



# Kiwanis® Nebraska-Iowa District Foundation

# Grant Application Form

**NOTE: THIS APPLICATION AND ALL ASSOCIATED DOCUMENTS  
MUST BE SUBMITTED BY EMAIL ONLY**

**(PDF or MICROSOFT WORD files)**

## **Guidelines for Filing Grant Applications**

- Only projects relating to the principles of Kiwanis International, Kiwanis-sponsored affiliates, and the Nebraska-Iowa Kiwanis District Foundation (hereafter, the Foundation) will be reviewed.
- The name must be clearly shown on all projects. Foundation financial commitments are made for only one (1) year at a time.
- There are quarterly Grant cycles, deadlines for receipt of grant requests are: December 1, March 1, June 1 and September 1.
- Grants will be considered by the Foundation Board at the Quarterly Meeting in the month following the deadline month.
- All decisions of the Foundation are final.
- A detailed description of Kiwanis Club member involvement in the supported project is mandatory.

## **GRANT AGREEMENT**

*Upon acceptance of this grant, the grantee agrees to:*

1. Funds awarded by the Foundation will be available to the grantee for a twelve (12)-month period commencing with, unless otherwise specified and agreed upon at the time of the award or subsequent action by the Foundation Board. It is understood that, if the terms of the agreement are not met, or if the project is not completed within the twelve (12)-month period, the funds will revert to the Foundation and the award in total or in part will be canceled.
2. The grant is to be used exclusively for the purpose specified in the letter of award, which may represent all or any part of the project specified in the grant application. Any portion of the grant funds not used for the purpose(s) specified by the Foundation shall either not be paid or if paid returned to the Foundation.
3. The grantee will acknowledge the contribution of the Nebraska-Iowa Kiwanis District Foundation to the project whenever or wherever appropriate. This may include, but not be limited to, press releases, photographs,



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construction signage, brochures or presentations. Examples or copies of attribution will be provided to the Foundation Treasurer as proof of participation. Failure to do so may constitute default and require restitution as stipulated by the Foundation Board.

4. For those applications where projects are not covered by Kiwanis International liability insurance, proper liability insurance, indemnifying the Nebraska-Iowa Kiwanis District Foundation must be provided.
5. This application, and all associated/supporting documentation must be submitted as a single, complete package. Subsequent submissions will not be considered as a part of this application.



## ORGANIZATION FACT SHEET

Organization/Kiwanis Club Name: \_\_\_\_\_

Date: \_\_\_\_\_

NE-IA Kiwanis Division No: \_\_\_\_\_ Kiwanis Club Number K-\_\_\_\_\_

Program/Project Name: \_\_\_\_\_

Amount Requested: \$\_\_\_\_\_

Has this project previously received Nebraska-Iowa Kiwanis District Foundation funding? If so, when: \_\_\_\_\_

What other funds have secured, or are available for this project?  
\_\_\_\_\_  
\_\_\_\_\_

### CLUB MEMBER ACTIVE INVOLVEMENT:

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Is this a new Club affiliation       YES       NO

Is this an ongoing Club affiliation       YES       NO

Explain:  
\_\_\_\_\_

### KIWANIS AFFILIATION:

Kiwanis Club Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**To whom should grant check be made payable, and to what address should it be mailed:** \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_



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***The following must be included with grant application:***

Proposal Checklist:

- Completed Organization Fact Sheet
- A one-page outline detailing the highlights of the project
- Proposed income and expense budget for the project/program showing all funds involved
- Copy of liability insurance policy indemnifying the Nebraska-Iowa Kiwanis District Foundation, or explanation of liability insurance such as Kiwanis International
- Completed Grant Agreement
- Other material pertinent to the grant request

**NOTE: THE ORIGINAL APPLICATION MUST INCLUDE ALL ADDITIONAL ELEMENTS IN AREAS PROVIDED, OR AS ADDENDA.**

**SUBSEQUENT SUBMISSIONS WILL NOT BE CONSIDERED.**

Incomplete applications or those using any form other than this one will not be considered. Questions in writing may be emailed to the Treasurer AND Secretary as shown below.

Submit this grant application to:

**David Muff, Secretary**  
**Nebraska-Iowa Kiwanis District Foundation**  
**3130 S 27th St**  
**Lincoln, NE 68502**  
**[dmuff5@gmail.com](mailto:dmuff5@gmail.com)**

**Teresa Rotschafer, Treasurer**  
**Nebraska-Iowa Kiwanis District Foundation**  
**6859 NW 57th St**  
**Johnston, IA 50131**  
**[trotschafer@gmail.com](mailto:trotschafer@gmail.com)**