRANT: Not to exceed $1,000; deadline to submit: 1 year from official charter date of club. Title of Project: ___________________________ Estimated total cost of project: $__________
Requested funding from the District Foundation: $__________ Amount of funding to be provided by requesting club: $__________
A. Requested funding equals the total cost of this project up to a maximum of $1,000.00 (one thousand dollars).
B. A line-item budget MUST be submitted with Grant Application. Use separate sheet of paper.

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

II. PROJECT STATEMENT

A. What warrants this project and how will it aid or improve the situation affected by it?

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: ________________________

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IV. FUND RAISING

List attempts to secure needed revenue from other sources and amounts received from these sources, including in-kind services and/or donations:

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 on official or company letterhead. Other documents that you deem appropriate will be considered.

VII. PROJECT REPORT

If this grant is approved, your club is required 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 Charter Club Officers, 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. Incomplete grant applications may be returned, thus delaying the grant process:

☐ Our Kiwanis Club is “in good standing” with the LaMissTenn Kiwanis District Foundation, having contributed $5+ per member to the current Annual Club Giving Campaign on __________, in the amount of $________, check # ____.

☐ A line item budget is attached as per the Criteria. Remember, 100% grant awarded for total cost of project up to $1,000.

☐ 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 __________.

Charter Club President:

Signature: ______________________________

Printed Name: ______________________________

Daytime Phone: ______________________________

Date: ____________

Charter Club President-Elect:

Signature: ______________________________

Printed Name: ______________________________

Daytime Phone: ______________________________

Date: ____________

Charter Club Secretary:

Signature: ______________________________

Printed Name: ______________________________

Daytime Phone: ______________________________

Date: ____________