

## FOUNDATION POLICIES

### **No. 6: RESPONSIBILITIES OF THE GRANTS COMMITTEE**

Approved by Board Action October 1, 2015

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- (1) The Grants Committee shall review the grant application forms and make recommendations for approval or for alterations to the Board.
- (2) The Louisiana-Mississippi-West Tennessee Kiwanis District Foundation (*hereafter referred to as the Foundation*) Board of Directors (*hereafter referred to as the Board*) approves funding of grants at its regular meetings, which normally occur once each month but which can be more or less frequent as needed or as convenient. These meetings may consist of conference calls or may be face-to-face. The Committee shall set the schedule for the consideration of all grant requests to see that all requirements are satisfied. Prior to consideration, the Committee Chair shall review applications for completeness and adherence to the guidelines and forward the comments to the Committee. The Board may elect to consider grant applications only at specified times.
  - (a) Guidelines for Filing Grant Applications: Guidelines will be presented annually by the Grants Committee for approval by the Board. See the Foundation web site for the latest version of the Guidelines and application forms.
  - (b) Priority will be given to grants involving young children; however, the Board may elect to specify a certain amount of the available funds for special projects, such as the Automated External Defibrillator Project.
  - (c) The Foundation provides grants only to Kiwanis clubs in the Louisiana- Mississippi-West Tennessee District or to the District itself, for programs sponsored or supported by the club or the District.
  - (d) Requests for land purchase will not be considered.
  - (e) Clubs and the District may apply for grant funding up to a maximum determined each year by the Board. The Foundation may award less than the amount requested.
  - (f) The grant must further the goals and ideals of Kiwanis and it must promote the growth and development of Kiwanis in the area where the project, program, or organization is located.
  - (g) Organizations that are supported by Foundation grants to Kiwanis clubs and the District must be qualified by the Internal Revenue Service for tax exemption as a nonprofit (not-for-profit) organization and have proper liability insurance to indemnify the Foundation.
  - (h) The decision of the Board is final.

- (i) The Foundation must be named and credited for grant funding.
  - (j) Grant funding commitments are made for twelve(12) consecutive months.
    - (i.) In extreme circumstances beyond control of the club, grant funding may be extended past twelve (12) months, by the discretion of the Foundation Board. (4.23.2018)
  - (k) The Foundation will not provide a grant to a club or the District for the same program, project, or organization for more than two (2) consecutive years. The club or District must reapply each year for a grant in order to be considered for funding.
  - (l) Foundation funds used for projects, programs and organizations supported by the Foundation grants to Kiwanis clubs and the District may not exceed the specified amount and must be used for the sole purpose for which the amount was approved. Any unused funds must be returned to the Foundation.
  - (m) The Foundation requires grant recipients to submit an end-of-project report on the program or project being funded. The report must include a detailed listing of the expenditures and must include digital color photographs for publication purposes. Receipts and other documents must be made available if requested by the Board.
- (3) Grant funds will be disbursed to the club or District when appropriate documentation of the expenditures is presented to the Board. Any expenses incurred prior to approval of the grant are reimbursable only if they occurred within the Kiwanis fiscal year in which the grant is first approved.
- (4) Approval of Foundation Grants
- (a) Grants made by the Foundation must conform to its Bylaws.
  - (b) In order for the grant request to be considered or approved, the club must be in good standing with the Foundation, which includes having satisfied all requirements and obligations from previous grants and having made at least the minimum annual gift to the Foundation.
  - (c) Service projects that relate to the ideals and objectives of KI or Kiwanis sponsored affiliates will be accorded top priority.
  - (d) Clubs may submit one grant proposal per year, except that a proposal for a grant satisfying the criteria for special projects that have been set aside by the Board, such as the Automated External Defibrillator project, shall not be counted for this purpose.
  - (e) Commitments of more than one year can only be made subject to annual review by the Board. There is no guarantee that a second year will be funded.
  - (f) Preference is given to clubs not previously funded or those which have not recently received a grant.
  - (g) Notification of funding decisions will be communicated to applicants no later than within 30 days following the Board's decision.
  - (h) Upon being approved for a grant and prior to receiving any funds from a grant, the club must execute an Acceptance Agreement provided by the Foundation.