



Capital District Kiwanis Foundation

Touching the Lives of Children

GRANT GUIDELINES

1. Projects that relate to the purpose and mission of the Capital District Kiwanis Foundation will be accorded top priority by the CDKF Trustees. (Please note Grants that are matched by the requesting Club(s) and/or Organization(s) will be given higher priority.)
2. Commitments are made for one year only. Funds will not be granted to the same club or individual for a project, for more than three consecutive years. (If you're requesting an additional year(s) grant for the same project, a new "Grant Application Request" must be submitted with each request.)
3. Grant requests for the funding cycles are to be received by the Executive Secretary of the District Foundation by the following deadline dates:
Cycle One: Must be received no later than September 15th
Cycle Two: Must be received no later than March 15th.
4. The CDKF President will appoint two Trustees to serve on the Grant Committee. The third member will be the President Elect. The President Elect cannot serve as Chair. The Grant Committee will review all applications and then make their recommendations to the entire CDKF Board of Trustees at the Fall (November) and Spring (May) meetings of the Board.
5. Notification of the CDKF's decision will be emailed to the applicants no later than: December 10th for Cycle One; and June 10th for Cycle Two.
6. The Capital District Kiwanis Foundation will not consider Grant applications for less than One Hundred Dollars, nor for more than Five Thousand Dollars. Grants will only be considered twice a year as noted above. (The CDKF Trustees have the option of granting lesser amounts.)
7. The recipient of an approved Grant may spend up to the specified grant amount for the sole purpose of the project and will receive reimbursement from the Foundation Treasurer upon submission of proper receipts. Any monies not spent must be returned to the CDKF. If the approved grant requires funding at the beginning of the project, 65% of the approved amount may be given upon request and the remainder will be given upon project completion.
8. Grant recipients must submit to the Executive Secretary of the CDKF a "Project Completion Report," which will include copies of all receipts, a complete beginning to end project report, all publicity materials and the names of all people, clubs and organizations who worked on the project, within 45 days of the completion date of the project. NOTICE: Failure to email a "Project Completion Report" back to the CDKF Executive Secretary within 45 days of project completion, will automatically be cause for rejection of any future grant requests, for any project(s), to any individual(s), organization(s), or club(s) named in this "Grant Application Request." A "Project Completion Report Form" is part of this application.
9. Continuing Projects are to notify the CDKF Secretary every ninety (90) days with a full report on their progress to date.



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GRANT APPLICATION REQUEST

Note: "Grant Application Request" Must Be Submitted By Email.

(For your protection, be sure to: "Request A Read Receipt.")

Please copy and paste this "Application Request" and "Project Information Form" into your word program and then email it back as an attachment to: govadams@aol.com

◀ All questions must be answered ▶

Which Cycle Is This Grant Request For? CYCLE NUMBER: 1, 2. (Please Circle Number)

"Cycle Number One" - Must be submitted no later than Sept. 15th.

"Cycle Number Two" - Must be submitted no later than Mar. 15th)

(Note: CDKF's decision will be emailed to the applicants no later than: Dec. 10th for Cycle One; and Jun. 10th for Cycle Two.)

Grant Applicant (Identify if you are an Organization, Club and/or an Individual):

Name(s) of Organization, Club and/or Individual:

Name of Contact Person:

Address:

City:

, State:

, Zip:

Home Telephone:

Business Telephone:

Fax Number:

Email Address:

[PLEASE READ THIS AGREEMENT CAREFULLY](#)

Submitting this proposal to the CDKF by "email," acknowledges that I/we agree to the following:

The above named: Contact Person of the Organization, Club and/or Individual, will:

- **Submit a "Project Completion Report" within 45 days of the completion of the project.***
- **Keep accurate financial records and include them in the "Project Completion Report."**
- **Use the grant monies only for the purposes detailed in the application. Unused monies must be returned to the CDKF.**
- **Allow the CDKF to use all your project details and names in any media or future promotional campaign.**

***NOTICE:** Failure to send a "Project Completion Report" back to the CDKF within 45 days of project completion, will automatically be cause for rejection of any future grant requests, for any project(s), to any of the individual(s), organization(s), or club(s) named in this Grant Application Request.

Submit application to:

**Charles P. Adams, Executive Secretary
Capital District Kiwanis Foundation
govadams@aol.com**



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PROJECT INFORMATION FORM

Please answer all the following questions. Be complete and give details where appropriate. You may use additional pages to explain your reasons for this request. (Note: All Grant Requests must be submitted by email. Please cut and paste this Project Information Sheet, along with any additional pages in your submission.)

1. List the club(s), organization(s), or individual(s) who are matching the funding of this project and how much? Or if none, why not?:
2. How many times have you applied for a grant for this project from the CDKF, whether denied or approved?: (Note: If you've received any past grant(s) from the CDKF, you must attach (all) your Project Completion Report(s) to this application.)
3. What is the title of the project?:
4. Write one or two sentences describing the project.:
5. Describe the project and how it will address a problem.:
6. When and where will the project take place?:
7. How will the project measurably improve the community or region?:
8. How will you measure the success of the project?
9. How will you build on the success of the project?:
10. Who will be working on the project?: (List all known names, titles, addresses, telephone numbers.)
11. Is/Are there another/other club(s) and/or organization(s) that will collaborate with you on the project?: (if so, give the name(s)/rosters of the club(s), organization(s) and the name of the contact person, their position and contact information.)
12. Give a detailed time line of the project with dates as best as you can.:
13. Provide a detailed budget of the entire proposed project. Then breakout which parts of the project require funding by your grant request.: (Include price quotes if possible. Also indicate any elements of the project that are being donated and by whom?)
14. Have you provided for any publicity for the project? If so, what? If not, why?
15. Please provide any additional information you feel would be helpful.

(Use additional pages as necessary.)



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PROJECT COMPLETION REPORT

(NOTICE: Must be emailed to the CDKF Secretary within 45 days of project completion. **Continuing Projects** are to notify the CDKF Secretary every ninety (90) days with a full report on the projects progress to date.)

Charles P. Adams, CDKF Executive Secretary
govadams@aol.com

1. Project Completion Date:
2. Name of Project:
3. Name and contact information of Person Submitting this Report:
4. Include all receipts and a financial statement for the project.
5. Explain the success or failure of your project.
6. Submit any publicity you received.
7. List all clubs, groups and people associated with your project.
8. Include photographs if available.
9. Have you, or will you be submitting an article to the CapDist eBuilder about your project? (If you have, please include a copy of the article.)
10. List any other details about your project that you think would be of interest.