

Kiwanis

Kiwanis Club of Panama City

Grant Application Guidelines (approved May 30, 2017)

For each Fiscal Year October 1 – September 30

GRANTS POLICIES & PROCEDURES STATEMENT

The Kiwanis Club of Panama City is part of a worldwide service organization of men and women, who share the challenge of community improvement. To this end, the Board supports organizations that have broad educational and community outreach. This local Club is primarily concerned, but not limited to, the aid of underprivileged and disadvantaged children, in the Bay County area. The purpose of this grants program is to fulfill the Objects of Kiwanis International by assisting other organizations in developing model projects, educating programs, or support activities that cannot be totally funded by that organization. We welcome your request for assistance. The following guidelines, which outline funding consideration, are effective for the current year. These may be revised as circumstances change.

GENERAL POLICY: Each year, the Club supports certain community improvements and/or youth development projects, within the limits of its resources. The Club considers all requests for grants, placing the most emphasis on helping underprivileged youth, of Bay County. The grant request must be for a tangible part of a specific project, not part of operating or administrative costs of any organization. The Board of Directors of the Club makes all allocation decisions. The primary areas of support are non-profit organizations that have emphasis on educational and other community needs of a broad nature, and not to individuals.

PROCEDURES & DEADLINE DATES: In order to be considered, this Grants Policies & Procedures Statement, and the accompanying appropriate Grant Application, must be received on, or before, the deadlines as noted. Mini Grants are due by the 15th of the month in which they are to be reviewed. Community Service grants must be received on, or before, the cycle dates listed on application. Grants are made for a twelve month period and any organization can be awarded only one of each type of grant during the fiscal year (October 1 through September 30).

REVIEW PROCESS: Applications must be completed in full, with all information supplied, or a reason for omission provided. Applications will be screened for compliance with the Policies & Procedures and forwarded to the Board of Directors, for evaluation. Organizations making requests, will be notified of the Board's decision within 30 days following the end of the month that it was reviewed.

EMERGENCY REQUESTS: If the requesting agency considers its application to be of an emergency nature, the individual who receives the request will immediately forward it to the Executive Committee consisting of the current officers of the Club, who will consider such issues as to whether the request is time sensitive, or otherwise do not fit the other guidelines but still present a request sufficiently compelling to require waiving some of the guidelines contained in this Policy and Procedure Statement. Only if the Executive Committee deems request is of an emergency nature by a majority vote, then electronic notification (text message or e-mail) will be immediately released to the entire Board of Directors for Consideration. Otherwise, the request will be presented at the next applicable Board meeting. Votes taken by electronic means such as e-mail should be avoided wherever possible and resorted to **ONLY** in the most dire of emergencies.

FUNDING: The amount of funds in the program, are those budgeted for that year's Grants Program. All funding is contingent upon the approval of the Application by the Board of Directors. All available funding is dependent upon the donations and income the Club receives, and is not guaranteed. Funding is for a twelve month period only. Approved funds will be made payable to the approved Organization and not to any individual.

ELIGIBILITY & DISCRIMINATION: No organization will be knowingly discriminated against for any reason. And, any organization, in good standing, may submit an Application, as long as they are compliant with the Policies & Procedures and conform to the Objects of Kiwanis. It is not this Club's intent to give favor to any organization, but those who most comply with our mission, will be given priority. Otherwise, funding for organizations who duplicate each other, will be based on a first come, first serve basis, from available funds. The Kiwanis Club of Panama City considers the requests of not-for-profit organizations including certain municipal, county, state, and federal entities, whose goals and objectives shall be in keeping with those of Kiwanis and should broadly represent the purpose for which the grant has been requested. Requests will not be considered unless the organizations take full, legal, fiscal, and administrative responsibility for the request and disbursement of any granted funds.

RESTRICTIONS: These and other restrictions apply so, please review carefully

The Kiwanis Club of Panama City's Community Service Grant Program does **not** provide funds for:

- Individuals
- Groups or organizations that have as their primary purpose attempting to influence legislation
- Grants to pay for administrative services, subscriptions, or memberships.
- Athletic scholarships
- National conferences, sporting events, and other one-time events (excluding charitable events)

FISCAL ACCOUNTING & EVALUATION: To ensure proper management of the grant funds, the Club may require documentation on the expenditure of disbursed funds. The nature of this documentation shall be determined by the Board of Directors and normally, the applicant will be notified of this requirement at the time of the grant award. Furthermore, the Club may require a grant recipient to receive funds at a regular scheduled Club meeting and later submit a written evaluation on the impact that the grant had on the supported project.

INDEMNIFICATION: For and in consideration of the benefits derived from the grant, the recipient and receiving organization agree to defend, indemnify and hold harmless, including reasonable attorney's fees, the Kiwanis Club of Panama City, its officers, directors, members, agents, independent contractors and employees, of and from any claim, demand, or cause of action, civil, criminal or administrative, for liability, damages, injury, sanction or penalty, allegedly caused or resulting from any negligent or intentional act or omission by the recipient or receiving organization arising out of or associated with the recipient's or receiving organization's activities related to the project described in the Grant Request.

DISCLOSURE STATEMENT: "A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE 1-800-435-7352 WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE.

APPLICATION PROCEDURES:

A non-profit organization should submit its application through our Community Service Grant program by the deadline(s) stated on the application. The application must be completed in its entirety and all guidelines must be met to be considered by the Board of Directors. Telephone solicitations will not be considered. Requests approved in any one year are not automatically assured of future support.

REQUIRED SIGNATURE:

I, (Applicant Representative) have read and understand the above stated guidelines and requirements for consideration of a Kiwanis Club of Panama City Community Service Grant and agree to accept and comply with the decisions of the Board of Directors of the Kiwanis Club of Panama City. I also understand if all documentation is not submitted, my application will not go to the Board for consideration.

Signature

Date

Print Name

Kiwanis Community Service Grant Application

For the Fiscal Year October 1 – September 30

While we welcome your request, please understand that we must follow certain guidelines in the issuance of these grants. Due to budget constraints, not every request may be fulfilled. All requests for funding will be reviewed by the Board of Directors on a timely basis. You will be notified within 30 days after of the decision. To be considered by the Board of Directors, this form and its attachments, must be completed entirely and all guidelines must be met. If needed, please attach your supporting documentation.

The number and amounts of all Grants are determined by the Club's Board of Directors and based on the fundraising efforts for the year. Applications will be reviewed in **2 cycles** with approximately ½ of the club's budgeted amount being issued in each cycle. To be considered, applications must be **received** no later than the following dates: Cycle I deadline: **March 15th** and Cycle II deadline **September 15th**. No exceptions. A full Organizational Operating Budget must be included for a Community Service Grant along with the project or event budget.

Please supply all information, or a reason for omission. Supporting documentation may be included on separate pages.

1. Name of Project: _____

2. Organization making request: _____

3. Contact person within organization making the request. The person named should have detailed knowledge of the project.

Name: _____ Phone: _____

Fax: _____ E-mail _____

Address: _____

4. Requested Amount: \$ _____

Date Funds will be needed: _____

5. Summarize the Project: Use additional pages, if needed. Provide detailed description. This application is the only information available by which a decision can be made.

6. List specific budgetary items and show how the funds will be expended. The Event or Program Budget must be attached for all Levels and a full Organizational Operating Budget must be included for a Community Service Grant. The total must agree with the requested amount in item #4. Use additional pages, if necessary.

7. Describe how the project will benefit the community and/or its youth. Provide detailed Information: - **who will benefit and how, ages and number of beneficiaries.**
8. If the grant is approved, how will the project be funded in future years? It is not our intention to support any project on a continuing basis.
9. Explain how partial funding, of this request, will affect the usefulness of the project. Will it be able to proceed with partial funding? If no, explain why.
What is the minimum amount you must have for the project to proceed. \$ _____
10. Does this project receive funding from any governmental entity (federal, state, county, or city)? Yes _____ No _____ If yes, provide details - who? How much? Etc.
11. Are there other funds available? Yes _____ No _____
Have they been requested? Yes _____ No _____
If so, what is the funding source? Provide details.
12. Will Kiwanis funds be used to obtain matching funds? Yes _____ No _____
If yes, provide details - who, where, and how much.

13. Would anyone in your organization be interested in learning more about Kiwanis or contacted about membership, in our Club? Yes ___ No ___

If so, please fill out the following: Name: _____

Address: _____

Work Phone: _____ Home Phone: _____

Email: _____

Thank you for taking the time to fill out this application. We hope for the best in your endeavors as an organization that cares about this community and it's children. We, as Kiwanians, hope what we do, as a service club, will in some small part, help those that are less fortunate.

Please email, mail, or deliver, all copies of the Application and the signed Grants Policies and Procedures

Requests are preferred to be submitted electronically to: dkforehand@gmail.com (with "Kiwanis Grant" in subject line)

It may also be mailed, or delivered, to:

The Kiwanis Club of Panama City

P.O. Box 796

Panama City, FL 32405

For Kiwanis Use Only

Date Application Received: _____ Cycle I / Cycle II

Date given to Committee: _____ Chairperson _____

Committee Recommendation: Approve ___ Disapprove ___ Amount \$ _____

Board of Directors Approval: Yes ___ No ___ Amount \$ _____ Date: _____

Date of decision notification by Committee Chairperson: _____

Make Check Payable to: _____

Explanation & Notes:

**Kiwanis Club of Panama City
Mini-Grant Application (up to \$500)**

Name of Organization: _____

Address: _____

Contact Person: _____ Phone #: _____

E-mail: _____

Describe the current project for which you are requesting funding how it will benefit the community and/or its youth. What goods or services will the funds be used to supply, who will benefit and how, ages and number of beneficiaries:

Is the Organization contributing to the project? If yes, in what way? If no, why?

What is your Organization's current Charities Budget?

\$ _____

Amount Requested for Project: \$ _____

Additional Comments:

By signing below, you certify that you support the requested Mini Grant application being requested. Please include the signed policies and procedures statement with this application.

Printed Name

Signature

Date

For Kiwanis use:

Date Application Received: _____

APPROVED: _____yes_____no_____

Approved Amount: \$ _____ by Officer: _____

GRANTS POLICIES & PROCEDURES

General GUIDELINES for ALL Grants (approved May 30, 2017)

The Grant Application is designed to give the Board of Directors of the Kiwanis Club of Panama City enough information about your project to make a valid assessment of the financial needs of the project and subsequently approve the grant request. A rejection is in no way a commentary on the worth of your project. The Club receives more requests than funds available for disbursement and so must adhere to a strict set of guidelines concerning completeness of the application and the planned use of funds.

The Application may be hand written, typed, or computer generated, but must be legible. Please consider the following comments closely when completing the application:

1. Grants are awarded to an organization by use of the official application form that is provided by any Club member, who should review the completed application with the contact person to ensure that the application conforms to these guidelines. After securing endorsement of the application from the Club member, who in turn endorses and submits the application to the appropriate Committee Chair, or Club Officer, for action by the Board of Directors. An organization may be eligible for an award of only one each of any grant in any Kiwanis fiscal year. (October 1 through September 30).
2. Grants are awarded by the Board of Directors at their regular scheduled meetings. For **Mini Grants**, deadlines for receipt of applications by the Club are on, or before the 15th of the month in which it is to be considered. **Community Service Grant** deadlines are different and noted below and on the application. All applications are reviewed by an appointed Committee, or the Board, in advance, with recommendations for action by the Board, at its meeting.
3. Grants should be used to assist an organization with a project that contributes to the achievement of the Objects of Kiwanis International, specifically, but not limited to, a project that enhances the lives of young children and youth in our community, in accordance with the mission of the Kiwanis Club of Panama City within the Bay County and surrounding areas.
4. Grants should be made for capital and equipment items, defined as items that are relatively permanent that will be in place and in use for three to ten years. Grants normally are not awarded for items that are expendable after a one-time use, included, but not limited to, administrative supplies. Mini Grants may be an exception as noted below.
5. The amount of the grants should not be more than the combined money and in-kind contributions made by the organization, or more than one-half of the total budget of the project, unless reasonable reasons are given for an exception.
6. Grants are intended to supplement funds and other resources to be secured by the applying organization, which is expected to provide matching funds or in-kind contributions to complete the project. The support provided by the organization should be substantial, in the judgment of the Board of Directors, in relation to the capabilities of the organization and to the total budget of the project, so as to commit them to the project. All funds and in kind contributions must be included in the total budget for the project.

7. Preference in awarding grants is given by the Board of Directors to projects that involve substantial participation of the organization's members in the formation, development, construction, repair, or refurbishment of the project. Grants should be made to initiate a project, including a major change, addition, or renovation project. Funds to sustain the functioning of a project on an on-going basis must be provided by the organization.
8. These Guidelines assist the Board of Directors and its Committees to make informed decisions about the best use of Club funds to support worthy projects. Each grant application is considered on its individual merits, in the best judgment of the Board of Directors, and principally within the mission of Kiwanis. However, the Board makes the final decisions and can override policies for special circumstances.
9. Applicants must provide key contact information of the person that can answer pertinent questions about the project. Typically, this is the person that completes the application. Applications without signatures will be immediately rejected.
10. Re-imbursement funding for completed projects will not be considered.

Program Specifics

Mini-Grants

1. Mini-Grants are awarded to Organizations that express an urgent need for funds.
2. Mini-Grant requests must be **\$500 or less** and will be issued on a first come first served basis until any budgeted amount has been exhausted. Only one Mini-Grant may be issued to any organization per Kiwanis fiscal year.
3. Mini-Grants should be used to assist an Organization with a project that contributes to the achievement of the Objects of Kiwanis International and enhances the lives of young children and youth in the Bay County area and surrounding communities.
4. It is NOT a requirement that Mini-Grant funds be used for capital expense, however the payment of salaries is not allowed. Travel expenses and one time expenditures may be included, but considering the restricted amount of a Mini-Grant, such expenditures should only be considered in hardship cases and for the immediate benefit of youth.
5. Mini-Grants are intended to supplement funds and other resources secured by the applying Organization. Organizations that have substantial resources, in the judgment of the Board of Directors, wherein the applied for Mini-Grant would comprise a very small percentage of their overall project budget, will not be considered for a Mini-Grant.
6. Mini-Grants should be made to supplement project shortfalls or unexpected expenses that fall outside the original scope of the project. Funds to sustain the functioning of a project on an on-going basis must be provided by the Organization.

Community Service Grant Program

1. All of the above guidelines apply to the Community Service Grant program with some needed additional information.
2. The number of Community Service Grants awarded will be selected from the list of applicants by the Club's Board of Directors, with recommendations from the general membership.

3. The award amounts will be determined by the available budgeted funds, and the applicant must show a need for the request.
4. Applications will be reviewed in 2 cycles with approximately ½ of the club's budgeted amount being issued in each cycle. To be considered, applications must be **received** no later than the following dates: Cycle I deadline: **March 15th** and Cycle II deadline **September 15th**.
The recipient(s) will be notified within 30 days after the decision of the Board of Directors.
5. In addition to the specific project budget, the organization must include a simplified full operating (Income Statement) budget. Organizations that have substantial resources, in the judgment of the Board of Directors, wherein the applied for grant would comprise a very small percentage of their overall project budget, will be weighed closely against other applicants.
6. ALL of the "procedures upon award of a club grant" listed below are a requirement for recipients of a Community Service Grant.

Specifics for Community Service Grant Applications:

- Line 4) Enter the maximum amount requested. Larger grants are scrutinized more closely and only partial funding may be offered due to available limited funds.
- Line 5) Give a brief summary of the project. List what attachments are being included with the application. In the attachments, if needed, give a more detailed description of the project commenting on every budget line item needed.
- Line 6) List project budget and be specific. Include total project cost less all sources of income (or shortfall) which must equal the grant request. The Organization's contribution must equal or exceed the grant request.
- Line 7) Provide detail as to who will benefit from the grant, being specific as to ages, how they will benefit, and number of persons affected.
- Lines 8 - 12) These lines are self explanatory. Enter narrative. Do not leave blank!
- Line 13) The information in Line 13 is not mandatory, but is used to evaluate the application with respect to other applications received in the same year. If funds are limited, an otherwise very acceptable project may get rejected if this comparative information is not supplied. It is important to note that a history of supporting Kiwanis will always be a deciding factor when funds are limited. Club membership is a vital part of community service and grants such as these cannot be awarded without persons who are willing to participate in the Club projects.

PROCEDURES UPON AWARD OF A CLUB GRANT

1. Upon award of a grant by the Board of Directors, the organization will be notified within 30 days of the decision, by the Club Secretary, or Club representative. The recipient should request the approved funds from the Club when they are ready to start the project and spend the funds. Funds should be applied for in the current fiscal year (Oct. 1 - Sept. 30).
2. A Club officer or committee chairperson will request the approved funds from the Treasurer and, upon receipt of the funds, shall present the grant award to the receiving organization at the start of the project.
3. The receiving organization shall expend the grant funds on the project for which the grant was approved within six months of the date of issuance of the funds.
4. It is preferred that the recipient receive the funds in front of the Club at a regularly scheduled meeting.
5. The receiving organization shall make reasonable efforts to obtain media publicity in the local community that will benefit from the project for which the grant award was approved and give permission to the Club to publicize the award. Members of Kiwanis and its sponsored youth organizations should be visible in their communities as they carry out these projects.
6. The Kiwanis Club of Panama City shall be named and given appropriate credit for its participation in the funding of the project for which the grant award was approved.
7. An organization that receives a grant award shall provide a written, or oral, report to the Club within twelve months of the issuance of the award on the status and impact on the local community of the project for which the grant award was approved.
8. A grant award shall further the goals and ideals of Kiwanis, as well as promote the growth and development of Kiwanis in the local community.
9. The decisions of the Board of Directors of the Kiwanis Club of Panama City shall be final regarding consideration of grant applications and issuance of grant awards.