

Nebraska-Iowa Kiwanis District Foundation

GRANT APPLICATION

What is the Nebraska-Iowa District Foundation?

The Nebraska-Iowa Kiwanis District Foundation was established in 1970 with the approval of the Internal Revenue Service. All contributions it receives are tax deductible by the donor. The Foundation provides financial and leadership assistance to organizations that carry out the mission of Kiwanis International and the Nebraska-Iowa Kiwanis District. The Foundation's grant purpose is achieved by making financial awards to District Kiwanis clubs and affiliated organizations whose objectives are similar to the Foundation's goals, and whose scope is beyond the means of individual Kiwanians, Kiwanis clubs or local club foundations.

Guidelines for Filing Grant Applications

- Service projects that relate to the ideals and objectives of Kiwanis International, Kiwanis sponsored affiliates, and the Nebraska-Iowa Kiwanis District Foundation will be accorded top priority by the District Foundation Board of Directors.
- Projects deemed applicable to all Kiwanis clubs within the district or a significant portion thereof are likewise a top priority.
- Applicants must provide proof of Kiwanis affiliation and those who are qualified by the Internal Revenue Service for tax exemption must provide proof of their 501(c)(3) status.
- For those applicants whose projects are not covered by Kiwanis International liability insurance, proper liability insurance, indemnifying the Nebraska-Iowa Kiwanis District Foundation, must be provided.
- The name of the Foundation must be clearly identified on all projects approved for a grant.
- Foundation financial commitments are made for only one year at a time.
- Deadlines for receipt of grant requests are December 1 for a February 1st award, and June 1 for an August 1st award.
- The recipient organization of an approved grant may spend up to and including the specified amount for only the sole purpose of the project for which the grant was approved, and will be reimbursed upon approval of copies of paid invoices for the amount expended. (Invoices are to be submitted to the District Foundation's Treasurer.)
- Grant recipients must submit to the Foundation a six month and one year (or project completion) report on the project.
- The decision of the Foundation's Board of Directors is final.

GRANT AGREEMENT

Upon acceptance of this grant, the grantee agrees to the following:

General Provisions

1. Funds awarded by the Foundation will be available to the grantee for a twelve-month period commencing with the award of the grant, unless otherwise specified and agreed to at the time of the grant award or subsequent action by the Foundation Board. It is understood that, if the terms of the agreement are not met, or if the project is not completed within a twelve-month period, the funds will revert to the Foundation and the award in total or part will be canceled.
2. The grant is to be used exclusively for the purposes specified in the letter of award, which may represent all or any part of the project specified in the grant application. Any portion of the grant funds not used for the specific purpose(s) specified by the Foundation shall either not be paid to the grantee or if paid returned to the Foundation.

3. Within ninety days of the close of the project, or at the end of one year, whichever shall come first, the grantee will furnish the Foundation a full and complete report on the manner the grant funds were spent and the accomplishments of the project detailing how it has related the goals of the project.
4. The grantee will furnish the Foundation with pictures, brochures, or other pertinent data describing or depicting the item or project for which the grant was awarded.
5. The grantee will acknowledge the contribution of the Nebraska-Iowa District Foundation to this program (project) wherever and whenever appropriate to the project or program. This may include, but not be limited to, press releases, construction signage, brochures or programs. (i.e. This program/project made possible by funds contributed by the Nebraska-Iowa Kiwanis District Foundation.)

SPECIAL CONDITIONS

1. The letter of award that accompanies this agreement may detail specific conditions pertinent to the individual award or grantee and shall become part of this agreement upon acceptance of this agreement.
2. In special circumstances when the Foundation’s Secretary-Treasurer does not reimburse the organization for expenses, a schedule of payments may be included with the award letter that is pertinent to the individual award or grantee, and upon application by the grantee.

NEBRASKA-IOWA KIWANIS DISTRICT FOUNDATION

By: _____

Title: President, Nebraska-Iowa Kiwanis District Foundation

Date: _____ Grant #: _____

ACCEPTED ON BEHALF OF: _____
(GRANTEE)

By: _____

Title: _____

Date: _____ Federal Tax I.D. Number _____
(if applicable)

(These Grant Agreement pages are to be submitted with the application.)

**NEBRASKA-IOWA KIWANIS
DISTRICT FOUNDATION**

*GRANT APPLICATION
ORGANIZATION FACT SHEET*

Organization Name _____ **Date** _____

Program Name _____

Amount Requested _____

Has this project previously received Nebraska-Iowa District funding? _____ **If so, when?**

What other funds have been applied for, received, or are available for this project?

Why are Nebraska-Iowa District Foundation funds being sought?

Brief Summary of Project

Mission/Purpose of Organization

How does the project relate to Kiwanis's objectives?

Contact Person _____

Phone _____ **FAX** _____

Address _____

City _____

State _____ **ZIP** _____

Authorized Signature _____ **Title** _____

By: (please print) _____

The following must be included with your grant application:

Proposal Checklist:

- () Completed Organization Fact Sheet
- () A one-page outline detailing the highlights of the project
- () Proposed income and expense budget for the project (showing all funds involved)
- () A copy of your organization's most recent audit report
- () Most recent annual report of the requesting organization, if available
- () IRS 501 (c)(3) exemption letter, if applicable
- () Copy of liability insurance policy indemnifying the Nebraska-Iowa District Foundation, or explanation of liability insurance such as Kiwanis International
- () Completed Grant Agreement
- () Other material pertinent to the grant request

Incomplete applications or those received after the closing date will be returned. Questions in writing may be directed to the Secretary-Treasurer shown below.

Submit an original and three copies of the grant application to:

Don Glenn, Secretary-Treasurer
Nebraska-Iowa Kiwanis District Foundation
11765 Amos Gates Drive
Bellevue, NE 68123-1177

Proposals will be rated on the following criteria and points:

- Capacity of entity to deliver the service--**20 points** (i.e. length of time in operation, experience in performing similar services, and preparing accurate and timely reports)
- Cost of project and overhead. Amount of funds from sources other than the Foundation--**5 points**
- Clear and appropriate objectives, outputs, measurement of data and outcomes as they relate to the objectives of Kiwanis and Nebraska-Iowa District Foundation--**35 points**
- Coordination with other entities to provide additional support services--**10 points**
- The need for the project--**20 points**
- The applicability of the project to all or a significant portion of the Kiwanis Clubs within the District.--**10 points**