

**KIWANIS INDIANA FOUNDATION, INC.**  
**GRANT APPLICATION GUIDELINES**  
**(Approved March 2024 KIF Board meeting)**

**GRANT APPLICATION INTRODUCTION**

- 1. This is a grant application for projects upcoming or in process (not yet completed) when grant payment is approved.**
2. The application form used by the Kiwanis Indiana Foundation, Inc. Grants Review Committee, is intended for requests for financial support for specific 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. Applications submitted using the fillable PDF or printed PDF application by the first of the month will be reviewed by the 10<sup>th</sup> of the month by the KIF Grants Committee. If the request is considered appropriate, it will be recommended for approval to the Foundation Board. If approved, funds will be provided by electronic funds transfer by the end of the same month.
- 3. A CLUB MAY ONLY RECEIVE A GRANT ONCE EVERY TWO 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!**

## I. GUIDELINES

**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 Kiwanis Clubs as possible. **Grant awards will be available from \$250- \$4,000 and require matching funds on a sliding scale, depending on the amount of the request. Grants will be awarded on a first come, first served basis until the total funds available for the fiscal year are depleted. All clubs will be notified if/when that happens.**

## 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, capital construction projects, or purchases of land/buildings.
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 the 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 received by the first of the month to Kiwanis Indiana Foundation, 3636 Woodview Trace # 100, Indianapolis, IN 46268.**
2. **If submitting the completed application and attachments electronically, they must be sent to [kiwanisindianafoundation@indkiw.org](mailto:kiwanisindianafoundation@indkiw.org).**
3. **Applications that do not contain all of the requested information will be returned for the necessary information. 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 commitment and involvement 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**

5. Complete application and attachments
6. Simple project budget
7. Narrative description of the project

## **VII. GRANT SELECTION**

All requests that are received by the first of each month will be reviewed by the Grant Review Committee of the Kiwanis Indiana Foundation, Inc., either in person or via video conference. If there are applications that warrant recommendation to the KIF Board, the President will call a special meeting, in person or by video conference, to either grant or deny the application. Each applicant will be informed by email or phone call no later than the 20<sup>th</sup> of the month submitted.

Once a grant is approved the funds will be deposited into the club checking account by electronic funds transfer by the end of the same month. Clubs will need to submit a W-9 and their check account and routing numbers to receive the funds. If the club prefers a written check, it will be mailed to the address listed on the Grant Application, but receipt by the end of the month is not guaranteed.

A report must be submitted at the end of the 12-month grant period or when the project is completed, if sooner.

Receiving Kiwanis clubs are encouraged to publicize their successful projects, including recognition of the grant supplied by the Kiwanis Indiana District Foundation via local newspaper, radio, TV, and/or social media. Stories and photos should also be forwarded to the District office for inclusion in the online Hoosier Kiwanian Newsletter by email to [indkiw@indkiw.org](mailto:indkiw@indkiw.org)