 Application for support from

 **Kiwanis Club of Richmond, Indiana Foundation, Inc.**

**Mission Statement**

The Kiwanis Club of Richmond Foundation supports programs and activities that nurture

the lives of children with an emphasis on the youth in our community.

**Only those programs that meet the mission of the Kiwanis Foundation will be considered for a grant. Please ensure your program or project is a match before applying.**

**The Kiwanis fiscal year is October to September. You are only eligible to be awarded one grant in any Kiwanis fiscal year. In other words, your organization is not eligible to receive a grant in both funding cycles in the same Kiwanis fiscal year. If you receive grant funding from our Kiwanis Club, you will also be required to report on the use of those funds and the success of your project before being eligible to receive funds from Kiwanis again. The Kiwanis Foundation Grant Use Report is the means to report and is included for your use as at the end of this document.**

**Grant Applications are due by November 30th for the fall funding cycle and June 30th for the summer funding cycle.**

**Organization’s Name:**

**Address:**

**City/State/Zip: Phone:**

**Organization’s mission:**

**Contact person for this request:**

**Email: Phone:**

**REQUEST Amount requested: $\_\_\_\_\_\_\_\_\_**

**Please describe the project or program for which you are requesting funding.**

**How will the Kiwanis grant be used to further this project?**

**How does this project/program further Kiwanis’ mission?**

**If this is an on-going project, how will it be sustained?**

**From whom else do you expect funding?**

**How will Kiwanis be recognized for their grant?**

**Attach the following additional information to your application:**

* **A copy of the organization’s IRS determination letter;**
* **A budget for this project/program; and**
* **Minutes showing board approval of this request.**

**Requests will not be considered unless all questions are answered and the additional documentation listed above is attached.**

**Grant application deadlines are June 30 and November 30 each year.**

**Completed applications and attachments should be compiled into one document and emailed to**

**Jeff Plasterer at** **jeffplasterer@gmail.com**

**and to**

**Ashley Stephen at** **ashleyryan13@yahoo.com**

** GRANT USE REPORT**

Grantees are required to submit a Grant Use Report. No new grant applications from the Grantee will be considered until this form is submitted. **This form should be returned six (6) months after the grant is awarded. If the grant has not been entirely expended by that time, an additional report will need to be submitted when the project is complete. Again, it is important to remember that your organization will not be eligible to apply for further funding until your current project has been completed and a final report has been filed with Kiwanis.**

GRANTEE ORGANIZATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PERSON COMPLETING FORM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE OF GRANT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AMOUNT OF GRANT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please answer the following questions as directly and succinctly as you can. We are interested in clear, thoughtful answers. Additional pages of supporting material are not necessary.

What were the objectives of your grant-funded project?

Did you meet your objectives? How? **Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

What evidence do you have, or can you provide to illustrate, that your objectives were met?

If you were unable to meet some project objectives, please explain why.

How many people, segments of the community, and/or age groups were reached by your project?

Was the Foundation mentioned in any publicity or other printed material? If so, please enclose copies.

Have all the grant funds been expended?