



**Pennsylvania Kiwanis Foundation
Grant Request Application**

Kiwanis Family Grants

The Pennsylvania Kiwanis Foundation encourages Kiwanis clubs and Kiwanis-family service leadership programs to apply for grant funding. All grant proposals must further the goals and ideals of Kiwanis as well as promote the growth of Kiwanis.

Some things to consider when writing a grant proposal:

- Priority will be given to those grant proposals that benefit children over those that solely benefit the community.
- Grant proposal should involve an element of service from the group applying for the grant.
- Organizations applying for a grant should be directly funding part of the program being considered.

Grant decisions will be made on the following timelines:

For June 1 funding decisions...
Submit full application by April 1
For October 1 funding decisions...
Submit full application by August 1
For January 1 funding decisions...
Submit full application by November 1



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Grant Instructions

- The Pennsylvania Kiwanis Foundation's grant application review process is extensive. The information below will help you submit a complete grant application. Please review these instructions and the grant application carefully as only grant applications which meet the following requirements will be reviewed by the Foundation.
- Grants are a partnership between your Kiwanis Club and the Foundation so all inquiries regarding the grant application process must be made to our Foundation directly from the club requesting the funding, not a third party organization which may benefit from the grant. Any non-profit organization working with a Kiwanis related entity on a project presented for consideration by the Foundation must be a registered 501(c)3 and must provide insurance indemnifying the Pennsylvania Kiwanis Foundation.
- Requests for funding capital expenses, construction of buildings, capital improvements, and land purchase will not be considered. All proposals must further the goals and ideals of Kiwanis and promote the growth of Kiwanis.
- Entities may apply for funding up to \$5,000. Please note the Foundation may award less than the amount requested.
- Grants may be awarded to the same Kiwanis entity for the same project for a maximum of three consecutive years. A previously funded Kiwanis entity must apply each year to be considered for additional funding.
- Grants will only be awarded once per year per each Kiwanis entity.
- Upon receiving the grant, the Kiwanis entity agrees to name the Pennsylvania Kiwanis Foundation as a donor to the project and submit a press release for distribution with pictures.

You must apply using the Pennsylvania Kiwanis Foundation's grant application for Kiwanis entities contained below. All answers must be typed in the space provided in the document using your computer. Handwritten grant applications or modified versions of the application will not be accepted.

Applications with missing information or which included flawed budgetary information will not be reviewed.

Email this application to:

Pennsylvania Kiwanis Foundation
Grants Administration
grants@pkfonline.org



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Section 1. Club Information

Kiwanis Entity Requesting Funding

Division/Region

Address

City

State

Zip Code

Section 2. Contact Information

Contact Person

Position

Phone

E-mail



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Section 3. Project Information

Project Name

Provide an overview of the project which you are requesting funding.

Proposed Project Start Date

Proposed Project End Date

Has your board of directors approved this project?

Yes [] No []

Is this a new project?

Yes [] No []

If no, please explain.

How does this project further the objects of Kiwanis and promote the growth and development of Kiwanis in your area?



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Section 3. Project Information (Continued)

What Kiwanis-family entities are involved?

How will your club evaluate the success of the project?



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Section 4. Funding Requested

Amount of funding requested

Does the project require additional funding? Yes [] No []

If yes, where will this come from?

Amount of funding and other resources the entity will provide to the project.

Section 5. Proposed Budget

Provide a budget with an explanation of each line item, including how the cost was determined. Applications with missing or incorrect budgetary information will not be considered for funding. The following guidelines will help categorize program expenses.

- Salaries and fees: Include staff salaries that are allocated to the project. Identify each position, salary and percentage of time to be devoted to the project.
- Fringe benefits: Include related benefits and taxes allocable to the salaries listed. Identify fringe benefits as a percentage of salaries.
- Consultants: Include fees, honoraria and expenses paid for consulting and professional services of individuals or organizations that are not paid staff of the organization. In the budget narrative, identify consultants and anticipated costs individually.
- Printing/publications: Include expenses for production of all printed materials. Identify specific publications, number of copies planned and anticipated size of each publication.
- Media costs: Include expenses for radio, television, newspapers, billboards, newsletters, etc.
- Telephone: Include all telecommunication expenses. Identify how anticipated usage is determined.
Supplies: Include office supplies, subscriptions, books and other material.
- Postage: Include expenses not incorporated above. Identify how the estimates are calculated.