

KIWANIS INDIANA FOUNDATION, INC.
GRANT APPLICATION GUIDELINES AND REQUIREMENTS

GRANT APPLICATION INTRODUCTION

(Approved by the Foundation Board on March 18, 2022)

Effective Date June 16, 2022

1. **This is a grant application for future projects only.**
2. 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.
3. Thank you for your interest in and support for projects that will improve the quality of life for Indiana citizens.
4. 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 INFORMATION

1. 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.
2. We require that the original application and all attachments be submitted to the Kiwanis Indiana Foundation, Inc by **December 15th for winter grant requests and by June 15th for summer grant requests.** Please keep a copy for your records.
3. Approved grants will be paid upon submission of all required documents from the Club, after approval of the District Board. **April for the winter grant cycle and October for the summer grant cycle.**
4. **A CLUB MAY ONLY RECEIVE A GRANT ONCE EVERY TWO (2) YEARS.**

GRANT REQUIREMENTS

1. **It is important that you complete the application form in its entirety.**
2. **Please read these guidelines carefully, as they govern our grantmaking process!**

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I. GUIDELINES

Thank you for your interest in the Foundation. **Please review these materials carefully.** Information provided through the application process helps the Foundation make sound decisions. The Foundation's goal is 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 and no more than 50% of the total Club project budget**

II. WHAT WE FUND

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

1. Youth
2. Elderly
3. Civic and Community Development
4. Health and Human Services

III. WHAT WE DO NOT FUND

The Foundation will not consider grants for the following purposes:

1. Individuals other than scholarships (separate applications exist for scholarship programs)
2. Organizations with religious or sectarian purposes
3. Operating expenses including salaries.
4. Endowment campaigns
5. Any propaganda, political or otherwise, attempting to influence legislation or intervene in any political affairs or campaigns.
6. 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).

IV. 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/clubresources/kiwanis-indiana-foundation/>.

1. **If submitting the completed application and attachments in hard copy, they must be stapled together NOT placed in folders or binders, and postmarked by the deadline to The Kiwanis Indiana Foundation, Inc., 3636 Woodview Trace # 100, Indianapolis, IN 46268.**
2. **If submitting the completed application and attachments electronically, they must be sent to kiwanisindianafoundation@indkiw.org by the deadline.**

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IV. HOW TO APPLY (Continued)

- 3. Applications that do not contain all of the requested information will 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.**

V. 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:

1. Address a community issue, need or concern with a special project.
2. Present an innovative but practical approach to a community problem or need.
3. Define a workable plan that is realistic and shows an ability to complete the project.
4. Show a financial commitment by the requesting Kiwanis Club.

The Grants Committee is responsible for determining that each project meets the legal requirements of the Foundation.

VI. PROPOSALS SHALL INCLUDE

1. Cover letter
2. Complete application and attachments
3. List of your Club's current officers
4. Detailed application project budget
5. Narrative description of the project
6. All pertinent supporting information

VII. GRANT SELECTION

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 Committee will present their recommendations to the Foundation Board. The Foundation Board will then 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 by the Club the funds shall be expended within 12 months.

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