

Grant Request

Every Kiwanian in the Georgia District is a member of the Georgia District Kiwanis Foundation, Inc. (later referred to as GDKF) The Foundation exists to provide financial assistance to service programs/projects that agree with and support the six (6) objects of Kiwanis International (KI). The Foundation's purpose is achieved through providing grant funds to Kiwanis family sponsored programs, and to Kiwanis service programs/projects whose scope is beyond the means of individual Kiwanians, Kiwanis clubs, and local Kiwanis club foundations. Members of the Foundation Board of Trustees are elected by the House of Delegates attending the Georgia District Convention.

Grant requests are expected to further the goals and ideals of Kiwanis and to promote the growth and development of Kiwanis within the Georgia District. Priority in considering and awarding grants is given to requests that involve Service Leadership Programs (SLPs), Key Leader, and projects involving young children. Generally speaking, the Foundation does not grant scholarships to individuals who meet these criteria. The Foundation awards scholarships via the District Art and Music Showcase as a District Project only.

I. Procedures for submitting a grant request application

A grant application must be received by the Foundation President for distribution no later than one of the following dates, which are approximately 30 days prior to the scheduled Foundation meetings for the year.

September 30th

January 31st

June 30th

Grant applications must be submitted by the relevant deadline to the:

Georgia District Kiwanis Foundation, Inc.

Attention: Alexia Lieber, Executive Director

P.O. Box 6618

Macon, GA 31208

FAX: 478-474-3647

PH: 478-474-6169

EMAIL: alexia@kiwanis.mgacoxmail.com

Grant Selection Criteria

1. The Foundation reviews completed applications received by the applicable deadline during each of its Board meetings and awards grants to Kiwanis Clubs (in good standing) for up to \$5000 and requires an equal match by the Club for the amount requested from the Foundation.
2. Grant requests from Kiwanis family clubs can be used for non-Kiwanis organizations, if said non-Kiwanis organization is:
 - a. located in the United States,
 - b. qualified by the Internal Revenue Service for tax exemption as a 501(c) (3) organization, and
 - c. holds proper liability insurances to indemnify the Foundation.
3. Grant funding commitments are made by the Foundation for twelve (12) consecutive months only. The Foundation will not fund a grant to the same program/project for more than two consecutive years.
4. Grants will be for programs/projects located within the boundaries of the Georgia District of Kiwanis, unless approved by the Foundation Board.
5. The Foundation Board approves grant funding applications at one of the three Foundation meetings during the Kiwanis year. The Kiwanis Club submitting the application will be notified of the Foundation Board's decision no later than 30 Days following the Board's meeting. The Board's decision is final.



Application

Kiwaniis Club _____

Division _____

Address: _____

Name of Club President (print) _____

President's Signature _____

Name of Club representative submitting application _____

Day Phone _____ Email address _____

Amount of Funds Requested \$ _____

Amount of Funds Raised By Club/Division \$ _____
(Must be at least the amount of funds requested)

Anticipated Dates of Program/Project Operation: Beginning (Month/Year) _____ Ending (Month/Year) _____

Identify which of the following this application relates:

Service Leadership Programs (SLPs)—specify which SLP _____

Key Leader

Young children

The Six (6) Objects of KI-specify which _____



SOURCES OF MATCHING FUNDS:

- a. Contributions by your Club/Division \$ _____
- b. Public Agencies \$ _____
- c. Corporations \$ _____
- d. Individuals \$ _____
- e. In-Kind Contributions \$ _____
- f. Other (please describe) \$ _____

II. Assurances

The Kiwanis Club of _____ has requested a grant from the GDKF, Inc. in the amount of \$ _____. **If the Club is awarded this grant it assures to complete the following:**

1. To spend up to and including the specified amount for the sole purpose of the program/project for which the amount was approved.
2. To submit copies of paid invoices for items purchased or services rendered, in conjunction with said program/project, to the Treasurer of the Georgia District Kiwanis Foundation upon project completion
3. The club agrees to submit a report within twelve (12) months following receipt of the money as to the success and outcome of the grant. The report is required to maintain eligibility for future grants.
4. NOTE—If quality photographs of the program/project’s operation are available, please submit them too.
5. To credit or name the GDKF, Inc. for funding the grant in all publicity.
6. If this project is awarded a grant, please indicate the name and address to whom the check should be sent.

Name: _____

Address: _____

Phone: _____

Email: _____

Club President’s Signature: _____

Date: _____



Attach a **one-two page statement** about the proposed program/project that includes responses to the following:

1. Program/Project Description:
 - a. What problem/issue will this program/project address?
 - b. How will receiving the requested funding enhance the program/project or help resolve the problem/issue?
 - c. Who and how many will benefit from participating in the program/project?
2. Program/Project Goals:
 - a. What are 3---5 specific goals and/or objectives of the program/project?
 - b. Specifically, spell out how will the funds requested be used in the program/project?
3. Impact:
 - a. What specific performance metrics/measures will the program/project use to evaluate its success?
Please provide these measures in the Club's follow up/implementation report on the program/project.
(See page Assurances)
 - b. When would these measures take place?
 - c. How will the goals of your Club and GA Kiwanis benefit from receipt of these funds?
4. Local Contributions:
 - a. Have local funds been sought to help with this program/project? If YES, from which organizations and how much? If NO, why not?
 - b. Have partnerships with local organizations been sought to leverage resources and broaden the impact of this program/project? If YES, from which organizations and how much? If NO, why not?
 - c. Attach if relevant up to five (5) items highlighting the program/project and Kiwanis' involvement, if already in operation. These may include news articles, photos, and brochures.
5. Budget Expenses:
 - a. Provide a budget with an explanation of each line item, including how the cost was determined.
Applications with missing or incorrect budgetary information will not be considered for funding. The following guidelines will help categorize program expenses:
 - i. Salaries and fees: Include staff salaries that are allocated to the project. Identify each position, salary and percentage of time to be devoted to the project.
 - ii. Fringe benefits: Include related benefits and taxes allocable to the salaries listed. Identify fringe benefits as a percentage of salaries.
 - iii. Consultants: Include fees, honoraria and expenses paid for consulting and professional services of individuals or organizations that are not paid staff of the organization. In the budget narrative, identify consultants and anticipated costs individually.
 - iv. Printing/publications: Include expenses for production of all printed materials. Identify specific publications, number of copies planned and anticipated size of each publication.
 - v. Media costs: Include expenses for radio, television, newspapers, billboards, newsletters, etc.
 - vi. Telephone: Include all telecommunication expenses. Identify how anticipated usage is determined. Supplies: Include office supplies, subscriptions, books, and other material.
 - vii. Postage: Include expenses not incorporated above. Identify how the estimates are calculated.