

GRANTS POLICIES & PROCEDURES

General GUIDELINES for ALL Grants (revised October 2015)

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 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 that 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 with the appeal of a Standing Committee.
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-imbusement 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.