



Kiwanis Club of Adrian Mini-Grant Request

The Kiwanis Club of Adrian intentionally takes action to positively impact our community. We are a club united in service, building a vibrant community for generations to come. Our goal is to positively impact the Adrian Community by:

- *supporting development for youth and families*
- *supporting health, wellness and recreation*

Mini-Grant Guidelines

- Mini-grants that align with at least one of the objectives of the Kiwanis Club of Adrian stated above will be given priority.
- Funds shall be used solely for the granted purpose.
- The project serves the Adrian Community.
- Funded activities shall commence in a timely manner and expenditures shall be made within 120 days of receipt of the grant. Grant funds not expended shall be returned to the Kiwanis Club of Adrian.
- No grant will be given for any purpose that would jeopardize the tax-exempt status of Kiwanis Club of Adrian or the applicant organization.
- Grant recipients shall acknowledge Kiwanis Club of Adrian in all promotional materials, activities, and programs funded with Kiwanis Club of Adrian funds.
- Agencies are eligible to apply for funds once per fiscal year (Oct. 1 – Sept. 30) and the request should not exceed \$2,500.
- The Kiwanis Club of Adrian Board of Directors typically does not entertain requests for political or religious activities or from individuals or foundations (unless specifically identified for one specific purpose or event).
- A PDF file containing the application form and all necessary attachments must be submitted by the deadline, either **February 1 or August 1**.

Application Process

Non-profit, community organizations wishing to apply for financial support should write a proposal outlining the unmet community need and provide the following information:

- A description of the project
- Amount requested
- Project budget
- Explanation of how the proposed project specifically addresses the Kiwanis goals and objectives as enumerated above
- Documentation that the applying agency is incorporated as a non-profit, tax exempt organization under IRS Code 501c3, or qualified to receive tax deductible charitable contributions according to IRS regulations.

The proposal should include the name of the organization making application, the name of the principle contact person along with address, phone and e-mail contact information. Proposals will be acknowledged via e-mail, usually within one week of being received.

Send written proposals to:
Kiwaniis Club of Adrian
P.O. Box 179
Adrian, MI 49221

Send proposals electronically to:
Cary Carrico, President
Kiwaniis Club of Adrian
ccarrico@kemneriottbenz.com

Application Deadlines

The Kiwanis Club of Adrian Board of Directors will review funding requests in March and September. **Grants are due on February 1 and August 1.**



Mini Grant Application

PART 1: COVER PAGE

Organization name:

Mailing address:

Phone number:

Project coordinator:

Coordinator email:

Organization's mission:

Project name:

Amount requested:

Geographic area served by this project:

What is the total project cost and what percentage of the total budget would this grant account for?

Have you secured or applied for other types of funding for this project? If so, please list sources, amounts, and status.

Target population:

Estimated number of persons to be served:

Executive Summary:

In 250 words or less describe your project. This summary should not be confused with the entire application which follows.

PART 3: REQUIRED ATTACHMENTS

All 501(c)3 organizations, excluding government and school organizations, must include the following:

- 1. Copy of current project budget
- 2. Copy of Internal Revenue Service tax exemption letter confirming 501(c)3 status
- 3. List of members of organization's governing board, including addresses
- 4. Copy of most recent audit or Form 990

PART 4: CERTIFICATION

To the best of my/our knowledge and belief: statements in the attached application are true and correct; the document has been duly authorized by the governing body of the applicant; and the applicant organization will comply with applicable laws, regulations, terms, and conditions in effect at the time of grant.

I/we understand that the Kiwanis Club of Adrian, in evaluating this grant application, may, if deemed appropriate, review any and all of the information submitted as part of this request with advisors of their choosing.

I/we agree to comply with the Equal Employment Opportunity Act; produce and document project results; exhibit sound management; not focus on purely religious purposes; begin the project/program within four (4) months of receipt of funds; and expend the entire grant within one year or return unspent funds.

If a 501(c)3 non-profit organization:

Signature of President or Executive Director Printed Name & Title Date

Signature of Project/Program Coordinator Printed Name Date

Tax Id #

If not a 501(c)3 non-profit organization:

Signature of Authorized Fiscal Agent Representative Printed Name & Title Date

Fiscal Agent Organization Name Address

Fiscal Agent Phone Number Email

Tax Id #

In signing this application, the Authorized Fiscal Agent Representative verifies that the organization will act as a fiscal agent for any monies awarded.

[END OF APPLICATION]