



WISCONSIN-UPPER MICHIGAN KIWANIS DISTRICT FOUNDATION, INC.

GENERAL GRANT GUIDELINES & CRITERIA

Clubs submitting requests **MUST** be eligible for consideration.

To be eligible, a General Member Kiwanis Club must have made contributions to the Foundation's "Annual Kiwanis Club Giving Campaign" as follows:

1. Established Kiwanis Clubs. Kiwanis Clubs which have been in existence for at least 5 years must have contributed monies in at least two of the **past three** administrative years in an amount equal to \$5.00 per member or more (your membership number is the starting number the club has as of October 1st);
2. Newer Kiwanis Clubs. Kiwanis Clubs which have been in existence for less than 5 years must have made least one annual contribution to the Foundation in an amount equal to \$5 per member or more (your membership number is the starting number the club has as of October 1st).

GENERAL GRANT CRITERIA:

To be eligible, a General Member Kiwanis Club must conform and be consistent with the Objects and Purposes of Kiwanis International and the Wisconsin-Upper Michigan District of Kiwanis International.

Must be submitted by one of the following Wisconsin – Upper Michigan (WI-UM) District organizations:

- WI-UM District Kiwanis Club in good standing with the District
- WI-UM District Board of Trustees
- WI-UM Circle K or Key Club District Boards
- WI-UM Sponsored Club

GRANT RECIPIENT OBLIGATIONS:

General Grant Recipients must agree and complete the following requirements before they will be considered for future grants.

Grant Recipients must acknowledge and promote the Foundation throughout their project. The name of the Wisconsin-Upper Michigan Kiwanis District Foundation, Inc. and its logo must be prominently and clearly identified on all materials, publicity and signage associated with the projects approved for funding.

The Kiwanis District Foundation reserves the right to request a written Final Report at the end of the project and include copies of any and all local news releases, photographs and any other related materials.

SERVICE PROJECTS CONSIDERED:

Projects which relate to the ideals, goals and objectives of Kiwanis International, the Wisconsin-Upper Michigan District of Kiwanis International, or the Wisconsin-Upper Michigan Kiwanis District Foundation Inc.

- Whether projects have community, county, other geographic area, or Kiwanis division-wide or Kiwanis District-wide scope.
- Whether the project is endorsed and supported by more than one Kiwanis club.
- Whether the Kiwanis club(s) submitting or supporting the Grant Application will be matching any funds received from the Foundation and, if so, how will those funds be raised and/or used?
- Whether the project is beyond the financial means of clubs in the community, county, other geographic area, Division or District to fulfill.
- Whether the project is realistic, as measured both by the club's or the project organization's capability of achievement, financially and/or otherwise.
- Whether the project is a District-wide project sponsored by the Wisconsin-Upper Michigan District of Kiwanis International.

FUNDING:

The Board of Directors has full authority, in its sole discretion, to fund a Grant Application in the full amount requested in the application or in such other amount as it believes will not place an undue strain on the assets of the Foundation. The Foundation will not consider applications for grants in excess of Three Thousand Dollars (\$3,000.00), unless the circumstances are of an extremely unusual nature, or in the case of an emergency, at the sole determination of the Board of Directors. **All funding commitments shall be made for one (1) year only. All funding is pending the availability of funds.**

All successful Grant Recipients may submit further applications for the same project in successive years. However, the Board of Directors is under no obligation to fund the project in successive years and is prohibited from making any commitment beyond one year. Under no circumstances will a project be funded for more than three (3) consecutive years.

There is no guaranty that successive applications for the project will be funded at all or in an amount equal to that of the prior years' application(s).

PROHIBITED PROJECTS:

- Ongoing operating expenses
- New building or large capital improvement projects (however, requests made to fund market analyses, surveys, or other viability research needed to facilitate the commencement or completion of such projects exclusively undertaken by General Member Kiwanis Clubs may be considered for grant purposes)
- Religious organizations for strictly religious purposes
- Political parties or political candidates seeking local, state or national governmental office
- Endowment(s) and debt reduction
- Scholarly research
- Annual fund-raising drives
- Community services which are supported by tax dollars
- Travel grants
- Printed or promotional materials which are income producing
- Projects which primarily promote alcohol, gambling, or illicit behavior
- Projects which may demean or impugn the good name of Kiwanis
- Projects which benefit a single individual only

GRANT APPLICATION SUBMISSION:

Deadline: Application must be received by **September 1st or March 1st** for consideration.

Please complete the application form and submit to:

Mark Finger, KDF Executive Secretary/Treasurer
571 Center St.
Berlin, WI 54923

E-mail: mfinger@wiumkiwanis.org
Fax: 866-484-4745

Please contact Mark Finger at 920-361-9954 or by email at mfinger@wiumkiwanis.org if you have any questions in regards to completing the application.

ADDITIONAL INFORMATION:

Please keep on file the following information in the event that the Kiwanis District Foundation request additional documentation:

- List of any cooperating Non-Profit Organizations along with a copy of their IRS 501 (c)(3) exemption letter and a copy of their insurance policy indemnifying KDF, where applicable
- Project action plans including basic goals, objectives, timelines and deadlines, as necessary for the completion of the project.
- A complete detail project budget including notes as to how the amount requested was determined.
- A written Final Report at the end of the project which includes copies of any and all local news releases, photographs and any other related materials.

The Kiwanis District Foundation reserves the right to request additional information as deemed necessary.



WISCONSIN-UPPER MICHIGAN KIWANIS DISTRICT FOUNDATION, INC. GENERAL GRANT APPLICATION

Please note: Applications must be postmarked by September 1st or March 1st to be considered. Grants are reviewed at the October and April meetings only.

Kiwanis Club(s) or requesting entity: _____

Contact Person(s): _____

Mailing address: _____

Telephone number: _____ E-mail address: _____

Amount requested: \$ _____ **Project name:** _____

PROJECT DESCRIPTION

Please complete the following:

Purpose of the project:

How will the funds aid this project?

.....

How will this project be identified as your Kiwanis and the Kiwanis District Foundation project?

Beneficiaries for project:

List any cooperating Kiwanis organizations and their expected assistance.

List any cooperating non-profit organizations and their expected assistance.

Overall project cost: _____

Total amount of the club contribution: _____

Total amount outside contributions: _____

Total number of service hours (if any): _____

Projected date of completion: _____

Your clubs annual service project budget: _____

****The Kiwanis District Foundation reserves the right to request additional information as deemed necessary.**

CLUB BOARD CERTIFICATION

At its meeting held on [date]_____, the Board of Directors approved the submission of this Grant Application to the Wisconsin-Upper Michigan Kiwanis District Foundation, Inc. (KDF) for its consideration. As a Kiwanis Club, we agree to be bound by KDF's Bylaws and Policies. Further, we agree to use any and all funds received from KDF according to the terms set forth by KDF, or promptly return such funds, or any unused portion, to KDF. We also agree to complete a written progress report or final report regarding the use of such funds and provide appropriate photographs, if applicable, for use by KDF. We have read and understand the Policies and Procedures of KDF regarding Grants, including the selected excerpts below. We affirm that we are in compliance with all KDF Policies and Procedures.

Signed by or authorized representative:

President

Secretary

Club/President: _____

Mailing address: _____

----- **DO NOT mark below this line. For KDF office use only.** -----

Received on: _____ Comments or notes: _____

For review at meeting date: _____

Approved. Letter sent on: _____

Denied. Letter sent on: _____

RECEIPT AND REVIEW:

Received on _____ . Acknowledged on _____

For review at meeting in: October April

Comments or notes:

CLUB GIVING HISTORY:

Current yr \$ _____ Last yr \$ _____ 2 yrs ago \$ _____ 3 yrs ago \$ _____

KDF BOARD ACTION:

Approved. Letter and check sent on _____

Denied. Letter sent on: _____

Approved in part or with modifications or conditions.

Approval terms: _____

Letter with Approval Terms sent on: _____



WISCONSIN-UPPER MICHIGAN KIWANIS DISTRICT FOUNDATION, INC.

MATCHING SCHOLARSHIP GUIDELINES & CRITERIA

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2. Newer Kiwanis Clubs. Kiwanis Clubs which have been in existence for less than 5 years must have made least one annual contribution to the Foundation in an amount equal to \$5 per member or more (your membership number is the starting number the club has as of October 1st).

LOCAL MATCHING SCHOLARSHIPS CRITERIA:

Please complete the Local Matching Scholarship Application Form. KDF will only match UP TO \$500.00 at its discretion for Key Club or Circle K Club members. KDF will match up to \$250 for non-Key Club high school students or non-Circle K college students. Indicate clearly the name of the school which the recipient currently attends school. **Applications for a Local Scholarship Match must be postmarked by March 1st.**

If your club has received a Local Scholarship Match three (3) years in succession, it must wait one (1) full year before applying again for a Matching Scholarship

Local Matching Scholarship Recipients must submit the following before funding is released:

1. Verification, in writing, that the Sponsored Youth Scholarship Recipient is in good standing
2. A completed "Scholarship Recipient Information form" which will be sent with the award notification
3. **A copy of the check from your Kiwanis Club to the Scholarship Recipient** and/or the college, university or technical college that the Scholarship Recipient will be attending

LOCAL MATCHING SCHOLARSHIP APPLICATION SUBMISSION:

Deadline: Application must be received by **March 1st** for consideration.

Please complete the application form and submit to:

Mark Finger, KDF Executive Secretary/Treasurer
571 Center St.
Berlin, WI 54923

E-mail: mfinger@wiumkiwanis.org
Fax: 866-484-4745

Please contact Mark Finger at mfinger@wiumkiwanis.org or 920-361-9954 if you have any questions in regards to completing the application.



WISCONSIN-UPPER MICHIGAN KIWANIS DISTRICT FOUNDATION, INC.

LOCAL MATCHING SCHOLARSHIP APPLICATION

Please note: Applications must be **postmarked by March 1st** to be considered. Local Scholarship Match Grants are reviewed at the April meeting only.

If your club has received a Local Scholarship Match Grant three (3) years in succession, it must wait one (1) full year before applying again for a Scholarship Match Grant.

Kiwanis Club(s) or requesting entity: _____
Contact Person(s): _____
Mailing address: _____
Telephone number: _____ E-mail address: _____

Please **check one (1) box ONLY** to indicate the type of grant you are requesting. KDF will ONLY award one (1) match per club to be paid to one (1) recipient only, no exceptions.

- Sponsored Key Club Scholarship Amount requested \$ _____ (upto \$500)
- Sponsored Circle Club Scholarship Amount requested \$ _____ (upto \$500)
- Non-sponsored High School Scholarship Amount requested \$ _____ (upto \$250)
- Non-sponsored College Scholarship Amount requested \$ _____ (upto \$250)

Please complete the following:

1. Name of school(s) or sponsored youth club(s) where the recipient is being chosen from:

2. Does the Kiwanis Club sponsor a Key Club or Circle K Club?

3. Total number of scholarships awarded each year by the applying Kiwanis Club:

4. Total amount of scholarships awarded each year by the applying Kiwanis Club:

\$ _____

5. How many hours of community service are required to receive this scholarship?

6. Kiwanis Club's annual scholarship budget: \$ _____

7. Additional information or comments:

CLUB BOARD CERTIFICATION

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Signed by or authorized representative:

President

Secretary

Club/President: _____
Mailing address: _____

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Received on: _____ Comments or notes: _____

RECEIPT AND REVIEW:

Received on _____ . Acknowledged on _____

For review at meeting in: October April

Comments or notes: _____

CLUB GIVING HISTORY:

Current yr \$ _____ Last yr \$ _____ 2 yrs ago \$ _____ 3 yrs ago \$ _____

KDF BOARD ACTION:

Approved. Letter and checks sent on _____

Denied. Letter sent on: _____

Approved in part or with modifications or conditions.

Approval terms: _____

Letter with Approval Terms sent on: _____