

# KIWANIS INDIANA FOUNDATION, INC.

## GRANT APPLICATION GUIDELINES AND REQUIREMENTS

### GRANT APPLICATION INTRODUCTION

(Approved: August 2018)

- Attached is a copy of the application form used by the Kiwanis Indiana Foundation, Inc. (the Foundation), the Grants Review Committee, and the Board in reviewing requests for financial support for specified projects.
- Thank you for your interest in and support for 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 Indiana District of Kiwanis at (317) 578-0857.

### GRANT APPLICATION PROCEDURES

(Approved: August 2018)

- 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 your project is reviewed, we may need to discuss your application with other agencies, individuals, or organizations.
- We require that the original copy of the application and all attachments be submitted to the Indiana District of Kiwanis offices by December 15<sup>th</sup> for winter grant requests and by June 15<sup>th</sup> for summer grant requests. Please keep a copy for your records.
- Successful grants will be paid in April for the winter grant cycle and in October for the summer grant cycle.
- **Please submit the application packet stapled together. Please do not put applications in folders or binders.**
- Applicants should carefully read the grant instructions and guidelines. It is important that you complete the application form in its entirety.

### GRANT INSTRUCTIONS

(Approved: August 2018)

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

### I. GRANTMAKING GUIDELINES

Thank you for your interest in the Kiwanis Indiana Foundation, Inc. (the Foundation). The following information will assist you in determining whether to apply to the Foundation for funding and explains 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, 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 Indiana District of Kiwanis Clubs as possible. Grant awards are limited to a maximum amount of \$2,000.00 per project.

### II. POLICY STATEMENT FOR GRANTMAKING

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

### III. WHO WE FUND

The Foundation makes grants to Indiana District of Kiwanis Clubs, 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 our state and 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
- Civic and Community Development
- Health and Human Services

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

All persons actively connected to the Foundation will avoid self-interest and comply with legal requirements that forbid them from profiting financially in the processing and distribution of grant requests.

#### **V. WHAT WE DO NOT FUND**

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

- Individuals other than scholarships (separate applications exist for scholarship programs)
- Organizations with 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 are tax supported. (We will support special projects of these agencies)

#### **VI. HOW TO APPLY**

The Kiwanis Indiana Foundation, Inc. Grant Application and Guidelines are available on the Indiana District of Kiwanis' website at <http://www.indkiw.org/club-resources/kiwanis-indiana-foundation/>.

Completed, *typewritten* application forms and attachments must be received by the deadline, at The Kiwanis Indiana Foundation, Inc. at 3636 Woodview Trace #100, Indianapolis, IN 46268. Applications cannot be submitted online.

***Applications that do not contain all of the requested information may not be considered.*** Any questions to facilitate the preparation of complete grant applications should be directed to the Indiana District of Kiwanis office at (317) 578-0857.

#### **VII. GENERAL POLICY CONCERNING GRANTS FROM THE KIWANIS INDIANA FOUNDATION, INC.**

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
- Present an innovative but practical approach to a community problem or need
- Define a workable plan that is realistic, and shows an ability to complete the project and accomplish the goal
- Shows a financial commitment by 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
- Completed application
- 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**

Winter grant requests must be submitted no later December 15<sup>th</sup>. Summer grant requests must be submitted no later than June 15<sup>th</sup>.

## **X. THE GRANT DISTRIBUTION PROCESS**

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

The deadline dates are December 15<sup>th</sup> and June 15<sup>th</sup> for receipt of completed applications and supporting documents. The cover letter, grant application, and all other documentation must be in the Indiana District of Kiwanis office by the deadline date.

The Grant Review Committee of the Kiwanis Indiana Foundation, Inc. will meet to review the grant requests either in person or via electronic communication. The Grant Review Committee will be responsible for recommendations that go to the Kiwanis Indiana Foundation, Inc. Board and will present their recommendations to the Board during both the Mid-Year Conference and the Annual Meeting of the Indiana District of Kiwanis. The Board will consider the Grant Review Committee's recommendations, and will determine the grant awards. Each applicant will be informed by a telephone call and in writing of the Board's decision and any conditions placed on the grant.

Once a grant is received, the Foundation anticipates that the funds shall be expended within 12 months from receipt of the funds.