



"Dedicated to changing the world one child and one community at a time."

Grant Application Guidelines

Club Grant Guidelines

The Kiwanis Club of Cape Coral has a charitable foundation, Kiwanis Foundation of Cape Coral, to create an endowment for the benefit of children and the community of Lee County. This Foundation is a 501 (C) 3 tax-exempt organization. Each year, the Foundation Board of Directors will determine the amount it will distribute during its fiscal year (October – September). The Board may or may not distribute grants for any reason. The Foundation has limited resources to distribute and will entertain grant applications for the distribution of these funds from worthy causes. Grants made generally range up to \$5,000.

Guidelines for filing grant.

1. ONLINE and MAIL-IN Proposals submitted to the Foundation must include the official Application Form filled in completely, along with all requested supplemental information. Incomplete applications will not be considered.
2. Priority will be given to grants involving service leadership programs and projects involving young children. Cape Coral Kiwanis encourages Kiwanis-family sponsored programs to apply and will give them top priority in funding.
3. Capital improvement requests will not be considered: this includes construction guidelines and purchasing land. Criteria for non-support for a Foundation grant request includes:
 - other endowments
 - individuals
 - multi-year
 - on-going operating expense
 - salaries
 - participation fees or related expenses
4. Grant applications will be accepted for funding on a club/non-profit organization matching basis up to \$10,000
5. The grant must further the goals and ideals of Kiwanis and promote the growth and development of Kiwanis in the area.
6. Nonprofit organizations in the U.S must be qualified by the Internal Revenue Service for tax exemption as a 501(c) (3) organization and have proper liability insurance to indemnify the Cape Coral Kiwanis Foundation.



7. The Cape Coral Kiwanis Foundation Board approves funding of grants by November. **The deadline for filling out** grant applications is **July 15** for review at the October meeting. All applications must be submitted by the above dates to be considered for the corresponding board meeting.

8. Notification of the board's decision will be made no later than 30 days after the board's decision.

9. The decision of the Cape Coral Kiwanis Board is final.

10. The Cape Coral Kiwanis must be named/credited for funding the grant.

11. A review of those *receiving grants for more than four or more years shall not be eligible for grants*. After one year, they may re-apply for a grant.

Grant Application

Grant amount requested. \$ _____

Name of Organization _____

Street Address (To Mail Grant) _____

City _____ State _____ Zip Code _____

Is this organization designated as a non-profit under IRC 501? Yes No

If yes, attach a copy of the IRS letter.

Does your organization have liability insurance? Yes No

If yes, please provide a copy of the liability policy.

Is the organization a subsidiary of another organization? Yes No

If so, please provide the name of the parent organization What is your organization's mission statement?

What constituency will be served by the program or project?



What percentage of individuals under the age of 18 will be served?

What percentage of Cape Coral residents will be served?

What will be the purpose of this grant?

What are the primary objectives of the program or project?

Is this a new or ongoing project? If ongoing, briefly provide a summary of the program or project's success in the last two years.

Is the program or project a single event? If so, please provide the scheduled date for the event.

Does the program require community or volunteer involvement? If so, please provide an overview.

What is the sustainability of the program?

How and when will the project or program be evaluated, if applicable?

Plans for continued funding of the project, if applicable.

Listing of other funding sources either committed or applied for. Include amounts for each.

What percentage of the grant will be used directly to serve the community?

Is your program summary attached to the application?

Yes

No



(see next page for the guidelines for the program summary)

Printed Name of Authorized Representative _____

Position /Job Title _____

Email _____

Phone _____

_____ Date

Signature of authorized representative of the organization.

Guidelines for Program Summary

The following should be provided in two pages or less and attached to the application.

1. General Program description. Please describe the proposed program in one paragraph. Why does your organization want to do this program? Why should Cape Coral Kiwanis Foundation fund it? Show specifically how this program will impact the community and what population it primarily serves. This is your opportunity to present your program and convince the foundation of its importance and desirability.
2. Program details. Please answer the following questions about the proposed program.
 - a. Can the money be obtained elsewhere?
 - b. Would a grant lesser than the amount requested still make the program viable?
 - c. Have you applied to other sources for funding?
 - d. Would this grant request require further funding?
 - e. Who are the staff members who will carry out the program?
 - f. What are their backgrounds and qualifications?

Mail your complete application, IRS letter, proof of liability Insurance, and program summary to:

Cape Coral Kiwanis Foundation
ATTN: Grant Committee
P. O. Box 100006
Cape Coral, Florida 33910

If you have questions or need assistance, please email: ekominar@gmail.com