

# WI-UM Kiwanis District Foundation (KDF) 501(c)(3) Request

**Clubs submitting a 501(c)(3) Request should be eligible for consideration.**

To be considered, a General Member Kiwanis Club should be a regular contributor to the KDF as defined:

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 \$1 per member or more;
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 \$1 per member or more.

**Please complete the application form and submit it to:**

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

Applications may also be submitted electronically:

**Fax: 866-484-4745**  
Email: [markfinger31@gmail.com](mailto:markfinger31@gmail.com)

## **Donations:**

All checks must be made payable to **WI-UM Kiwanis District Foundation, Inc.** and mailed to the KDF at the address above.

For request that require the tax number before submitting their donations the 501(c)(3) number is **39-1455222**.

## **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.
- All financial reports including receipts.

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

**The Kiwanis District Foundation reserves the right to request additional information as deemed necessary.**  
WISCONSIN-UPPER MICHIGAN KIWANIS DISTRICT FOUNDATION, INC. ("KDF")

# WI-UM Kiwanis District Foundation - 501(c)(3) Request

**Please note:** The WI-UM Kiwanis District Foundation retains 4% (up to \$400 for any one (1) check \$10,000 or greater) of the total funds raised for administrative cost. We **do not receipt** for donations under \$100 unless requested.

**Kiwanis Club(s) or requesting entity:** \_\_\_\_\_

## PROJECT DESCRIPTION

**Project name:** \_\_\_\_\_

Estimated amount of funds raised: \$ \_\_\_\_\_

Start Date of Fund Raising: \_\_\_\_\_ End Date of Fund Raising: \_\_\_\_\_

How will funds be raised? \_\_\_\_\_

\_\_\_\_\_

Targeted Donors (please check all that apply)

Business/Corporations  Nonprofit Organizations  Individual Donors  \_\_\_\_\_

How will the funds be used? \_\_\_\_\_

\_\_\_\_\_

**\*\*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: \_\_\_\_\_