GRANTSEEKER'S GUIDE

About the program
Our grant application review process is extensive and the information in this guide will help you submit a comprehensive application. We recommend you print a copy of this guide for reference as you complete the online application.

Twice each year, the Kiwanis International Foundation awards grants to the Kiwanis family in support of our common mission – to serve the children of the world. The Kiwanis family includes Kiwanis International, Aktion Club, Circle K International, Key Club International, Builders Club and Kiwanis Kids. Grants from our foundation are intended to improve or increase the reach of each funded project.

Grants from our foundation assist recipients with important projects and events that would otherwise remain beyond their financial resources. Funding is limited and the success of a grant application is not guaranteed. As with other grantmaking organizations, we are unable to fund all of the requests we receive. Before submitting a grant application, consider your Kiwanis entity's involvement in the project, including contributions of time and financial resources by members. This involvement is an essential part of each successful, grant-funded project.

Our foundation does not have the capacity to fund projects almost entirely on the applicant's behalf; therefore, your own financial support is vital to your project's success. Identifying and endorsing a project which addresses a need, then asking others to fund it, is not a successful fundraising approach. A strong commitment to your project's success must be demonstrated through your own significant financial support before requesting funding from our foundation. Successful projects require more than moral support and a small financial contribution from the applicant. Each applicant must be able to demonstrate a significant financial relationship with the beneficiary project in their grant application.

Choosing your primary contact for the grant process
The first place to start is determining which Kiwanis-family member will serve as your point of contact throughout the grant process. Even if you are partnering with other organizations, this is your Kiwanis project, and the primary contact must be a member of your Kiwanis entity. Your Kiwanis entity must take the lead in all areas related to the grant process to be considered for funding. With the exception of providing requested documents, no part of the grant process may be delegated to a representative of another organization.

Your designated point of contact must commit to being responsive to emails and requests for information from the Kiwanis International Foundation, sharing information with those interested on your end, and using current technology, including scanning documents and uploading files from your computer. Grant program correspondence is shared with grantees online via email and webinar.

Should you be selected for funding, your primary contact is required to secure and upload documents using our online grant system. **Documents and photos are required to be uploaded to your online account. Our foundation does not accept grant-related information by any other means.** If your project involves a partner organization, such as a nonprofit or government agency, your primary contact should be prepared to secure any required documents from that organization.

Responsibilities of the primary contact:
- Read and understand the grant guidelines.

- Contact the foundation with questions.

- Be comfortable using current technology.

- Be responsive to emails and requests for information from the foundation.

- Fill out and submit the online grant application on behalf of your Kiwanis entity.

- Share information along the way with those interested on your end.

- Secure and upload required documentation using the online system.

What we fund
- Kiwanis projects – projects conducted by Kiwanis-family district foundations, districts and clubs

- Projects that improve the lives of children are a funding priority

- Projects that involve Kiwanis Service Leadership Programs are a funding priority

- Projects that further the goals and ideals of Kiwanis and promote Kiwanis in the area where the project is located

What we don't fund
- Requests from non-Kiwanis organizations

- Requests from Kiwanis club foundations and divisions

- The full production cost of training, promotional or educational material that produce income

- Requests for land purchase

- Grants to a Kiwanis entity that has received funding for the same project or to support the same organization for three consecutive years

Grant award types and sizes
Grant funding is committed for a 12-month period beginning within 30 days of the board's approval. Projects must incur expenses, at least equal to the amount requested, during that 12-

month grant cycle. Foundation grants cannot be used to reimburse an individual, organization or agency for project-related expenses they have paid. If selected for funding, you must be able to spend the grant during the 12-month grant cycle as described in your application.

Grant funds are not immediately available upon the award approval. Payment is contingent on various factors and can take several weeks after the award approval to receive. Please see the Terms and conditions of grant document for detailed payment schedule information.

Projects which end before the grant cycle starts will not be funded.
The following are examples of projects which would not qualify for funding. This list is not all inclusive. For concerns with timing, confirm your project's eligibility for funding with foundation staff.

- Your project has been funded by any other means, including loans, before the grant cycle for which you are requesting funding

- Your project's timeline is such that it must be funded prior to when payment can be made in the grant cycle for which you are requesting funding

- Your Kiwanis entity terminates its support of the project, or the project ends for any reason, prior to the start of the grant cycle for which you are requesting funding

- Your Kiwanis entity's status changes to anything other than "active" at any time during the grant cycle for which you are requesting funding (for example, charter revoked)

Projects which only incur expenses after the grant cycle ends will not be funded.
The following are examples of projects which would not qualify for funding. This list is not all inclusive. For concerns with timing, confirm your project's eligibility for funding with foundation staff.

- You project officially commences during the grant cycle but will not incur expenses equal to your grant request before the end of the grant cycle for which you are requesting funding

- You are fundraising for a large project which will not incur expenses equal to your grant request before the end of the grant cycle for which you are requesting funding

- Your project is delayed past the grant cycle for which you requested funding in order to raise the funds required to incur expenses

Grant request amount
Grant amounts vary and may be less than the amount requested. Applicants should request only the amount needed for a successful project. Requesting a larger amount does not increase your chance of being funded at a lesser amount.

The maximum grant request amount for district foundations is US$10,000. District foundations may submit one grant proposal per year with preference given to those not previously funded

and those not recently funded. The maximum grant request amount for districts and clubs is US$25,000.

Request the maximum grant amount only if you meet <u>all</u> of the following:
- You have exhausted all efforts to secure revenue from other sources,
- The project is a primary project for your Kiwanis entity,
- The project receives strong financial contributions from your Kiwanis entity,
- The money cannot be obtained elsewhere, and
- The project's **true financial gap is exactly the maximum** allowable grant request amount.

Previous grant recipients may apply for funding by submitting a new grant application, following the same process as other applicants. Grant funding is limited to supporting the same project or organization for three consecutive years. Funding in subsequent years is not guaranteed.

Only one Kiwanis entity may apply for funding per application. Projects supported by more than one Kiwanis entity, such as multiple clubs, must choose <u>one</u> Kiwanis entity as the project lead throughout the grant process. Collaborative support from all Kiwanis entities can be shared in your answers throughout the application to demonstrate your partnership.

How to apply
Interested applicants who meet the funding criteria outlined in this guide should follow these steps to submit an online grant application:

1. Review these additional grant-related documents carefully.
- **Grant application preview**—This document serves as a preview of the questions you will be required to answer to complete a full application. This document should NOT BE SUBMITTED.

- **Terms and conditions of grant**—This document outlines the terms and conditions which grantees must meet if selected for funding.

2. Gather information.
Prepare the information you will need to complete the grant application. Contact the foundation with any questions at grants@kiwanis.org or call 1-800-KIWANIS, ext. 159 (U.S. and Canada) or +1-317-217-6159 (worldwide).

3. Request an account.
The Kiwanis-family member serving as the primary contact for the grant process should request access to the foundation's grant system using the "request an account" link found at kiwanis.org/foundation/grants. Once submitted, your request will be reviewed and processed. You will receive an email outlining the next steps in the application process. **Please note:** This is not an auto generated email. It may take a few days before you receive your login information.

4. **Submit the grant application.**
Follow the instructions in the email you received when your account was created to submit your first grant application.

Please note, your application is not complete until your receive an email confirmation stating it was submitted successfully.

You may submit additional grant applications through your account using the "submit another application" link found kiwanis.org/foundation/grants. A new grant application is created in your account each time you select the link. To return to an in-progress application, log in to your account from the "manage your account" link found kiwanis.org/foundation/grants.

Our review process
The Kiwanis International Foundation reviews all grant applications submitted by the deadline. Applications accepted for consideration will be reviewed by the grantmaking committee, with funding recommendations made to the board. All accepted applicants will receive written notification within 30 days of the board's decision. Applicants should wait until they receive this written notification before contacting the foundation for additional information. Information is only shared with the designated point of contact listed for the grant request, who in turn should notify those interested on their end.

2015–2016 grant program dates
The board approves grant funding twice annually. The 2015–16 grant program dates are mandated by policy and exceptions are not made to accommodate programs which end prior to the next available grant cycle. **Grant applications must be submitted by midnight (EST) November 15, 2015, and midnight (EDT) April 15, 2016, for consideration at the board meetings that follow each respective deadline.**

Applications accepted	Funding decisions	Notifications sent	Grant cycle
April 16, 2015– November 15, 2015	February 20, 2016	By March 20, 2016	March 2016 – March 2017
November 16, 2015– April 15, 2016	June 22, 2016	By July 22, 2016	July 2016 – July 2017