

# CRITERIA FOR FILING THE NEW KIWANIS CLUB COMMUNITY SERVICE GRANT

The La.-Miss.-W.Tenn. Kiwanis District Foundation is offering one (1) Community Service Grant with a maximum of \$1,000 (one thousand dollars) for each newly-chartered Kiwanis Club for one of their community service projects started within the club's first year of operation.

**Please note:** Community Service Grants from the La.-Miss.-W.Tenn. Kiwanis District Foundation are normally "Reimbursement Grants," in that clubs are reimbursed 75% of the project's total expenditures up to the maximum amount of the grant award, once receipts are presented and reviewed. This New Kiwanis Club Community Service Grant Program will allow advanced funding up to half of the amount requested, with the remaining funds to be distributed once receipts are received and validated. Under IRS rules for expense responsibility, **Community Service Grants are awarded based upon availability of the budgeted funds and must meet the following criteria:**

**CRITERIA:**

1. Newly-chartered Kiwanis Clubs are eligible to apply for one (1) Community Service Grant (CSG), within a one year period beginning with the official charter date of the club.
2. The New Club Community Service Grant will be for a maximum of \$1,000 (one thousand dollars), for a club service project, reimbursable at 100%. The District Foundation will allow advanced funding up to 50% of the amount requested with the remaining funds to be distributed once receipts for the project are received and verified.
3. The CSG project *must* be completed within one (1) calendar year from the date of grant award. Likewise, final funding requests for the CSG project also must be completed within the calendar year.
4. 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.
5. 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.
6. 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.
7. 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 a Grant Acceptance Agreement acknowledging the approval of the grant, and the conditions for receiving the grant funds upon completion of the project: i.e., 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.
8. Application forms must be typed or submitted using the writeable PDF Form. Handwritten forms not acceptable.
9. 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.
10. 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. 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 wants to assist with projects that need "seed money" to start up a 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.



**Kiwaniis**  
LaMissTenn Foundation

# New Club Community Service Grant Application

All grant applications from newly-chartered Kiwanis Clubs for community service projects must be submitted to the La.-Miss.-W.Tenn. District Foundation, using this form. Please type or use the writeable PDF Form - no handwritten forms accepted. 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, 5253-B Dijon Dr., Baton Rouge, LA 70808-4393  
Office: (225) 769-9233 ♦ Fax: (225) 769-9215 ♦ E-Mail: mail@lamisstenn.org

**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: \_\_\_/\_\_\_/20\_\_\_ Proposed Ending Date: \_\_\_/\_\_\_/20\_\_\_

## 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:** \_\_\_\_\_

**IV. FUND RAISING**

A. 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 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 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 La.-Miss.-W.Tenn. Kiwanis District Foundation, having contributed \$5+ per member to the Annual Club Giving Campaign on \_\_\_/\_\_\_/20\_\_\_, 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 \_\_\_/\_\_\_/20\_\_\_.

<b>Charter President:</b>
Signature: _____
Printed Name: _____
Daytime Phone: (____) _____
Date: ___/___/20___

<b>Charter President-Elect</b>
Signature: _____
Printed Name: _____
Daytime Phone: (____) _____
Date: ___/___/20___

<b>Charter Secretary:</b>
Signature: _____
Printed Name: _____
Daytime Phone: (____) _____
Date: ___/___/20___