

KIWANIS INDIANA FOUNDATION

GRANT APPLICATION INTRODUCTION

(Approved: December, 2007)

- Enclosed is a copy of the application form used by the Kiwanis Indiana Foundation (the Foundation) and the Grants Review Committee of the Executive Committee in reviewing requests for financial support for specified projects.
- We thank you for your interest and support of projects that will improve the quality of life for Indiana citizens.
- Should you have any questions regarding the application, please do not hesitate to contact the Grant Review Committee.

GRANT APPLICATION PROCEDURES

(Approved: December, 2007)

- Upon submission, this application and the accompanying materials become the property of the Foundation and will be used as deemed appropriate by the Foundation. As we assess the project, we may need to review your application with other agencies, individuals, or organizations.
- We require the original copy of the application and all attachments be returned to the Foundation office by December 31st for Winter grant requests and by June 30th for Summer grant requests. You will want to keep an extra copy for your records.
- Successful grants will be paid in March for the Winter grant cycle and in September for the Summer grant cycle.
- *Please submit the application packet simply stapled together; we do not want to receive applications in folders or binders.*
- Applicants should carefully read our grant instructions. It is important that you complete the application form in its entirety.

GRANT INSTRUCTIONS

(Approved: December, 2007)

Please read these guidelines carefully, as they govern our Grantmaking process!

I. GRANTMAKING GUIDELINES

Thank you for your interest in the Kiwanis Indiana Foundation (the Foundation). The following information will assist you in determining whether to apply to the Foundation for funding and explain how to proceed if you are eligible to do so. Please review these materials carefully. While the Foundation would like to support all the important work being carried out by Indiana Kiwanians, its financial resources are limited. The information provided through the application process helps the Foundation make sound decisions based on its mission, the directives of donors, and the Foundation's goal to provide effective assistance to as many organizations as possible.

II. POLICY STATEMENT FOR GRANTMAKING

The objective of the Foundation is to develop a protected pool of capital to generate income, so that the income can be used to energize and nourish endeavors that seek to serve the Objects of Kiwanis. Our grant policies are designed to conform to that overall objective.

III. WHO WE FUND

The Foundation makes grants to individual Kiwanis clubs and to tax-exempt 501 (c)(3) organizations operating or proposing to operate programs for the benefit of Indiana residents within the State of Indiana.

IV. WHAT WE FUND

The Foundation makes grants to increase the capacity of Indiana District of Kiwanis Clubs, and Indiana District of Kiwanis supported projects, to respond effectively to the needs of the citizens of the state. In general, the Foundation *prefers* funding for projects that further the Objects of Kiwanis:

1. To give primacy to the human and spiritual, rather than to the material values of life.
2. To encourage the daily living of the Golden Rule in all human relationships.
3. To promote the adoption and the application of higher social, business, and professional standards.
4. To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship.
5. To provide through Kiwanis Clubs, a practical means to form enduring friendships, to render altruistic service, and to build better communities.
6. To cooperate in creating and maintaining that sound public opinion and high idealism which make possible the increase of righteousness, justice, patriotism and good will.

It is anticipated that projects receiving grants will involve one of the following categories:

- Youth
- Elderly
- Scholarships
- Civic and community development
- Education
- Health and human services

Historically, the Foundation has funded projects related to supporting children, adults, and the elderly.

Legal requirements forbid staff, board members, and their families from profiting financially from any philanthropic grant. All persons actively connected to the Foundation will avoid self-interest in the processing and distribution of grant requests.

V. WHAT WE DO NOT FUND

The Foundation will *not* normally consider grants from the Foundation for the following purposes:

- Individuals other than scholarships (separate applications exist for scholarship programs)
- Organizations for religious or sectarian purposes
- Make-up of operating deficits, post-event or after-the-fact situations
- Endowment campaigns
- For any propaganda, political or otherwise, attempting to influence legislation or intervene in any

political affairs or campaigns.

- Services such as fire, police, schools, parks, etc. that are the responsibility of government and tax supported. (We will support special projects of these agencies)

In addition, the Foundation board is *reluctant* to approve grants to any organization for the purpose of maintaining an on-going operating budget or for multi-year grant requests. (Please contact the Foundation office before submitting a multi-year grant request). However, exceptions to this may be made at the discretion of the Board.

VI. HOW TO APPLY

An application may be obtained from the Kiwanis Indiana District office at: 8060 Knue Road, Suite 127, Indianapolis, IN 46250.

Completed *typewritten* application forms should be sent or delivered to The Foundation's office at 28060 Knue Road, Suite 127, Indianapolis, IN 46250. Applications cannot be submitted online.

Applications that do not contain all of the requested information may not be considered. If information requested is not available, an explanation is required. To facilitate the preparation of complete grant applications, applicants are encouraged to utilize Kiwanis Indiana Foundation Executive Committee members. Contact the Indiana District of Kiwanis office at (877) 883-5974 in order to obtain contact information for the appropriate Executive Committee member.

VII. GENERAL POLICY CONCERNING GRANTS FROM THE KIWANIS INDIANA FOUNDATION ENDOWMENT FUND

Proposals and requests for grants that are of greatest interest to the Foundation will have some or all of the following:

- Address a community issue, need or concern with a special project that is either an on-going or new Kiwanis project;
- Present an innovative but practical approach to a community problem or need;
- Define a workable plan that is realistic, which shows an ability to complete the project and accomplish the goal;
- Shows a significant financial commitment of the requesting Kiwanis Club;
- Furthers one of the Objects of Kiwanis;

The Grants Committee is responsible for determining that each project meets the legal requirements of the Foundation as well as the Foundation's objectives.

VIII. PROPOSALS SHALL INCLUDE

- Cover letter
- List of your Club's officers
- Copy of the total project budget
- Narrative description of the project
- All pertinent supporting information

IX. WHEN TO APPLY

The Foundation Board considers grants two times each year – in February and August. Winter grant requests must be submitted no later December 31st. Summer grant requests must be submitted no later than

June 30th.

A notice will be placed in the Hoosier Kiwanian from time to time, notifying all interested organizations that the Foundation will be receiving and considering applications for grants during the months of February and August.

X. THE GRANTS DISTRIBUTION PROCESS

Requests are received, reviewed, and acted on twice a year.

The deadline dates are December 31st and June 30th for receipt of completed applications. The cover letter, grant request, and all other documentation must be in the Indiana District of Kiwanis office by the deadline date.

One copy of each request will be mailed to each member of the Grants Review Committee and one copy of each request will be mailed to the President of the Executive Committee and to the District Governor.

The Grants Review Committee of the board will meet to review the grant requests either in person or via electronic communication during the months of July and January. The Grants Review Committee will be responsible for the recommendations that go to the board.

The Grants Review Committee will present their recommendations to the full Executive Committee in the Committee's February and August meetings. The Executive Committee as a whole will consider the Grant Review Committee's recommendations, and decide which applications will be granted. Following this meeting each applicant will be informed in writing of the Executive Committee's decision and any conditions placed on the grants such as written progress reports on the projects.

Once a grant is received, the Foundation anticipates that the funds shall be expended during the calendar year awarded.

In addition, it is appropriate to take the initiative to solicit grant applications or to develop projects coordinated by the Kiwanis Indiana Foundation to address certain community issues that have not been selected by a Kiwanis Club. It may be necessary to solicit a sponsor or sponsors if the need is great and of immediate need. This puts the Kiwanis Foundation in a position of being pro-active rather than just reactive.